

INTEROFFICE MEMO

For: Kai Erickson

Date: 10-1-69

From: Dick Krager

Message: Enclosed is a copy of our 1969-70 Professional Agreement for your records. Two copies have been sent to the Bay Area Education Office, Bay City, Mich.

*Huron Int. 11*

*1969-70*

*Huron Intermediate Bd. of Educ.*

PROFESSIONAL AGREEMENT  
BETWEEN THE  
HURON INTERMEDIATE SCHOOL DISTRICT  
AND THE  
HURON INTERMEDIATE SPECIAL EDUCATION ASSOCIATION, M.E.A.-N.E.A.  
(September 1, 1969 - August 28, 1970)

RECEIVED

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OFFICE OF  
PROFESSIONAL NEGOTIATIONS

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## AGREEMENT, 1969-1970

This Agreement entered into this first day of September, 1969, by and between the Intermediate School District of Huron County, Bad Axe, Michigan, hereinafter called the "Board," and the Huron Intermediate Special 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 Huron County is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

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

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

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

## ARTICLE I

## RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all certificated and/or approved personnel whether under contract, on leave, on a per diem basis, on tenure, on probation, employed or to be employed by the Board as classroom teachers, school diagnosticians or psychologists, speech and hearing therapists, school social workers, Type "C" teacher-consultants, teachers of the blind, advising or critic teachers, teachers of the housebound or hospitalized, or school nurses (whether or not assigned to a public school building). Such recognition excludes the Intermediate School Superintendent, Director of

Special Education, Type "B" and Trainable teachers, and office and clerical employees within the meaning of the Public Employment Relations Act. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to male teachers shall include female teachers.

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

## ARTICLE II

### ASSOCIATION AND TEACHER RIGHTS

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other 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 or otherwise with respect to any terms or conditions of employment.

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

C. The Association and its members shall have the right to use the Intermediate Special Education Office facilities at all reasonable hours for meetings, without charge.

D. Duly authorized Association representatives and their respective affiliates shall be permitted to transact official Association business on Intermediate School District property at all reasonable times, provided that such shall not interfere with or interrupt normal employment operations.

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

F. The Association shall have the right to post notices of its activities and matters of Association concern by the use of bulletin boards and other established media of communication which shall be made available to Association members. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises.

G. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including: annual financial reports and audits, register of certificated and approved personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agendas and minutes of all Board meetings, treasurer's reports, census and membership data, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

H. The Board shall consult with the Association 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 confer with the Board with respect to said matters prior to their adoption and/or general publication.

I. Teachers shall be entitled to full rights of citizenship and no religious or political activities (other than those contributing to the overthrow of the United States Government) 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, except when it adversely affects the teacher's professional relationship with his students or during the discharge of his professional duties.

J. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a matter not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status, or Association membership or activities. The Board and the Association pledge themselves to seek the

extension of advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek the achievement of full equality of educational opportunity to all pupils.

K. Consistant with the Code of Ethics of the Education Profession, membership in the Association shall be open to all certificated and/or approved teachers regardless of race, creed, sex, marital status, or national origin.

### ARTICLE III

#### RIGHTS OF THE BOARD

The Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

### ARTICLE IV

#### MEMBERSHIP, FEES, AND PAYROLL DEDUCTIONS

A. All teachers, as a condition of continued employment, shall either:

1. Sign and deliver to the Intermediate School Superintendent, prior to September 15th of each year, an assignment authorizing deduction of membership dues and assignments of the Association (including the National Education Association and the Michigan Education Association). Such authorization shall continue in effect from year to year unless revoked in writing by the teacher between June 1st and September 1st to become effective the forthcoming school year and copies thereof delivered by the teacher to the Association and to the Intermediate School Superintendent, or
2. Cause to be paid to the Association a representation fee equivalent to the dues and assessments of the Association (including the National Education Association and the Michigan Education Association) within sixty (60) days of the commencement of employment.

3. Teachers contracted for employment between the issuance of the second pay check of the months of September and May shall elect one of the above (Section 1 or 2) but with such dues or representation fee based upon each month of employment to and including the month of June.
- B. The deduction of membership dues shall be made from the pay check each month, for ten (10) months, beginning in September and ending in June. The Board agrees to promptly remit to the Michigan Education Association all monies so deducted, accompanied by a list of teachers from whom the deductions have been made.
- C. The Association shall remit portions of all representation fees to the Michigan Education Association in amounts equal to that of the Michigan Education Association and National Education Association dues, or proportional amounts thereof in cases concerning employment of teachers after the second September pay check issuance and before the issuing of the second May pay check of that year.
- D. The Board shall also make payroll deduction upon written authorization from teachers for insurance, annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the Board.

## ARTICLE V

### PAY DAYS

- A. The Board agrees to dispense salary checks every fourteen (14) days, commencing on the first Friday following the first full week of contracted employment period. Forty (40) week personnel may elect to receive the afore mentioned salary checks on a forty (40) week basis or fifty-two (52) week basis. The amount payable to the teacher, on 52 week basis, for the July and August pay dates may be paid in a lump sum if notification of such desire is given to the Intermediate School Superintendent prior to the first Monday of June. Such sum shall be payable on the first regular pay day of July.
- B. Teachers contracted for more than forty (40) weeks shall receive salary pay checks every fourteen (14) calendar days, commencing on the first Friday following the first full week of contracted employment period.
- C. If a regular pay day should fall upon a no-service, conference, or recess day, according to the service calendar, Appendix A, such pay check shall be available to the teacher prior to said day or days.



ARTICLE VI  
TEACHING HOURS

- A. Each teacher shall report for duty in accordance with his daily schedule or the needs for his specialized service. Teachers are encouraged to remain for a sufficient period after the close of the student's school day to attend those matters which properly require attention at that time, including consultations with parents, teachers or administrators.
- B. Co-ordination days shall be utilized for purposes concerning teacher reports, case staffings, home calls, Special Education Office appointments, conferences with private and public agencies or services, additional teacher-student meetings, and staff meetings.
- C. Each teacher, when unable to report for duty, shall be required to leave word of such with the Intermediate School Superintendent's office prior to 8:45 A.M. on the day concerned. Only in a state of emergency or during circumstances beyond the teacher's control shall such adherence be an exception and in which case the teacher shall report his loss of service as soon as possible on the day or days concerned or immediately thereafter.
- D. Teachers who leave their daily duties early due to unforeseen circumstances shall notify the Intermediate School Superintendent of such loss of service within three (3) days of said occurrence.
- E. In the event of the closing of schools served due to inclement weather, an act of God, a labor dispute with school employees, or other school vacations, the employed teacher shall report for duty at the Intermediate Special Education Offices.
- F. Under no circumstances shall the Board demand teacher services in the event of severe inclement weather or an act of God which results in the closing of schools in the teacher's resident school district or in the closing of primary roads.
- G. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.
- H. One teacher at a time shall be released from regular duty, without loss of salary, at least one day each semester for the purpose of participating in area or regional Association meetings.

ARTICLE VII  
TEACHING CONDITIONS

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

A. The Board recognizes that appropriate reference facilities, audio-visual equipment, professional periodicals, remedial publications, tests and questionnaires, blank forms, and similar materials are the tools of the Special Education services. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the teachers reasonably equipped and facilities maintained.

B. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of Special Education services. In furtherance of that recognition, the Board shall provide a teacher reference library in the Intermediate Special Education Offices and include professional publications which are reasonably requested by the teachers.

C. Teachers shall reserve the right to refuse service to schools not providing adequate classroom facilities, due to Board action.

D. Special Education secretarial needs and services will be subject to review at any time by both parties.

E. Custodial care of the Intermediate Special Education Offices, including restroom, shall be provided on regular weekly basis.

F. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.

G. Adequate off-street parking facilities shall be provided and properly maintained by the Board for teacher use.

## ARTICLE VIII

## DEPARTMENT CHAIRMAN

The teachers within each specialized discipline of Special Education shall each year select from among their numbers a department chairman, providing at least three (3) such teachers are in that discipline. The department chairman shall exercise co-ordinating functions and serve as liaison between those teachers and the Director of Special Education and Intermediate School Superintendent. Such chairman shall not be considered a supervisory employee.

## ARTICLE IX

## VACANCIES AND PROMOTIONS

A. The Board declares its support of a policy for filling vacancies, including vacancies in supervisory positions, from within its own teaching staff. Whenever a vacancy arises or is anticipated, the superintendent shall promptly notify the Association which shall solicit applications from interested teachers presently employed by the Board. The Association shall then promptly advise the superintendent of applicants for such position. Vacancies shall be filled on the basis of the experience, attainments, competency and qualifications, length of service to the district, and other relevant factors pertaining to the applicant. An applicant with less service to the district shall not be awarded such position unless his qualifications are substantially superior to applicants of greater service to the district. "Service" in the district, for the purposes of this Agreement, shall mean continuous employment in the Intermediate School District, including substitute service, irrespective of tenure status, and shall include all periods when the teacher was on sabbatical or professional leaves of absence.

B. Any teacher who shall be promoted to a supervisory position and shall later return to his previous teaching status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory status.

## ARTICLE X

## ILLNESS OR DISABILITY

A. At the beginning of the school year each teacher shall be credited with one day sick leave allowance per four (4) weeks of contracted employment period. Such sick leave allowance shall be used for absences from duty caused by illness or physical disability of the teacher. The unused portion of said allowance shall accumulate from year to year up to and including ninety (90) days.

B. A teacher who is unable to work because of illness or disability and who has exhausted all available sick leave days shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness or disability. Upon return from such leave, a teacher shall be assigned to the same position or a substantially equivalent position, if available.

C. Any teacher who is absent because of an injury compensable under the Michigan Workmen's Compensation Law, shall receive from the Board the difference between the allowance under the Workmen's Compensation Law and his regular salary for a period of six (6) months or the remaining time of contract period if in excess of six (6) months.

D. A teacher absent from work caused by children's diseases shall suffer no diminution of compensation and shall not be charged with sick leave.

## ARTICLE XI

## LEAVES OF ABSENCE

A. Five (5) days leave of absence with pay, chargeable against the teacher's sick leave allowance, shall be granted for a critical illness within the teacher's immediate family; i.e., within the household.

B. Leaves of absence with pay, not chargeable against the teacher's sick leave allowance, shall be granted for the following reasons:

1. Four (4) days shall be allowed for the teacher's personal business which may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify the Director of Special Education at least one day in advance, except in cases of

emergency. The teacher may be asked to explain the reason for any personal leave requested for a school day immediately before or after a holiday, week end, or vacation period, and reasonable restrictions may be imposed on personal leaves concerning such days.

2. A maximum of five (5) days per school year for a death in the immediate family; i.e., within the household, parents and siblings of the immediate family.
3. Court appearance as a witness in any case connected with a teacher's employment of school services or whenever the teacher is subpoenaed to attend any proceedings.
4. Approved visitations (approved by the Director of Special Education and subject to approval by the Board) at other schools or for attending educational conferences, workshops or conventions, including Association meetings.

C. Leaves of absence without pay, with regular salary increments during such periods, may be granted, subject to approval by the Board, upon application for the following reasons:

1. Study related to the teacher's licensed field.
2. Study to meet eligibility requirements for a license other than that held by the teacher.
3. Study, research or special teaching assignments involving probable advantage to the Intermediate School District.

D. Teachers who are officers of the local Association or are appointed to the state Association staff shall, upon proper application, be given leave of absence, not to exceed five (5) days, without pay for the purpose of performing duties for the Association.

E. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, the teacher shall be placed on the same salary schedule step as he would have been had he taught in the school district during said period. Teachers with prior active military service up to two (2) years shall be given benefit of any salary increments which would have been credited to them had they been employed by the Board.

F. A maternity leave without pay of up to two (2) years

shall be granted commencing not later than the sixth (6th) month of pregnancy, except that when this date falls within one school month of the end of the semester, the teacher may be permitted to complete the semester. Return from such leave will be no earlier than six (6) weeks after the termination of pregnancy. A female teacher adopting a child may receive similar leave which may commence upon entry of an order terminating the rights of the natural parents by the probate court. A teacher returning from leave provided in this paragraph shall be placed on that salary schedule step from which she went on leave.

G. A leave of absence without pay of up to two (2) years shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school district. Upon return from such leave, a teacher shall be placed on the same salary schedule step as he would have been had he taught in the district during said period.

H. Teachers who have been employed by the Board for seven (7) years may be granted, at the discretion of the Board, a sabbatical leave for one year. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid his full annual salary. Upon return from such leave, the teacher 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 school district during such period.

I. A leave of absence without pay shall be granted, upon approval by the Board, to any teacher for the purpose of campaigning for a public office. Upon return from such leave, a teacher shall be placed on the salary schedule step as he would have been had he taught in the school district during said period.

## ARTICLE XII

### VACATIONS

A. Teachers contracted on a forty (40) week basis shall receive vacation time in accordance with the service calendar, Appendix A.

B. Teachers contracted for more than forty (40) weeks shall be granted one week vacation for each three (3) months of service and such vacation time shall be accumulative to eight (8) weeks. In cases where less than quarterly periods of service are concerned such vacation time will be determined by pro-rating each monthly portion of service thereof. Vacations shall be in accordance with Appendix A.

C. Vacations of teachers contracted for more than forty (40) weeks shall be subject to approval by the Director of Special Education. If the director is not available for such action then such vacation shall be subject to approval by the Intermediate School Superintendent.

### ARTICLE XIII

#### TERMINAL LEAVE

In recognition of services to the school district, a terminal leave payment of one-half the teacher's current salary for unused accumulated sick leave of up to a maximum of ninety (90) days will be paid upon retirement of the teacher at Social Security retirement age.

### ARTICLE XIV

#### PROFESSIONAL CONDUCT

A. All teachers are expected 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, provided that a teacher may refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

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

C. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in carrying out Special Education services. Alleged breaches of discipline

or the Code of Ethics of the Education Profession shall be promptly reported to the offending teacher and to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher and, in appropriate cases, may institute proceedings against the offending teacher.

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

E. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of teacher performance asserted by the Board or representative thereof, shall be subject to the professional grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available in writing to the teacher and the Association.

## ARTICLE XV

### TEACHER EVALUATION

A. Any monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio systems and similar surveillance devices shall be strictly prohibited in obtaining evidence against the teacher's personnel record.

B. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The teacher shall affix his signature and the date to the record to signify he has reviewed his file and is aware of the contents.

## ARTICLE XVI

### TEACHER PROTECTION

A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. 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 as a result of any action taken by the teacher while in pursuit of his employment, the Board shall provide legal counsel and render all necessary assistance to the teacher in his defense.

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

D. The Board will reimburse teachers for any loss, damage or destruction of personal property of the teacher while pursuing duties in the schools or on school premises, provided such property is not covered by other insurance and was reasonably cared for by the teacher.

E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

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

## ARTICLE XVII

### STUDENT DISMISSAL

A teacher may terminate his Special Education services to a student when persistence of misbehavior, disruptive effects, or poor attitude makes continued services to the student intolerable. In such cases, the teacher will furnish the student's principal and Director of Special Education, as promptly as his service obligations will allow, full particulars of the incident.

## ARTICLE XVIII

## CONTINUITY STANDARDS

- A. All conditions of employment, including leaves and general working conditions, shall be maintained at not less than the highest minimum standards in effect at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the expressed provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.
- B. The duties of any teacher or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior negotiation with the Association.
- C. Since the parties have established a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike, as defined by Section 1 of the Public Employment Relations Act.
- D. The Board agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

## ARTICLE XIX

## PROFESSIONAL IMPROVEMENT

- A. The Board and the Association support the principle of continuing the training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves of absence for work on advanced degrees or special studies and participation in community educational affairs or projects.
- B. 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. Effort will be made to obtain qualified persons to participate in the presentation of such programs. All teachers desiring to instruct, providing they are

properly qualified and vacancies exists, or wanting to attend shall be permitted to do so.

C. Each teacher shall have the right and opportunity to attend evening, Saturday, and summer college or university classes. Such courses shall be directly or indirectly related to his professional responsibilities or licensed field or toward meeting eligibility requirements for a license in another field. Special considerations shall be allowed by the Director of Special Education for such teacher when hardships are incurred in traveling to and from said classes, without loss of salary to the teacher.

D. The Board agrees to pay a sum up to five dollars (\$5.00) per year per teacher for dues concerning membership in recognized professional education organizations in a participating capacity.

## ARTICLE XX

### SERVICE CALENDAR

A. For the term of this Agreement the service calendar shall be set forth in Appendix A. There shall be no deviation from or change in the service calendar except by mutual agreement of the Board and the Association.

B. Each teacher shall give service according to his particular length of contracted employment and in accordance with Appendix A.

C. Each teacher shall report for duty at the Intermediate Special Education Offices on the day his service year (period of contracted employment) ends.

## ARTICLE XXI

## PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in the salary schedule, Appendix B, which is attached to and incorporated into this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. All teachers, present and future, shall be given full (unlimited) credit on the salary schedule as set forth in Appendix B for professional educational experience with children prior to employment by the Board.
- C. Every teacher shall be placed on the salary schedule.
- D. Teachers contracted for fifty-two (52) weeks service shall have their salaries determined by the appropriate salary step plus one-fifth (1/5) of that salary.
- E. Teachers required in the course of their work to drive personal automobiles to fulfill Special Education services shall receive a car allowance of ten cents (\$.10) per mile.
- F. A teacher called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.

## ARTICLE XXII

## GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation by the Board may be processed as a grievance as hereinafter provided.
- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with the Director of Special Education either personally or accompanied by an Association representative.
- C. If, as a result of the informal discussion with the director, a grievance still exists, the teacher may invoke the formal grievance procedure on the form set forth in Appendix C, signed by the grievant and a representative of the Association, which form shall be available from the Association. A copy of the signed grievance form shall be delivered to the director.

D. Within five (5) school days of receipt of the grievance, the director shall meet with the Association in an effort to resolve the grievance. The director shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.

E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting (or 10 school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Intermediate School Superintendent. Within five (5) school days the superintendent shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish a copy thereof to the Association.

F. If the Association is not satisfied with the disposition of the grievance by the superintendent, or if no disposition has been made within five (5) school days of such meeting (or 10 school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary of the Board. The Board, no later than its next regular meeting or fourteen (14) calendar days, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) calendar days thereafter. A copy of such disposition shall then be furnished to the Association.

G. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the seven (7) calendar days provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgement thereon may be entered in any court of competent jurisdiction.

H. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

I. If any probationary teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he

shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.

J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the teacher's individual contract term of employment or as soon as possible thereafter.

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

## ARTICLE XXIII

### NEGOTIATION PROCEDURES

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

B. A reasonable time prior to expiration of this Agreement (should consider at least 60 calendar days prior to its termination date), upon request of either the Board or the Association, negotiations will be undertaken for an agreement covering the immediate forthcoming school year(s).

C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement may 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.

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate, including the imposition by the Association of professional sanctions to discourage teachers from working in the absence of an agreement between the Board and the Association.

#### ARTICLE XXIV

#### MISCELLANEOUS PROVISIONS

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

B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereinafter executed shall be in the form provided in Appendix D or E and 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. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

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

E. Copies of this Agreement titled "Professional Agreement between the Huron Intermediate School District and the Huron Intermediate Special Education Association, M.E.A.-N.E.A.," shall be printed at equal expense of the Board and the Association and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

ARTICLE XXV

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1969, and shall continue in effect until the 31st day of August, 1970. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By *Phyllis Snider*  
Its President

By *Michael C. Lascerki*  
Its President

By *Richard A. Krager*  
Its Secretary

By *Morgan Ballagh*  
Its Secretary

By *Jon E. Walkup*  
Its Negotiating Chairman

By *Donald Schuman*  
Its Negotiating Chairman

Dated this 19th day of August, 1969.



APPENDIX A  
SERVICE CALENDAR, 1969-1970

Monday, September 1 . . . . Labor Day  
 Tuesday, September 2 . . . . Pre-Opening Conferences  
 Wednesday, September 3 . . . . Pre-Opening Conferences  
 Thursday, October 23 . . . . M.E.A. Conferences  
 Friday, October 24 . . . . M.E.A. Conferences  
 Thursday, November 27 . . . . Thanksgiving Day  
 Friday, November 28 . . . . Thanksgiving Recess (40 week)  
 Monday, November 31 . . . . Services Resume (40 week)  
 Monday, December 22 . . . . Christmas Recess (40 week)  
 Thursday, December 25 . . . . Christmas Day  
 Friday, December 26 . . . . Christmas Recess (52 week)  
 Monday, January 5 . . . . Services Resume (52 and 40 week)  
 Friday, March 27 . . . . . Easter Recess (40 week)  
 Wednesday, April 1 . . . . . Services Resume (40 week)  
 Friday, June 5 . . . . . Service Year Ends (40 week)  
 Friday, August 28 . . . . . Service Year Ends (52 week)

Number of days 40 week teachers are on duty: 182

Number of days 52 week teachers are on duty: 234

APPENDIX B  
SALARY SCHEDULE

<u>Step</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>B.A.+30</u>	<u>M.A.+20</u>
0	\$7,500.00	\$7,700.00	\$8,000.00	\$8,200.00
1	7,800.00	8,000.00	8,300.00	8,500.00
2	8,100.00	8,300.00	8,600.00	8,800.00
3	8,400.00	8,600.00	8,900.00	9,100.00
4	8,700.00	8,900.00	9,200.00	9,400.00
5	9,000.00	9,200.00	9,500.00	9,700.00
6	9,300.00	9,500.00	9,800.00	10,000.00
7	9,600.00	9,800.00	10,100.00	10,300.00
8	9,900.00	10,100.00	10,400.00	10,600.00
9	10,200.00	10,400.00	10,700.00	10,900.00
10	10,500.00	10,700.00	11,000.00	11,200.00

Note:

1. Above salary schedule, as is, applies to forty (40) week teachers.
2. Above salary schedule, plus one-fifth (1/5) of appropriate salary step, applies to fifty-two (52) week teachers.
3. Credit hours shall be in terms of semester hour equivalents.

APPENDIX C

GRIEVANCE REPORT FORM

\*\*\*\*\*

Grievance # _____	Date Filed: _____	<u>Distribution of Form</u>
Name of Grievant: _____		1. Superintendent
School District: _____		2. Director
School Address: _____		3. Association
		4. Teacher

\*\*\*\*\*

STEP I

A. Date of Cause for Grievance: \_\_\_\_\_

B., 1. Statement of Grievance:

2. Relief Sought:

_____	_____
Signature	Date

C. Disposition by Director:

_____	_____
Signature of Director	Date

D. Position of Grievant and/or Association:

_____	_____
Signature	Date

\*\*\*\*\*

(See next sheet)

NOTE: If additional space is needed in reporting, attach an additional sheet.

(Continued)

STEP II

A. Date Received by Superintendent: \_\_\_\_\_

B. Disposition by Superintendent:

\_\_\_\_\_  
Signature of Superintendent                      Date

C. Position of Grievant and/or Association:

\_\_\_\_\_  
Signature    Date

\*\*\*\*\*

STEP III

A. Date Received by Secretary of the Board: \_\_\_\_\_

B. Disposition by Board:

\_\_\_\_\_  
Signature    Date

C. Position of Grievant and/or Association:

\_\_\_\_\_  
Signature    Date

\*\*\*\*\*

STEP IV

A. Date Submitted to Arbitration: \_\_\_\_\_

B. Disposition and Award by Arbitrator:

\_\_\_\_\_  
Signature of Arbitrator                      Date of Decision

\*\*\*\*\*

NOTE: All provisions of Article \_\_\_\_\_ of the Agreement dated  
\_\_\_\_\_, 19\_\_\_\_, WILL BE STRICTLY OBSERVED IN  
THE SETTLEMENT OF GRIEVANCES.

APPENDIX D

CONTRACT OF EMPLOYMENT  
(Probationary-Teacher)

INTERMEDIATE SCHOOL DISTRICT OF THE COUNTY OF HURON, MICHIGAN

In consideration of the mutual covenants hereinafter contained, it is hereby agreed between the Board of Education of the Intermediate School District of the County of Huron, Michigan, hereinafter called the "Board" and \_\_\_\_\_, hereinafter called the "Teacher":

- 1. That this individual contract is made pursuant to and subject to the terms and conditions of the Professional Agreement between the Board and the Huron Intermediate Special Education Association, and to the extent that any provisions of the contract and said Professional Agreement are inconsistent, the provisions of said Professional Agreement, dated \_\_\_\_\_, 19\_\_ - \_\_\_\_\_, 19\_\_, shall be controlling.
- 2. That said Teacher is employed and hereby agrees to teach in said School District as a \_\_\_\_\_ for the 19\_\_-19\_\_ school year which shall consist of no more than \_\_\_\_\_ contractual days/weeks.
- 3. That said Board shall pay said Teacher the sum of:

\$ \_\_\_\_\_ Degree plus \_\_\_\_\_ Sem. Hrs., \_\_\_\_\_ Yrs. Experience  
 for said teaching duties and in addition the Board agrees to pay the following amount for the within listed extra duties:  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ Total Compensation.

Said compensation shall be paid in equal installments, the first payment to be made on \_\_\_\_\_, 19\_\_, with subsequent payments to be made as follows: \_\_\_\_\_

- 4. That said Teacher is hereby retained on a probationary basis, as defined in the Michigan Teacher Tenure Act (Act No. 4 of the Public Acts of 1937, extra session, as amended).

IN WITNESS WHEREOF, the Board has caused this contract to be executed in duplicate, and the Teacher has executed this contract this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Board of Education of the Intermediate School District of the County of Huron, Michigan

\_\_\_\_\_  
Teacher

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

By \_\_\_\_\_  
Its Superintendent

By \_\_\_\_\_  
Its Treasurer

APPENDIX E

CONTRACT OF EMPLOYMENT  
(Tenure-Teacher)

INTERMEDIATE SCHOOL DISTRICT OF THE COUNTY OF HURON, MICHIGAN

In consideration of the mutual covenants hereinafter contained, it is hereby agreed between the Board of Education of the Intermediate School District of the County of Huron, Michigan, hereinafter called the "Board" and \_\_\_\_\_, hereinafter called the "Teacher":

- 1. That this individual contract is made pursuant to and subject to the terms and conditions of the Professional Agreement between the Board and the Huron Intermediate Special Education Association, and to the extent that any provisions of the contract and said Professional Agreement are inconsistent, the provisions of said Professional Agreement, dated \_\_\_\_\_, 19\_\_ - \_\_\_\_\_, 19\_\_, shall be controlling.
- 2. That said Teacher is employed and hereby agrees to teach in said School District as a \_\_\_\_\_ for the 19\_\_-19\_\_ school year which shall consist of no more than \_\_\_\_\_ contractual days/weeks.
- 3. That said Board shall pay said Teacher the sum of:

\$ \_\_\_\_\_ Degree plus \_\_\_\_\_ Sem. Hrs., \_\_\_\_\_ Yrs. Experience  
 for said teaching duties and in addition the Board agrees to pay the following amount for the within listed extra duties:  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ Total Compensation.

Said compensation shall be paid in equal installments, the first payment to be made on \_\_\_\_\_, 19\_\_, with subsequent payments to be made as follows: \_\_\_\_\_

- 4. That said Teacher is hereby retained as a tenure teacher, as defined in the Michigan Teacher Tenure Act (Act No. 4 of the Public Acts of 1937, extra session, as amended).

IN WITNESS WHEREOF, the Board has caused this contract to be executed in duplicate, and the Teacher has executed this contract this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Board of Education of the Intermediate School District of the County of Huron, Michigan

\_\_\_\_\_  
Teacher

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

By \_\_\_\_\_  
Its Superintendent

By \_\_\_\_\_  
Its Treasurer