

8-31-76

Jenison Public Schools

PROFESSIONAL NEGOTIATION AGREEMENT

Between

THE JENISON PUBLIC SCHOOL DISTRICT

and

THE JENISON EDUCATION ASSOCIATION,
MEA-NEA

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Michigan State University

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September 1, 1974-August 31, 1976

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**JENISON EDUCATION ASSOCIATION
CONTRACT, 1974-75, 1975-76**

This agreement entered into this 1st day of September, 1974 by and between the Jenison Education Association, herein after called the "Association", and the Jenison Public School District, Jenison, Michigan, hereinafter called the "Board". The signatories shall be the sole parties of this Agreement.

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that Providing a quality education for the children of Jenison 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 statutory obligation, pursuant to the Public Employment Relations Act, Act 336, of the Public Acts of 1947 as amended, 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 conform in this Agreement,

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

**ARTICLE I
Recognition**

The Board agrees to recognize the Association as the sole and exclusive bargaining representative for all professional teaching staff under contract, exclusive of substitute teachers and of Administrative personnel and any other person engaged fifty percent of the time in the direct administration and supervision of professional personnel. The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

**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 purposes of engaging in collective bargaining or negotiations.

- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Association shall have the right to use the school buildings. Permission must be obtained from the Community School Director, and the same rules and regulations will apply to the Association as to other Community groups. (See Policy No. 1330.1)
- D. The Association shall have the right to use school facilities and equipment at reasonable time, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- E. The Board agrees to furnish to the Association in response to reasonable requests all available public information concerning the financial resources of the district as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers.

ARTICLE III

Management Rights and Responsibilities

- A. 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 to the executive management and administrative control of the school system and its properties and facilities and the activities of its employees. 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; and to promote and transfer all such employees. To establish grades and courses of instruction; to establish special programs; and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board and 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. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect

thereto, and with respect to administrative and non-teaching activities.

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the United States. It is further recognized that the Board, in meeting such responsibilities and, in exercising its powers and rights, acts through its administrative staff.

ARTICLE IV

Professional Dues or Fees and Payroll Deductions

- A. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of Professional Dues in the Association which sum shall be established by the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-fifteenth of such dues from 15 regular salary checks of the teacher.
- B. Any teacher who does not make application for membership within thirty (30) calendar days from the date of commencement of teaching duties, shall, as a condition of employment, pay as a Representation Benefit Fee to the Association an amount equal to the MEA and NEA Professional Dues to the JEA, provided however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in the preceding paragraph A. In the event that a teacher shall not pay such Representation Benefit Fee directly to the Association or authorize payment through payroll deductions, as provided in the preceding paragraph, the Board shall cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.
- C. The procedure in all cases of discharge for violation of this Article shall be as follows:
 - 1. The Association shall notify the teacher of non-compliance by certified mail, return receipt requested.

Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.

2. If the teacher fails to comply, the Association may file charges in writing, with the Board, and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
 3. The Board, only upon receipt of said charges and request for termination, shall conduct a hearing on said charges and to the extent that said teacher is protected by the provisions of the Michigan Tenure of Teachers Act, all proceedings shall be in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the Professional Dues and/or Representation Benefit Fee.
- D. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for Professional Dues or Representation Benefit Fee, the Board agrees promptly to disburse said sums to the Association. The Association agrees to hold the Board harmless from any action growing out of these deductions, and assumes full responsibility for the disposition of all funds turned over to the Association, or the designated agency of the Association.
- E. The Association agrees to assume the legal defense of any suit or action brought against the Board regarding sections A through D of this Article of the collective agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:
1. The damages have not resulted from the negligence, misfeasance or malfeasance of the Board or its agents.
 2. The Association, after consideration with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
 3. The Association has the right to choose the legal counsel to defend any said suit or action.

4. The Association shall have the right to compromise or settle any claim made against the Board under this section.
- F. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher, and make appropriate remittance for annuities, credit union, savings bonds, or any other plans of programs jointly approved by the Association and the Board. The business office must have in writing the employee's authorization for any deductions at least seven (7) days prior to the effective date of such deductions. Deductions may be discontinued by notifying the business office seven (7) days prior to the end of a pay period.
- G. The Board recognizes Metropolitan, Investors Diversified, and MEA for the Employees' Tax Sheltered Annuities and only will accept new applications during the period from September 1 through September 30 of each year.

ARTICLE V

Teaching Hours and Class Load

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 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. The use of regular teachers as substitute teachers shall be avoided whenever possible.
- B. A classroom teacher shall be in his respective building at least fifteen minutes prior to the beginning of the normal school day, and at least fifteen minutes after the end of the normal school day. Teachers are encouraged to remain for a sufficient period after the close of the normal school day to attend to those matters which properly require attention at that time, including consultations with parents and students when scheduled directly with the teacher, except that on days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day.
- C. A teacher may request permission from his building administrator to leave earlier than the time set forth in Part B.
- D. In the junior and senior high, a normal teaching load shall consist of five classes in a six-period day or six classes in a seven-period day. One period in the teaching day shall be for planning and preparation, and working with students and parents. If, with the consent of the teacher, this period

is used for teaching on a permanent basis, the teacher shall be paid 1/6 of his step pay for the remaining days under the contract.

- E. Whenever a classroom teacher is asked by an administrator to forfeit his planning period to take over a class for another teacher, he shall be compensated at the rate of \$7.00 per period.
- F. All teachers shall be entitled to a duty-free uninterrupted lunch period to a minimum of thirty-minutes in the secondary and, in no event, less than forty-five minutes in the elementary.
- G. Elementary classroom teachers will receive a minimum of one hour preparation time each week during which time their classes will receive instruction from various teaching specialists. The regular classroom teachers may use for preparation all time during which their classes are receiving instruction from various teaching specialists. The Board will make an effort to assure that teachers will receive as much total preparation time during the school year as they received during the 1973-74 school year.
- H. Special teachers shall have at least a 20 minute break each day.
- I. Teachers shall be required to attend faculty meetings and conferences as prescribed by the administration. Faculty meetings will be held on Mondays or Tuesdays and will take precedence over all other meetings. Except in case of emergency, notification of such meetings shall be given by the last school day of the preceding week. Faculty meetings shall begin within fifteen minutes after the end of a normal school day. Teachers shall not be required to remain beyond one hour after the meeting begins. This does not apply to early dismissal or abbreviated school days.
- J. Daily preparation for effective teaching, correcting papers and themes, attending faculty meetings and similar activities require many hours of application outside the classroom and add to the professional responsibilities of the teacher. School programs shall be planned cooperatively by faculty and administration. Attendance at these appropriately related functions is expected and reflects the individual teachers acceptance of professional responsibilities. All teachers are required to attend Open House and Parent-Teacher conferences. In case of conflict, the teacher has the right to discuss said problem with the administration. Attendance at Parent-Teacher conferences shall be required unless an emergency or conflict arises and this must be discussed with the Assistant Superintendent, who may excuse a teacher if circumstances warrant. If the con-

- ferences are to be rescheduled at a different time, the teacher should make an effort to have another professional employee present in the building during these conferences.
- K. Any teacher who is either absent or tardy from a faculty meeting, Open House, or the normal school day, except when on leave or having been excused by his building administrator is subject to the maximum loss of one hour pay per hour missed or parts thereof.
 - L. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.
 - M. A teacher engaged during the school day in negotiating on 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.
 - N. Because Parent-Teacher Conferences are an important aspect of an effective educational program, the parties agree that preparation time for conferences will be provided for every evening that conferences are scheduled. Students will be released at the end of the morning session on conference days to allow for teacher preparation. Conferences will not be scheduled on both the afternoon and evening of the same day.

ARTICLE VI 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. It is recognized by the Board of Education that the pupil teacher ratio listed below is an important aspect for an effective educational program; therefore, the following class size are established:

1. Elementary Maximum	
K-1	28
2-6	30

In the event the above maximum are exceeded, the teacher

will receive additional services of a teacher aide as follows:

- | | |
|------------|-----------------|
| 1 - 2 over | 1 hour per day |
| 3 - 4 over | 2 hours per day |
| 5 | Full time aide |

2. Secondary 7-12

- a. 150 students per day, except in Music, Band and Physical Education where maximums shall be 225 per day.
- b. Not more than 23% of the secondary maximums shall be assigned to any given class period.
- c. Part B above, shall not apply to band and choir.

3. Under no conditions shall the number of students assigned exceed the number of teaching stations available. A teaching station shall be defined as a place for a student to work.

- B. The use of teacher aides assigned to a building will be worked out between the teachers in that building and the administration. (See Administrative Policy No. 4212.6).
- C. Upon the request of the Association, vending machines shall be installed in the teachers' lounge. The proceeds from all such machines shall be placed in the Jenison Education Association Scholarship Fund. Said scholarship fund shall be administered by the Association.

ARTICLE VII

Department Chairman

- A. The teachers in all departments in the junior and senior high school shall have a department chairman. The department chairman will be appointed by the building principal from year to year. The department chairman should hold the status of tenure.
- B. The department chairman will be a representative of the department staff. The department chairman's duties are outlined in Administrative Policy No. 4112.4.
- C. Department chairman shall be compensated in accordance with provisions set forth in Appendix B-1 of this Agreement without deviation.

ARTICLE VIII

Professional Qualifications and Assignments

- A. Teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor field of study except temporarily and for good cause, and the Association shall be notified in each instance. Temporary

shall be defined for purposes of this article as not to extend beyond the current school year.

- B. All teachers shall be given written notice of their schedules for the forthcoming year no later than the preceding first day of July. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teachers' schedules be made later than the first day of August preceding the commencement of the school year, unless an emergency situation requires same, and the Association shall be so notified in each instance. In the event of any change after the first of August, the administration will make every effort to see that this change is mutually agreed to.
- C. Any assignments in addition to the normal teaching schedule during the regular school year shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to tenure teachers regularly employed in the district.
- D. Ordinarily a teacher shall not be offered employment for any semester following his 65th birthday. A teacher may continue to be employed on a semester basis after 65 upon recommendation of the Superintendent of Schools and approval of the Board of Education. Any teacher employed on a semester basis due to mandatory retirement shall receive full contractual rights.

ARTICLE IX

Vacancies, Promotions and Transfers

- A. Each staff member will fill out a writ of intent fifty (50) days before the end of the school year, to the Association and then to be referred to the superintendent. Any staff member leaving the school system shall notify the superintendent on or before July 1 of the coming school year. When a teacher decides not to renew his contract, he is requested to notify the administration at the earliest convenient date.
- B. 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, on forms furnished by the Board, 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 valid for one year.

- C. 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 in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the current year at which time the position will be considered vacant.
- D. The Board declares its support of a policy of 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 and post notice of same in the weekly bulletin and on a bulletin board in each school building for no less than one week before the position is filled. Vacancies shall be filled on the basis of the experience, competency and qualifications of the applicant, length of service in the district, and other relevant factors. Any new positions, including supervisory positions, shall be posted with accompanying job descriptions.
 - 1. Whenever vacancies occur before August 1 when regular school is not in session, the following procedure, in addition to the procedures heretofore outlined, shall be followed.
 - a. Should a vacancy occur, the teachers who have expressed an interest in said position or a similar position shall be contacted by the Personnel Office or Director and notified of the vacancy.
 - b. The teachers so notified shall have the responsibility of contacting the Personnel Office or Director indicating their interest in said position within three (3) days of notification.

ARTICLE X

Illness, Disability and Bereavement

- A. At the beginning of each school year each teacher shall be credited with ten (10) days of leave, the unused portion of which shall accumulate to 140 days. The leave days may be taken by a teacher for the following reasons and subject to the following conditions:
 - 1. Personal Illness or Disability — The teacher may use all or any portion of his leave to recover from his own illness or disability. In any one school year up to 10 of

- these days may be used for illness of Mother, Father, Mother-in-law, Father-in-law and those members of the immediate family living in the same household.
2. Death in the Immediate Family — The teacher may take up to five (5) days per death. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father and mother-in-law, and grandparents.
 3. Other deaths — the teacher may take up to one (1) day per death to attend the funeral of any person.
- B. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total of sick leave credit.
 - C. The Board may request a doctor's certificate or at the Board's expense require a teacher to submit to a physical or mental examination by appropriate specialists to determine whether sick leave is warranted.
 - D. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to 2 years.
 - E. Absence due to injury or illness incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days, provided that the Board shall pay to such teacher the difference between his salary and benefits received under the Michigan Workmen's Compensation Act for the duration of such absence; (provided that such additional compensation is valid by law and payable only if such additional compensation will not reduce the amount of compensation received by the teacher under Workmen's Compensation insurance carrier) and such additional compensation will not be paid for a period to exceed 90 teacher days.
 - F. A teacher absent from work because of mumps, scarlet fever, measles, or chicken pox shall suffer no diminution of compensation and shall not be charged with loss of personal sick leave.
 - G. For new teachers or teachers with no accumulated days the ten (10) days of leave is earned at the rate of one day per month for (10) months. A teacher may be ill without loss of pay at any time within a school year. However, if said teacher leaves the system during one year, the number of days absent beyond the number of months worked will be deducted from their last pay.
 - H. All accumulated leave shall terminate upon severance of employment.

ARTICLE XI

Personal and Association Leave

- A. Teachers may be granted released time for personal business upon approval of the administration. It is understood that except in cases of emergency, such days shall not be granted immediately before or after a holiday. Such days will not be deducted from leave time granted under Article X. A personal business day is defined as a day to conduct necessary business which cannot be conducted on another day or at another time. (See Administrative Policy No. 4151.1)
- B. Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid his full salary for such time spent on jury duty or giving testimony less any money received from such services, not including travel allowances or reimbursement of expenses. The teacher shall be required to request to be excused from jury duty before the teacher is entitled to payment for jury duty differential pay.
- C. At the beginning of every school year, the Association shall be credited with four (4) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than five (5) days in advance of taking such leave.

ARTICLE XII

Sabbatical Leave

- A. Teachers who have been employed for seven (7) consecutive years by the Board may be granted a sabbatical leave for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution.
- B. To qualify for such sabbatical leave a teacher must hold a permanent or life teaching certificate.
- C. During said sabbatical leave, the teacher shall be considered to be in the employ of said Board, shall have a contract and be paid one-half his full salary and one-half his full insurance benefits, provided however, the Board shall not be held liable for death or injuries sustained by any teacher while on sabbatical leave.
- D. A teacher returning from sabbatical leave shall be restored to his teaching position or to a position of like nature, seniority, status and pay. (See Administrative Policy No. 4152.1)

ARTICLE XIII

Unpaid Leaves of Absence

- A. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, and approval of the Superintendent, for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher 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 system. Upon return from such leave, a teacher 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.
- B. A leave of absence of up to two (2) years shall be granted to any teacher, upon application, and approval of the Superintendent, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. Upon return from such leave, a teacher 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.
- C. 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, a teacher 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. Rights granted under this section will terminate upon any voluntary extension of such military service.
- D. A leave of absence shall be granted upon application for the purpose of serving as an officer of the Jenison Education Association, the Michigan Education Association, or the National Education Association. Upon return from such leave, a teacher shall be placed on the salary schedule one increment above his highest previous salary step.
- E. A leave of absence shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office. This leave shall be for a minimum of one year and a maximum of one term in the elected office. Upon return from such leave, a teacher shall be placed on the salary schedule one increment above his highest previous salary step.
- F. A teacher may request a child care leave. At a date agreed upon between the teacher and the Superintendent, the

teacher shall be placed on unpaid leave of absence for up to 12 months. The teacher shall be re-employed at the first available position for which said teacher is qualified and at the grade level and/or subject field from which the teacher left. The teacher must notify the Assistant Superintendent of his/her intent to return 60 days prior to the termination of the leave.

- G. Any member of the bargaining unit who becomes pregnant shall give notification of this condition to the Assistant Superintendent not later than the 5th month of pregnancy. This statement should be accompanied by a statement from the attending physician giving the anticipated date of delivery. Prior to the 8th month of pregnancy the teacher shall make a choice in writing whether to request leave of absence as defined in Article 13, Sec. F or to use sick leave for any impending absence.

ARTICLE XIV

Teacher Evaluation and Progress

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals.

- A. Procedure for evaluation is found in Administrative Policy No. 4117.
- B. A "teaching coach" shall be assigned to every probationary teacher upon entrance of the teacher into the system. The "teaching coach" shall be a tenure teacher and shall be engaged in teaching within the same building or discipline as the probationary teacher. It shall be the duty of the teaching coach to assist and counsel the probationary teacher in acclimating to the teaching profession and the school system.
- C. Each teacher shall have the right, upon request, to review the contents of his own personal file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The teacher has a right to file a response to any material therein, and said response shall become a part of said file.

ARTICLE XV

Professional Behavior

- A. 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 the school building. The Board, in recognition of the concept of progressive correction, shall notify the teacher in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline shall be promptly reported to the offending teacher. The Association will use its best efforts to correct breaches of professional behavior by any teacher.
- B. 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. When a situation demands prompt attention, the Association shall provide a representative within (3) three teaching hours of the request. Failure to provide a representative within such a time period will waive rights to such representation.
 - C. No teacher shall be disciplined without just cause.

ARTICLE XVI

Professional Improvement

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leave for work on advanced degrees or special studies, foreign travel, and participation in community, state and federal educational projects.
- B. Credits needed for permanent certification are the responsibility of the teacher and tuition reimbursement will only be made for those courses taken after completion of permanent certification.
- C. Payment for the amount of tuition will be made to each teacher immediately after the October school board meeting providing the teacher submits to the business office, the necessary certification of successful completion of courses prior to September 30. If application is not made by September 30, reimbursement rights will be forfeited for all courses taken during the previous school year.
- D. If a teacher is not on a degree program, approval for reimbursement must be obtained from the Superintendent before the teacher enrolls in a class.
- E. Payment will be made on the following basis:
 - 1. Full tuition reimbursement will be paid for the first (6)

six semester hours (or 9 term hours) taken during the school year and for all classes taken during the summer school.

2. The Board of Education will not be responsible for tuition payment if courses are taken under a scholarship grant, or are reimbursed in any way from another source.
 3. Teacher must be a full-time employee.
 4. If attending out-of-state or private institution, the Board will reimburse at a rate comparable to the average of Western Michigan University, Michigan State University, and University of Michigan according to campus tuition rates.
- F. The teacher must return to the Jenison School System to be eligible for any tuition refund.
- G. Teachers may be granted released time for purposes of observation in other educational systems or attendance at inservice meetings and educational conventions. A formal request should be received from the teacher not less than five (5) school days in advance. A report will be submitted for all such days granted.
1. The Board will pay all expenses for clinics and workshops approved by the Administration.
 2. Such expenses include registration fees, travel, conference meals and lodging.
 3. A list of anticipated expenses will be submitted to the business office for approval prior to all conferences.

ARTICLE XVII

Reduction in Personnel

- A. In the event that the Board of Education of the Jenison Public Schools shall determine that it is necessary to reduce or generally cut-back on the number of teachers through the lay-off of employees, the following procedure will be utilized:
1. Specially certificated teachers in the specific positions being reduced or eliminated will be laid off first, provided there are fully qualified, fully certificated teachers to replace them and perform all the duties of the laid-off teachers.
 2. If further reduction is still necessary, then probationary teachers in the specific positions being reduced or eliminated, will be laid off provided there are fully qualified, fully certificated teachers to replace and perform all duties of the laid-off teachers.
 3. If further reduction is still necessary, then tenure

teachers in the specific positions being reduced or eliminated, will be laid off in accordance with the following factors: certification, qualifications, and seniority.

- B. Recall from lay-off will be initiated immediately upon resolution of any financial crisis which may have precipitated the necessary reduction in personnel and the following procedure will be utilized:
1. As vacancies occur or new positions become available, laid-off tenure teachers will be given the first consideration for these positions based upon their being properly certified and qualified for such positions. If two or more teachers are equally certified and qualified for a vacant position priority shall be given to the tenure teacher who has the greatest amount of seniority.
 2. If the vacant positions cannot be filled by laid-off tenure teachers, then laid-off probationary teachers will be given priority in filling these positions, based upon being properly certified and qualified. In the event that two or more probationary teachers are equally certified and qualified priority shall be given to the probationary teacher with the greatest amount of seniority.
 3. In the event that the vacant positions are still not staffed by either laid-off tenure teachers or laid-off probationary teachers then laid-off specially certificated teachers will be given priority for these positions based upon the type of certificate and qualifications. In the event that two or more teachers are equal as to certificate and qualifications the priority shall be given to the teacher with the greatest amount of seniority.
 4. In the event that any laid-off teacher refuses to accept a position for which they are properly certificated and qualified, they will lose their rights for recall. Any probationary teacher who is laid-off for a period of two years or more, shall automatically lose his right to recall. A tenure teacher must state in writing his intent to return to the Jenison Public Schools prior to July 1 of each year or else he will forfeit his recall rights.
- C. All individual contracts executed between the teacher and the Jenison Public Schools are subject to the terms and conditions of this policy. This policy will take precedence over, and governs, the individual contract.
- D. Except in the event of an emergency, all teachers to be laid-off shall be given at least a thirty (30) day written notice prior to the end of the school year.
- E. The Board of Education of the Jenison Public Schools reserves the sole right to reduce the educational program

and/or curriculum when economic or emergency situations exist. In the event of a reduction of staff, the Jenison Education Association will be consulted as soon as such reduction is contemplated.

- F. For purposes of this Article seniority is subject to the following:
1. All new employees shall be considered probationary employees as prescribed by the Tenure Act.
 2. The term seniority is intended to mean the length of continuous service with the Jenison Board of Education.
 3. If a teacher is granted tenure, he shall have seniority from the last date of hire.

ARTICLE XVIII

Continuity of Operations

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing 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 said term is defined by the Public Employment Relations Act.
- B. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.

ARTICLE XIX

School Calendar

The calendar shall be mutually agreed between a committee made up of 3 persons appointed by the JEA Executive Committee and 3 Administrators appointed by the board. The total number of teacher days shall not exceed 188 for new teachers, 186 for returning teachers and the total number of student days shall not exceed 181.

ARTICLE XX

Professional Compensation

- A. The basic salaries of teachers covered by this Agreement are

set forth in Appendix B which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the designated periods.

- B. All employees will be paid in twenty-six (26) equal payments. These payments will start on the first normal pay day of the school year and continue thereafter on every other Friday until paid in full except that the teacher may receive the balance of his salary on a regularly scheduled pay day on or after the close of the school year in June provided such request is made in writing no later than May 1 of that year. Persons on the twenty-six (26) pay may have checks sent to any address that they request. In the event that a teacher on the twenty-six (26) pay plan chooses to receive a lump sum payment at the end of the school year, the district will compute deductions for his insurance and other benefits on the basis of information available as of May 1. If an employee desires to receive his salary in twenty-one (21) pay periods beginning with the first regular pay period in September, this request must be made to the business office no later than seven (7) days prior to the first pay period in September.
- C. For any teacher to be eligible for an increase of one step on the salary schedule, he must be under contract a minimum of 150 days in the Jenison School System during the previous school year. To qualify for one-half step credit, a teacher must be under contract a minimum of 75 days in the Jenison System during the previous year. When a teacher is off on an unpaid leave then actual paid teaching days will be counted toward eligibility for step increase.
- D. Faculty personnel completing requirements for a change in degree status prior to first or second semester shall be issued a revised contract for the given semester, provided the change is reported no later than ten (10) days following the start of the semester. Unreasonable delays by colleges in sending proof of credits or degrees should be reported to the Superintendent for further consideration.
- E. Teachers involved in voluntary extra duty assignments as set forth in Appendix B-1 which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions of this Agreement without deviation. The payment for all extra duties will be made only after these duties have been completed.
- F. Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a car allowance of (15) cents per mile. The same allowance shall be given for use of personal cars for field trips or other business of the district.

- G. If, after a second year of a probationary contract a tenure contract is not granted, a total increase of \$250.00 shall be granted during the next contract year. If granted tenure after the third probationary year, the teacher will again be placed upon the regular step of the salary schedule for the following contract year. The Association will be notified of the number of teachers placed on the third probationary year.

ARTICLE XXI

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended by Public Act 27, 1969, the Board agrees to furnish to all teachers the following insurance protection:

- A. Insurance is available and deductions will be made with the Board willing to pay the below amounts per year toward the following options: (1) Blue Cross-Blue Shield Health Care, (2) MESSA Super Med, (3) MEA Life Insurance only, (4) Loss of Time and Life Insurance only (MEA).
- B. The Board will make contribution toward the above options. The choice of carriers and basic options must be made by October 1 of the school year. Only changes after October 1 are those within basic options plans, such as dependents, beneficiaries, etc.
- C. The Board will pay an amount equal to 100% of the cost of Super Med or Blue Cross hospitalization insurance for which the employee is eligible for the 1974-75 school year. For the 1975-76 school year the Board will pay an amount up to 110% of the Super Med rates in existence as of September 1, 1974 for which the employee is eligible.
- D. Teachers are furnished the above coverage. If husband and wife are employed, the husband would receive the maximum for which he is eligible. The spouse would receive the single rate and this may be used to supplement the husband's insurance.
- E. If spouse works out of system, teacher receives eligible amount.
- F. First day of school determines insurance coverage for the year.
- G. During the 1974-75 school year and not later than February 1, 1975, the Association shall select a dental insurance package that shall be available to all teachers and their families beginning on September 1, 1975.

The Board of Education reserves the right to bid out the package and to select the carrier for the dental insurance. The

Board agrees to pay up to \$13.25 per month for each teacher toward said insurance. In the event the coverage costs more than \$13.25 the Association may either select a smaller package or agree that any excess premiums shall be deducted from the pay checks of all teachers.

ARTICLE XXII

Special, Student and Intern Teaching Assignments

- A. Supervisory Teachers of student teachers shall be tenured teachers who voluntarily accept the assignment.
- B. Supervisory Teachers shall work directly with the University or College program co-ordinator, assist in developing extensive opportunities for the student teachers to observe and practice the arts and skills of the profession.
- C. The Supervisory Teacher shall file a written report and evaluation with the University or College co-ordinator and the administration with a copy to the student teacher as required by the University or College.
- D. The Board shall disclose the amount received from the University or College placing the student teachers. Monies made available to the district by the placing University or College shall be transmitted to the building in which the supervising teacher teaches for use within that building for such things as in-service, teaching materials, etc.
- E. The Association agrees to accept intern teachers as full members of the Association during the period of internship, and said interns shall be subject to all conditions, entitled to all benefits, imposed and bestowed by this Agreement. The Board agrees to disclose all terms of the proposed contract existing between the Board and the intern placing institution.
- F. Assignments for Driver Education and summer school programs will be made by the Board on the basis of seniority gained through the years of continuous employment in the district, assuming equal qualifications among applicants. Summer school teachers (including Driver Education) shall be paid at the rate of \$7.25 per hour. In the event, Jenison should operate its own community school program (including Driver Education) the salaries of said positions shall be negotiated at that time.

ARTICLE XXIII

Student Discipline and Teacher Protection

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the main-

tenance of control and discipline in the classroom. A teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal or assistant principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing. The pupil shall not be returned to the class until after consultation by the principal or assistant principal with the teacher.

- B. 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 promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. This provision does not provide assistance for civil damages.
- C. If criminal or civil proceedings are brought against a teacher arising out of disciplinary and/or good faith action taken by the teacher against a student, the Association, after a review of the facts of the case, may request the Board to furnish legal counsel to defend him in such proceedings. The request shall not be subject to the grievance procedure hereinafter provided, and the decision of the Board shall be final and conclusive.
- D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.
- E. 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 which is a result of a direct bodily assault to a teacher.
- F. A written statement by the Principal of each building governing use of corporal punishment of students shall be publicized to all teachers no later than the first week of each school year.

ARTICLE XXIV

Professional Grievance Procedure

A grievance is defined as an alleged violation of a specific article or section of this Agreement.

- A. Any teacher or group of teachers may file a grievance and it shall be processed in the following manner:
 - 1. An informal discussion of the violation of the Agreement shall be held with the principal within five (5)

- school days of the alleged violation. The teacher may request an authorized member of the Association to be in attendance.
2. If a solution is not reached by an informal discussion with the principal, a written copy of the grievance shall be given to the principal within five (5) school days of the informal discussion.
 3. All written grievances must be signed by the aggrieved party.
 4. The principal must answer the grievance in writing within four (4) school days of the receipt of the written grievance.
 5. If the aggrieved party is not satisfied with the disposition of the case, the grievance shall be transmitted to the superintendent within ten (10) days. Within seven (7) days after receiving the complaint, 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 forward a copy of the disposition to the Association and to the Board of Education.
 6. If the aggrieved is not satisfied with the disposition of the grievance by the superintendent, the grievance shall be transmitted to the Board by filing a copy with the Secretary of the Board within ten (10) school days. The Board within fifteen (15) school days will hold a hearing on the grievance. Disposition of the grievance in writing shall be made no later than seven (7) school days thereafter. A copy of such disposition shall be furnished to the Association.
 7. If the aggrieved is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, within five (5) days the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. 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, or deal with matters covered under the Teacher Tenure Act. Both parties agree to be bound by the award of the

arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

- B. The fees and expenses of the arbitrator shall be shared equally by the parties.
- C. In the event of a general grievance the President of the Association has the right to file a grievance which would go directly to the Superintendent under Section 5 and follow the procedure as outlined thereafter.
- D. 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 of any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- E. Notwithstanding the expiration of this agreement, any claim of grievance arising thereunder may be processed through the grievance procedure until resolution.
- F. A teacher engaged during the school day in any professional grievance negotiation on behalf of the Association with any representative of the Board shall be released from regular duties without loss of salary. If any negotiations are requested by the Board which will involve the teacher during the school day, the teacher will be released from regular duties without loss of pay.

ARTICLE XXV

Negotiation Procedures

- A. The Association shall designate a teacher in each school building as Association Representative (A.R.). The Principal and Association Representative shall meet periodically for the purpose of reviewing the administration of the contract and to resolve problems which may arise. These meetings are not intended to by-pass the grievance procedure.

ARTICLE XXVI

Miscellaneous Provisions

- A. During the negotiations leading up to this Agreement, each party had the opportunity to bargain on all proper matters. This represents the entire agreement of the parties. It is further expressly understood and agreed that during its term neither party shall be required to engage in further collective bargaining on any matter or subject whether mentioned herein or not.
- 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 hereafter executed shall be in the form provided in Appendix D and shall be expressly made subject to and consistent with the terms of this or subsequent agreement to be executed by the parties. If an individual contract contains any language inconsistent with the 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 shall be found contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.
- E. Copies of this Agreement titled "Professional Agreement between the Jenison School District and the Jenison Education Association," shall be printed at the expense of the Board within thirty days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board. Further, that the Board shall furnish fifty (50) copies of the Master Agreement to the Association for its use.
- F. All appendixes and policies referred to in this contract shall be incorporated part of this Master Agreement by reference and mutual agreement for the duration of the contract. (Policy No. 1330.1 may be changed except as it is applicable to the Association).

ARTICLE XXVII
Duration of Agreement

This Agreement shall be effective as of September 1, 1974 and shall continue in effect until the 31st day of August, 1976. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the dates indicated.

Education Association

Board of Education

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

By Jim Moore
Chairman
Negotiating Committee

By D. Dale Mohr
Member

By Thomas R. Curtis
Negotiating Committeeman

By Phedias A. July
Member

By John W. Baker
Negotiating Committeeman

By Marvin L. Zidena
Member

By Ronell Cousins
Negotiating Committeeman

By Cornelius Doad
Member

By Ronald J. Poll
Negotiating Committeeman

By Robert H. Klee
Member

APPENDIX B-1

Extra-Curricular Compensation and Activity Description

DESCRIPTION	PERCENTAGE OF BASE – AB
Camp:	
6th grade teachers only	1.0
Senior Counselors	\$10 / night
Cheerleaders (per squad)	
Junior High	1.5
Senior High	2.5
Class Advisors: (per person)	
Freshman	1.5
Sophomore	1.5
Junior	4.0
Senior	4.5
Clubs: (10 hours, 10 members, 10 meetings)	1.0
Debate:	3.5
Department Chairman:	
Six or more department members	6.0
Less than six members	4.0
Forensics:	2.0
G.A.A.	
Senior High	3.0
Junior High	2.0
Boys Intramurals:	
Senior High	2.5
Junior High	2.5

Newspaper:	
** Junior High	1.0
Senior High	2.5
Plays or Musicals: (at least 2 acts)	2.5
Safety Sponsors:	
Director for system (individual bldg. Rep.)	3.5
Building Sponsors	2.5
Student Council:	
Junior High	2.0
Senior High	1.5
Yearbook	6.0
Music:	
Elementary Vocal	1.0
Elementary Band	2.0
Junior High Band	4.0
Junior High Vocal	3.0
Senior High Vocal	4.5

** If not part of class or floating activity period.

*All positions on Appendix B-1 are considered to be non-tenured positions and will be appointed on a year to year basis.

APPENDIX B-2
Athletic Schedule

ACTIVITY	PERCENT OF BASE (AB)					YEARS OF EXPERIENCE				
	1	2	3	4	5	1	2	3	4	5
Athletic Manager	6.0	7.5	8.0	8.5	9.0					
Varsity Football	11.0	12.5	14.0	15.0	16.5					
Ass't Varsity Football	7.0	8.5	9.0	9.5	10.0					
J.V. Football	7.0	8.5	9.0	9.5	10.0					
Ass't J.V. Football	7.0	8.5	9.0	9.5	10.0					
Freshman Football	7.0	8.5	9.0	9.5	10.0					
Ass't Freshman Football	7.0	8.5	9.0	9.5	10.0					
Varsity Basketball	11.0	12.5	14.0	15.0	16.5					
J.V. Basketball	7.0	8.5	9.0	9.5	10.0					
Freshman Basketball	7.0	8.5	9.0	9.5	10.0					
8th Grade Basketball	4.0	5.5	6.0	6.5	7.0					
Ass't 8th Grade Basketball	3.0	4.5	5.0	5.5	6.0					
7th Grade Basketball	4.0	5.5	6.0	6.5	7.0					
Ass't 7th Grade Basketball	3.0	4.5	5.0	5.5	6.0					
Varsity Swimming	10.5	12.5	13.0	13.5	14.0					
Ass't Swimming	6.0	7.5	8.0	8.5	9.0					
Junior High Swimming	3.0	4.5	5.0	5.5	6.0					
Ass't Jr. Hi. Swimming	2.0	3.5	4.0	4.5	5.0					
Varsity Wrestling	10.5	12.5	13.0	13.5	14.0					
Ass't Wrestling	6.0	7.5	8.0	8.5	9.0					
Jr. Hi. Wrestling	3.0	4.5	5.0	5.5	6.0					
Ass't Jr. Hi. Wrestling	2.0	3.5	4.0	4.5	5.0					
Varsity Track	8.0	10.0	10.5	11.0	11.5					
Ass't Varsity Track	5.0	5.5	7.0	7.5	8.0					
Jr. Hi. Track	3.0	4.5	5.0	5.5	6.0					
Ass't Jr. Hi. Track	2.5	3.5	4.0	4.5	5.0					
Varsity Cross Country	5.5	6.5	7.0	8.0	8.5					
Jr. Hi. Cross Country	2.5	4.5	5.0	5.5	6.0					
Varsity Golf	5.0	6.5	7.0	7.5	8.0					
J.V. Golf	2.5	3.5	4.0	4.5	5.0					
Varsity Baseball	7.0	8.5	9.0	9.5	11.0					
Ass't Baseball	4.0	5.5	6.0	6.5	7.0					
Freshman Baseball	3.0	4.5	5.0	5.5	6.0					
Varsity Tennis	4.0	5.5	6.0	6.5	8.0					
Jr. Hi. Tennis	2.5	3.5	4.0	4.5	5.0					

Girls Athletic Schedule

PERCENT OF BASE (AB)

YEARS OF EXPERIENCE

ACTIVITY	1	2	3	4	5
Varsity Basketball	3.5	4.0	4.5	5.0	5.5
Varsity Swimming	3.5	4.0	4.5	5.0	5.5
Varsity Tennis	3.0	3.5	4.0	4.5	5.0
Varsity Volleyball	3.0	3.5	4.0	4.5	5.0
Varsity Bowling	3.0	3.5	4.0	4.5	5.0
Varsity Softball	3.0	3.5	4.0	4.5	5.0
JV Bowling	2.0	2.5	3.0	3.5	4.0
JV Basketball	2.0	2.5	3.0	3.5	4.0
JV Volleyball	2.0	2.5	3.0	3.5	4.0
Jr. Hi. Basketball	1.5	2.0	2.5	3.0	3.5
Jr. Hi. Volleyball	1.5	2.0	2.5	3.0	3.5
Jr. Hi. Softball	1.5	2.0	2.5	3.0	3.5
Jr. Hi. Swimming	1.5	2.0	2.5	3.0	3.5

*These positions on Appendix B-2 are considered non-tenured position and shall be appointed from year to year.

Salary Schedule

1975-76

1. The Board of Education shall pay the retirement benefit as enacted by the legislature.
2. The Salary Schedule shall be used as in the 1974-75 columns, steps, and longevity as in the previous years.
3. In addition to the retirement, the board will add to each figure on the 1974-75 salary schedule, one percent of that figure for each percent that the cost of living exceeds 5% from June of 1974 to June of 1975.
4. In the event the percentage of increase in the cost of living shall exceed 10% during the June to June (1974 to 1975) period, the Board shall not be obligated to add any increases beyond the ten percent to the pay schedule.
5. In no event shall there be less than the 5% increase for Retirement.
6. In no event shall a reduction on the salary schedule occur due to this clause.
7. The Cost of Living (CPI) shall be that published by the Bureau of Labor Statistics of the U.S. Department of Labor and referred to as "United States Averages."

Example of how schedule shall be computed for 1975-76,

If the cost of living is 10% for the period described, 5% will be subtracted for Retirement, thus leaving 5% to be added to the schedule itself.

10% Cost of living increase from June 1974 to June 1975

- 5% To be put into retirement program by the Board

5% To be added to each figure on the salary schedule

The first two steps would thus look like this:

STEP	AB	AB 20	MA	MA 20	Ed. Spec.
1	9660	10133	10490	10722	10954
2	10094	10645	11060	11292	11524

APPENDIX B
Salary Schedule
1974-75

Step	AB	AB + 20	MA	MA + 20	EDS
1	9,200	9,651	9,991	10,212	10,433
2	9,614	10,139	10,534	10,755	10,976
3	10,102	10,635	11,077	11,298	11,518
4	10,525	11,123	11,620	11,840	12,061
5	10,847	11,620	12,153	12,383	12,613
6	*11,261	12,107	12,696	12,926	13,156
7	*11,675	12,595	13,239	13,469	13,699
8	*12,080	13,092	13,782	14,012	14,242
9	*12,494	13,580	14,324	14,554	14,784
10	*12,908	14,067	14,867	15,097	15,327
11	*13,222	14,514	15,410	15,631	15,852
15**			1.740%	1.799%	1.823%

* Effective for the 1974-75 school year, each teacher under these conditions will be required to complete one approved course during the preceding 12 months, to qualify for advancement to the next step on the salary schedule.

** Step 15 does not become effective until the 1975-76 school year.

**APPENDIX C
GRIEVANCE REPORT FORM**

Grievance No. _____

Jenison School District

Building	Assignment	Name of Grievant	Date Filed
----------	------------	------------------	------------

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature

Date

C. Disposition by Principal _____

Signature of Principal

Date

D. Position of Grievant and/or Association _____

Signature

Date

STEP II

A. Date Received by Superintendent or Designee _____

Note: If additional space is needed in reporting Sections B 1 & 2 of Step I, attach an additional sheet.

B. Disposition of Superintendent or Designee _____

Signature

Date

STEP III

A. Date Received by Board of Education or Designee _____

B. Disposition by Board _____

Signature

Date

C. Position of Grievant and/or Association _____

Signature

Date

STEP IV

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

Signature of Arbitrator

Date

Note: All provisions of Article XXIV of the Agreement dated September 1, 1971, will be strictly observed in the settlement of grievances.

APPENDIX D

Individual Contract Form

The following contract forms will be used for individual teacher contracts for the duration of this agreement.

Tenure Teachers – Doubleday Form No. S-80-7

Probationary Teachers – Doubleday Form No. S-78