

file Kellogg Comm. College.

WASNT THIS DOCUMENT EVEN DESERVING OF A TABLE OF CONTENTS

47-68 GS

A G R E E M E N T

THIS AGREEMENT entered into this 11th day of September, 1967, by and between the BOARD OF TRUSTEES OF KELLOGG COMMUNITY COLLEGE, hereinafter referred to as the "Employer" or the "Board," and the KELLOGG COMMUNITY COLLEGE FEDERATION OF TEACHERS, MFT-AFT, hereinafter referred to as the "Federation,"

W I T N E S S E T H :

ARTICLE I - PURPOSE AND INTENT

RECOGNIZES EXISTANCE OF THREE GROUPS.

The general purpose of this agreement is to set forth the salaries, hours and conditions of employment and to promote orderly and peaceful Employer-employee relations for the mutual interest of the Employer, the faculty and the Federation. Recognizing that the primary mutual objective of the parties hereto is to make available to the students a high quality of educational opportunity, the Employer and the Federation, for itself and on behalf of the faculty, for and in consideration of the mutual promises, stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this agreement.

ARTICLE II - RECOGNITION

THOUGHT THIS WAS TO BE REFERRED TO ONLY.

Section 1: The Employer recognizes the Kellogg Community College (Federation) of Teachers, MFT-AFT, as the sole and exclusive collective bargaining representative for all of its full-time teaching faculty, including librarians, assistant librarians, counsellors and co-ordinators but excluding the Co-ordinator of Cultural Activities, department chairmen and supervisors as defined in the Act. OTHER SUPERVISORS EXCLUDED SHOULD BE SPELLED OUT. HOW ABOUT PART PERSONNEL?

THIS SHOULD NOT HAVE BEEN NECESSARY, UNLESS THEY ARE A SUSPICIOUS LOT!

(a) The Federation agrees that, during the life of this agreement, it shall represent equally all faculty members within its jurisdiction regardless of their membership or nonmembership in the Federation.

Section 2: For those faculty members who so authorize the Employer in writing, the Employer will deduct the Federation's monthly dues (in an amount to be certified to the Employer by the Federation) from the salary for the second pay period in September and the first pay period of each month thereafter and remit the amount thus deducted to the Treasurer of the Federation each month. The rescision of the authority to deduct dues above referred to must be made in writing to the Employer by the employee involved. APPARENTLY THIS CAN BE DONE AT ANY TIME & WILL TAKE IMMEDIATE EFFECT.

VERY STRICT BOARD'S RIGHTS CLAUSE. ANYTHING THE FED. LEAVES OUT IS ALL BOARD.

Section 3: The Federation recognizes and agrees that, except as specifically limited or abrogated by the provisions set forth in this agreement, all rights to manage, direct and supervise the operations of the Employer and its faculty are vested solely and exclusively in the Employer.

Section 4: The Employer and the Federation agree that, for the duration of this agreement, neither shall discriminate against any employee or prospective employee because of race, color, creed, sex, marital status

(meaning only whether a person is single, married, widowed or divorced), nationality or political belief, nor shall the Employer or its agents nor the Federation, its agents or members discriminate against any employee because of his membership or nonmembership in the Federation. The Employer and the Federation further agree to extend the advantages of public education to every student without regard to race, color, creed, sex, nationality or political belief, seeking to achieve full equality of educational opportunities for all students.

Section 5: It is recognized and agreed by the parties hereto that if, during the life of this agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of this agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Employer and the Federation shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

Not Bad!
Section 6: It is understood and agreed that any new policies and/or regulations relating to salaries, hours and conditions of employment shall be subject to good faith negotiations between the Employer and the Federation. It is understood and agreed by the Federation that, in the interest of meeting unforeseen situations and still maintaining the continuity of the operations of the Employer and its faculty, it may be necessary for the Employer to implement such new policies and/or regulations prior to an opportunity to negotiate with the Federation with respect to such matters. Such implementation is mutually understood to be only for the period of such emergency and, in such event, it is agreed that the parties hereto shall, as soon as practicable thereafter, enter into negotiations concerning such changes.

O.K.
Section 7: It is recognized that, in the interest of representing the faculty, from time to time the Federation needs certain information from the Employer to aid in the negotiation of collective bargaining agreements and in the processing of grievances. Accordingly, the Employer shall make available to the Federation, upon its reasonable request and within a reasonable time thereafter, such non-confidential information related to Kellogg Community College and which is in possession of the Employer as may be reasonably necessary for negotiations. It is understood that this commitment on the part of the Employer shall not be construed to make it necessary to compile information in any form other than that in which it is already compiled unless mutually agreed otherwise.

Section 8: It is recognized by the Employer and the Federation that, wherever reference is made herein to the "Employer" or the "Federation," each reserves the right to act hereunder by a committee, individual member or designated representative as they may authorize for the purpose.

Section 9: It is recognized by the Employer and the Federation that it is necessary for the latter to have certain means of communication in order to properly represent its members. Accordingly, it is agreed:

- (a) The Federation shall have space available on a bulletin board located in the mailroom on which it may post notices concerning its business and activities.
- (b) The Federation shall have the right to place communications intended for faculty members in the College teachers' mailboxes.
- (c) The Federation shall have the right to use appropriate space in the College buildings for meetings of its membership provided at least twenty-four (24) hours advance notice of such desire is given to the Employer. If the space requested previously has been reserved for some other use, the Employer will attempt to provide alternative space. Any custodial, maintenance or operating overtime pay incurred by reason of such usage shall be paid by the Federation. It is expressly understood and agreed that such permission to use space in a College building for such meetings, conferred herein, does not authorize the Federation or any faculty member to disregard teaching responsibilities in order to attend such meeting or meetings.
- (d) It is recognized and agreed that nothing contained in this agreement shall be construed to prohibit any faculty member or group of faculty members from appearing before the Board of Trustees of the College to address said Board (as has been the past practice with respect to them and the public in general), provided a written notification of the desire to so appear, together with notification of the nature of the subject to be presented to the Board is submitted to the Director's office on or before the Thursday prior to the regularly scheduled meeting and provided further that said Board reserves the right to refrain from discussion of matters relative to the collective bargaining relationship, the responsibilities for which have been assigned to its designated representatives.
- (e) It is understood that the College Board agenda is of a tentative nature and is subject to change or alteration prior to the Board meetings for which they are prepared. A copy of the tentative agenda for all regular Board meetings will be made available to the Federation at the time the same is made available to the Board members and the Employer will make reasonable efforts to advise the Federation of items that are added thereto between the date of issuance and date of such regular meeting.

Section 10: The parties hereto shall have the right to meet and discuss matters relating to the implementation of this agreement with their respective representatives. It is understood that such meetings shall take place at the earliest mutually convenient opportunity after a request for the same is made.

ARTICLE III - GRIEVANCE PROCEDURE

Section 1: A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the provisions of this agreement or

an alleged violation of such provisions and may be filed by a faculty member or the Federation in its own behalf.

Section 2: In the interest of avoiding misunderstandings and maintaining harmonious relations, a faculty member who has a complaint or the Federation on its own behalf shall have a conference or discussion with respect thereto with the department chairman or appropriate administrator prior to formalizing the complaint as a written grievance. In the event the complaint becomes a grievance, it will be processed in the following manner:

FIRST STEP: To be processed hereunder, a grievance must be reduced to writing, state the facts upon which it is based, when they occurred, specify the section of the contract which allegedly has been violated, must be signed by the faculty member or Federation representative filing the grievance and must be presented to the appropriate department chairman and/or dean within whose jurisdiction it arose within ten (10) school days following the event upon which the grievance is based. The department chairman or dean shall give a written decision, with the reasons therefor, to the aggrieved faculty member, if any, and the Federation representative within five (5) school days following the date upon which the grievance was received.

SECOND STEP: If the faculty member or Federation representative is dissatisfied with the written First Step answer and wishes to appeal such decision, he must, on his own behalf or through the Federation's grievance committee, appeal the decision in writing to the Director or someone by him designated within five (5) school days after receipt of the Employer's First Step answer. The Director and/or his designates shall meet with the aggrieved employee, if any, and the Federation's grievance committee within five (5) school days after receipt of the notice of appeal to discuss the grievance. Either party shall have the right to have witnesses present at such hearing and the Federation may, if it so elects, have a permanent staff representative(s) present. The Director or his designatee shall give a written decision with respect to the grievance, with the reasons therefor, to the aggrieved faculty member, if any, chairman of the Federation's grievance committee, department chairman and the dean involved within five (5) school days after such hearing.

THIRD STEP: If the faculty member or the Federation's grievance committee disagrees with the decision of the Director or his designatee, the matter may be appealed to the Superintendent of Schools, provided such appeal is taken, in writing, within five (5) school days after receipt of the Second Step decision by the faculty member, if any, and the chairman of the Federation's grievance committee and provided further that along with such appeal the appealing party submits a copy of all preceding written statements of the grievance and of decisions of previous authorities with respect to the same. The Superintendent of Schools or his authorized representative, within five (5) school days after receipt of the appeal, shall give a written decision with respect to the grievance, with the reasons therefor, to the aggrieved faculty member, if any, chairman of the Federation's grievance committee, department chairman, dean involved and the Director.

FOURTH STEP: If the grievance has not been settled in the foregoing steps and the matter is to be appealed, the aggrieved faculty member or chairman of the Federation's grievance committee shall, within five (5) school days after receipt of the Employer's Third Step decision, advise the Director, in writing, of the intent to enlist the services of a mediator from the Michigan Labor Mediation Board. Within ten (10) school days after receipt of such written intent by the Director (unless an extension of time is mutually agreed upon), the Federation's grievance committee and permanent staff representative(s) shall meet with a State mediator and a committee designated by the Superintendent to consider the grievance. Within five (5) school days after such meeting, the chairman of the Employer's committee shall give a written decision, with the reasons therefor, to the aggrieved faculty member, if any, the chairman of the Federation's grievance committee and permanent staff representative and the Superintendent, Director, department chairman and dean involved.

FIFTH STEP: If the grievance has not been settled in the foregoing steps and the matter is to be further appealed, the aggrieved faculty member or chairman of the Federation's grievance committee shall, within five (5) school days after receipt of the Employer's Fourth Step decision, advise the Director, in writing, of the desire to appeal the matter to the Board of Trustees. The director shall promptly forward a copy of the grievance and all previous decisions to the President of the Board of Trustees. Within thirty (30) calendar days following the date of appeal at this step, said Board or a committee of Board members by it designated shall meet in executive session to consider the grievance. The decision of the Board or its designated committee shall be communicated in writing, with the reasons therefor, to the aggrieved faculty member, chairman of the Federation's grievance committee and permanent staff representative, the Superintendent, Director, department chairman and dean involved within five (5) school days following the date upon which the Board or its designated committee takes formal action on such grievance. If the Federation is dissatisfied with the decision of the Board, it may refer the grievance to the Michigan Labor Mediation Board for fact finding only.

Section 3: It is understood and agreed that a grievance shall not be initiated at a level below that at which the facts upon which it is based occurred. This, however, shall not preclude an oral discussion at the initiated level.

Section 4: The time limits specified in Section 2 of this Article may be extended by mutual agreement of the administration and the faculty member involved and/or the Federation. If a grievance which has not been settled at any step of the grievance procedure is not appealed by the faculty member or the Federation on its own behalf to the next succeeding step within the time limits provided for such appeal, such grievance shall be considered as having been withdrawn and shall bar further action on such grievance. If a grievance is not answered by the Employer within the time limit specified for such answer at any step of the grievance procedure, the faculty member and/or the Federation shall be entitled to appeal the grievance to the next

RATHER UNIQUE
THAT MEDIATION
MUST BE EXHAUSTED
PRIOR TO GOING
TO BOARD OF
TRUSTEES. THIS
SHOULD LEAD TO
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BEING CONSIDERABLY
WEAKENED. I
SERIOUSLY QUESTION
THE WILLINGNESS OF
THE LMB TO ENTER
AT LEVEL FOUR
WITH CURRENT LEVEL
FIVE PROVISIONS.

step of the grievance procedure within the time limits provided had the decision been rendered on time.

Section 5: All discussions with respect to a grievance shall be kept confidential by the parties involved during the procedural steps of the efforts to resolve the grievance.

Section 6: No ruling or adjustment shall be contrary to any provision of this agreement. *WHO DECIDES THIS?*

Section 7: It is expressly understood and agreed that the placement of a teacher on a third year probation, the denial of tenure or action brought against a teacher under the provisions of the Tenure Act of the State of Michigan shall not be considered as a proper subject for the grievance procedure. *POOR PROBATIONER WHO IS DENIED TENURE. HE HAS NO PLACE TO GO.*

Section 8: Hearings and conferences referred to in this Article shall be held at those times most convenient and least disruptive of the teaching and administrative assignments of those involved. In order to achieve this end, hearings and conferences will be scheduled, insofar as possible, at times when none (or the least number) of the involved faculty members have scheduled classes. If it is not possible to schedule a hearing or conference at a time when involved faculty members are free from class assignments, such faculty members shall suffer no loss of pay for time necessarily spent in such meetings, provided:

WHERE IS THE TERMINAL STEP OF "BINDING ARBITRATION"?

(a) The faculty member, prior to such meeting, instructs his class as to what substitute and/or related activity it is to engage in during or in lieu of such class period, and provided further,

FED MAY HAVE GREAT FUN CONVINCING ADM. THAT A PARTICULAR WITNESS FOR THE FEDS. IS NEEDED FOR THE CASE. WEEEEEAK!

(b) A faculty member whose attendance as a witness at such meeting is necessary in order to present or support pertinent facts involved in the subject under discussion shall be permitted to attend such meeting only for the period of time necessary to elicit the information he has to offer. Such decision as to who shall be entitled to be present as witnesses at hearings, conferences and/or meetings shall be mutually agreed upon by the administration and the Federation.

ARTICLE IV - EMPLOYMENT STANDARDS AND CONDITIONS

THIS IS A NEW TWIST. GUESS THIS IS NEXT BEST THING TO A WISHING WELL.

Section 1: "Preferred" minimum educational requirements for faculty members shall be a Master's degree in the subject matter, or its equivalent, directly related to the teaching job being filled.

BRING 'EM IN & PUT THEM ANYWHERE ON THE SCHED. ? THEY WISH!

Section 2: The Employer will attempt to fill each vacancy with the best-qualified person available. The only limitations concerning salaries shall be those provided by the terms of this agreement with respect to salary schedule, experience and qualification credit.

Section 3: When it is necessary to fill an opening in the teaching staff, the Employer will attempt to fill the same with the best-qualified person available. In addition to the normal advertising of vacant positions, the

How MANY DAYS BEFORE FILLING POSITION?

SHOULD BE GOOD FOR SOME GRIEVANCES.

Employer will post a notice of such openings upon the faculty bulletin board. From among those who apply therefor, the Employer will select the best-qualified prospect. Qualifications will be determined on the basis of experience in the field, training in the field and demonstrated teaching ability. If, among those applying for such vacancy, the qualifications of two (2) or more applicants (external and internal) are relatively equal, preference will be given to the then-present teaching faculty member possessing such qualifications on the basis of his relative length of service. The administration shall make the decision as to which applicant is best qualified for the position. Then-present faculty members who are denied teaching transfers hereunder will be advised in writing as to the reasons therefor.

Section 4: It is understood that class assignments must be made according to the needs of the students. Department chairmen will endeavor to work out mutually satisfactory schedules for teachers and classes with their respective faculty members. If schedules satisfactory to the needs of the students cannot be arrived at in this manner, the administration will make the final decision, giving appropriate consideration, insofar as is practicable, to the recommendation of the faculty members and the department chairmen. It is further understood that evening classes will be scheduled in the same manner on a voluntary basis except as described in Article V, Section 7.

ALLOWS FOR SOME INDIVIDUAL BARGAINING & PREFERENTIAL TREATMENT.

Section 5: Summer School course offerings will be arrived at on the basis of past enrollments, current surveys and other pertinent criteria supporting the need therefor. Based upon this information, department chairmen, in cooperation with their respective teachers, shall develop a suggested schedule of courses and teacher assignments for submission to and approval of the administration.

ARTICLE V - CONDITIONS OF EMPLOYMENT

Section 1: The full-time teaching load for a faculty member during the academic year shall be considered to consist of fifteen (15) contact hours per week except as provided below. Teachers instructing classes which have a semester hour, class hour ratio of one (1) will be scheduled for fourteen (14) to sixteen (16) class contact hours per week. Teachers of laboratory-lecture or lecture-activity combinations or pure activity courses will be scheduled for fifteen (15) to eighteen (18) contact hours per week. A contact hour is defined as a fifty (50) minute classroom session, inclusive of laboratory periods. The full-time load for teachers of nursing shall be determined by the present approved departmental policies.

WHERE ARE EXISTING PRACTICES WRITTEN?

Section 2: The number of students assigned to classes shall be limited by existing practices. Normally expected class size may be waived by administrative action, in consultation with the teacher, dean and/or department chairman involved. LUCKY TO AT LEAST HAVE CONSULTATION!?

Section 3: All members of the teaching faculty are expected to be available during the college day for consultation with students. Therefore, time shall be set aside during the college day for such consultation. The instructor shall post on his office door at least seven and one-half (7 1/2) hours during the college week in which he has no scheduled classes. The students shall make appointments with the instructor. If no student makes an

appointment during the first twenty-five (25) minutes of a posted office conference hour, the instructor shall be free to use the remainder of the time at his option on campus.

HOW ABOUT 101 ADM. CALLED COMM. MEETINGS. FOR YOU THIS YEAR, MR. NEGOTIATOR?

(a) In addition to their classroom assignments and office hours referred to above, teachers shall be available for such official committee, administrative or departmental meetings as may be scheduled.

REALLY LOOKED OUT FOR YOUR INTERESTS HERE? KID!

(b) The normal work load for other than teaching faculty shall be determined by present approved College policy.

Wow!

Section 4: As part of their professional responsibilities, faculty members shall be required to attend all general and departmental faculty meetings unless such attendance is precluded by an approved, valid cause.

SLOW DOWN TAKE YOUR PLACE IN LINE BEYS. YOU DONT GET PAID, SO THIS MUST BE YOUR CONTRIBUTION.

Section 5: The College policy requires that each recognized "chartered" student group have an advisor. Faculty members are encouraged to serve as advisors to those groups whose purposes are related to their interest and background.

Section 6: For the duration of this agreement, the normal academic week shall be defined as Monday through Friday.

Section 7: To meet the needs of the students, classes are offered from 8:00 a.m. until 10:00 p.m. During the academic year, teachers will be scheduled for classes between the hours of 8:00 a.m. through 5:00 p.m. (except in the case of Business Machines courses where, due to the utilization of equipment and to meet class schedules, such courses may start at 7:30 a.m.) In the interest of meeting unforeseen situations and still maintaining the continuity of the College's operations, the administration may assign a faculty member one (1) extended day course as part of his full-time teaching load in the academic year. However, no faculty member will be assigned more than one (1) extended day course in three (3) consecutive semesters. For the purpose of this Section, Summer School shall not be considered as a semester.

MAY HE ALSO ASSIGN 2, 3, OR 4? THIS IMPLIES HE MAY

(a) It is not the intent of this Section to prohibit present full-time teachers from accepting overloads.

(b) Nor shall this Section preclude a teacher from volunteering to teach outside the academic day.

Section 8: The Employer shall provide each teacher with office space and equipment such as a desk, chair, side chair, filing cabinet and bookcase for effective instructional preparation and function. The teacher shall make every reasonable effort to keep the equipment thus furnished in its original condition.

TEACHER RESPONSIBLE FOR MAINTAINANCE & REPAIR.

WHO DECIDES?

Section 9: The Employer will continue to provide secretarial assistance to teachers when necessary. Student secretaries will be utilized where possible. In cases where confidential material or other information which should not become known to certain students must be typed or reproduced,

Kellogg Comm. College

WHO IS RESPONSIBLE FOR THE SECURITY CHECK?
Do THEY HAVE A "CODE" 9

such material shall be typed and/or reproduced by a student secretarial pool or other clerical assistance who have been screened as to their ethical behavior and competence.

Section 10: Upon approval by the administration, a teacher shall be released without loss of pay to provide a reasonable representation at appropriate educational meetings and educational conferences depending upon the distance. A travel and conference allowance will be established in the College budget for this purpose per present policy. *IS IT ADEQUATE?*

I LIKE THE WAY THE PROCEDURE IS SPELLED OUT.
HOW OFTEN EVALUATED?

Section 11: The evaluation of the work of all teachers is the responsibility of the administration. To assist the Employer in formulating adequate and fair methods of evaluation, the director and the Federation shall appoint a professional study committee. Until the professional study committee completes its work, these evaluations will be conducted in accordance with the present established institutional policies and in a professional manner. All observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. The teacher shall be given a copy of any evaluation report, shall have the right to discuss such report and, if he disagrees therewith, shall have the right to have his written reasons for such disagreement attached thereto.

Section 12: Faculty members by resolution of the Board have been given tenure in accordance with the provisions of the Michigan Tenure Law. Faculty members who now or in the future hold administrative, consultant, department chairmanships, or special assignment positions shall have tenure as a teacher but not as an administrator, consultant, department chairman or special assignment position.

WHAT FREEDOM?

Section 13: Each faculty member shall be entitled to academic freedom of discussion within the classroom as long as the discussion is pertinent to the subject under study, within the area of his professional competency and the presentation conforms to standards of good taste. When a faculty member speaks, writes or endorses products or candidates as a citizen, he is obligated to make certain that such endorsements or statements imply no endorsement by the College.

Section 14: Each faculty member shall have the right, upon request, to review the contents of his own personnel file in the presence of the administrator responsible for the safe-keeping of such file. Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempted from such review. The administrator shall remove such credentials and confidential reports from the file prior to the review of the file by the faculty member.

- (a) The faculty member shall have the opportunity, while examining the files as above provided, to acknowledge that he has read such materials in his file by affixing his signature on the actual copy filed with the understanding that such signature merely signifies that he has read the material filed and does not necessarily mean that he agrees with its contents.
- (b) The faculty member shall have the right to answer any material which he has a right to view hereunder and, if he does, such answer shall be attached to the file copy.

- (c) The faculty member shall be permitted to reproduce or copy any material in his file which he is permitted to examine.
- (d) Material from non-professional sources shall be removed from the teacher's personnel file after three (3) years if no administrative action has been taken thereon.

Section 15: The policy concerning the selection of text books shall remain as it was immediately prior to the execution of this agreement.

PROBABLY
NET WORTH
INCLUDING. →

ARTICLE VI - CALENDAR YEAR

The College calendar year for the 1967-68 school year shall be as follows:

Sept. 11	Orientation and General Staff Meeting
Sept. 12, 13 and 14	Registration and Faculty Meetings
Sept. 15	Classes Begin
Nov. 10	Mid-Term
Nov. 22	Thanksgiving Vacation Begins (after last class)
Nov. 27	Classes Resume
Dec. 19	Christmas Vacation Begins (after last class)
Jan. 3	Classes Resume
Jan. 22, 23, 24 and 25	Final Examinations
Jan. 26	Grades Due
Jan. 29 - Feb. 2	Interim Faculty Workshop
Feb. 5, 6 and 7	Registration and Faculty Meetings
Feb. 12	Classes Begin
Apr. 5	Mid-Term
Apr. 19	Spring Vacation Begins (12:00 Noon)
Apr. 29	Classes Resume
June 6, 7, 10 and 11	Final Examinations
June 12	Grades Due
June 13	Graduation

It does make for a nice effect year, what!!
This must account for the lower salaries that follow.

The Federation and the Employer agree that the calendar for the succeeding year shall be negotiated on or before March 1, 1968 and shall become binding upon ratification of the Master Agreement for 1968-69.

ARTICLE VII - SALARIES AND FRINGE BENEFITS

Section 1: The salary schedules and the provisions for compensation for extra annual and contractual duties are set forth in Appendix A attached hereto and by this reference made a part of this agreement.

WHAT IF HE
WANTS IT TO
RUN FOR THE
WHOLE YEAR?

- (a) Paychecks will be issued on a bi-weekly, twenty-six (26) pay period basis. The amount to cover the twenty-first to twenty-sixth paychecks will be issued at the end of the faculty member's academic year.

Section 2: (Life Insurance.) A group life insurance policy shall be furnished each full-time, permanent faculty member with a face value equal to one-half (1/2) of the employee's annual salary. The Employer will pay the premium for such coverage. Such policy shall provide double the above-recited benefits in case of accidental death and triple benefits in case of death resulting from an injury incurred while a passenger on a commercial carrier.

SOUNDS
LIKE B.C.E.A.
GOT THIS
FOR YOU.

- (a) Faculty members shall be permitted to purchase supplementary life insurance under the master policy in accordance with the following schedule:

<u>Base Salary</u>	<u>Amount May Be Purchased</u>
Less than \$6,000	\$3,000
\$6,000 but less than \$10,000	5,000
\$10,000 or more	8,000

The amount of premium the employee must pay for the additional life insurance coverage provided for in this subsection shall be:

<u>Age Bracket</u>	<u>Amount Per Month</u>
Less than 35	20¢ per \$1,000
35 but less than 45	35¢ per \$1,000
45 and over	60¢ per \$1,000

Section 3: The Employer agrees to continue for the duration of this agreement its present Blue Cross and Blue Shield Comprehensive Hospital, semi-private, Certified M-75, Riders D-M, S-F, hospital and surgical group plan and agrees to continue to pay the single subscription rate therefor for each full-time, permanent faculty member. Dependent coverage shall be available

for those faculty members who, at an appropriate enrollment period, elect to enroll for such dependent coverage (toward the premiums for which the Employer will contribute six dollars and ten cents (\$6.10) per month), provided the faculty member electing to subscribe for the same authorizes the Employer to deduct from his salary each month an amount equal to the remainder of the subscription rate for dependent coverage. It shall be the responsibility of the faculty member to inform the Employer of any changes in his status that will affect his insurance status.

- (a) The Blue Cross and Blue Shield coverage shall be for the full calendar year and shall be effective, during the life of this agreement, through the last month of active employment.
- (b) Upon retirement, a faculty member shall have the right to transfer into the retired teacher group and participate in the coverage provided thereunder provided the retiree makes arrangements to pay the full premium or subscription rate for such coverage.

*WORDS LIKE
25%
SABBATICAL.
THOUGHT THE
ULD DO
ETTER THAN
HAT, MANY
OUR K-12
OCALS DID.*

Section 4: (Sabbatical Leave.) A full-time, permanent faculty member who has completed seven (7) consecutive years of teaching in the College may be granted a sabbatical leave of absence for one (1) semester for the purpose of travel or study in pursuit of wider knowledge and greater skills in his teaching position. The faculty member shall be paid one-half (1/2) of what he normally would have received as base salary during the period he is on such leave, provided he signs an agreement to return to the College at the beginning of the next semester and to remain for at least one (1) full year or refund the salary while on such leave. No more than two (2) faculty members may be granted such leave in any one (1) school year. Faculty members desiring a sabbatical leave must make application therefor at least three (3) months prior to the close of the preceding academic year. Teachers desiring to extend their sabbatical leave for a second semester may make such requests to the Director of the College at least three (3) months in advance of the anticipated start of the desired second semester of leave.

Section 5: (X-rays.) Each faculty member shall be required to have on file with the College a report, showing that he is free from tuberculosis, as prescribed by law, from the Calhoun County Health Department at no cost to the teacher, or from some other valid source at the teacher's own expense.

Section 6: The Employer agrees, during the life of this agreement, to continue its present public liability coverage for faculty members and to continue the present Retirement Program and Tax Sheltered Annuity Plan on the same basis and subject to the same conditions as prevailed prior to the execution of this agreement.

ARTICLE VIII - LEAVES OF ABSENCE

Section 1: (Paid Sick Leave.) All regular, full-time faculty members shall be allowed a total of ten (10) days of absence each school year without loss of salary in case of personal illness or quarantine or the serious illness of their then-current spouse or child living in the same household. At the end of each academic year, any unused portion of the ten (10) days leave shall accumulate for usage for the above-enumerated reasons in future years.

The maximum amount permitted to accumulate in this manner shall be one hundred ninety (190) days.

- (a) A faculty member who is absent due to illness at the time school opens in the Fall or at the time his contract begins may have up to ten (10) days of paid sick leave included in the first regular paycheck he receives after he reports for work. A faculty member who has a contract but never reports for work shall receive no sick leave pay.
- (b) A faculty member who is necessarily absent due to an injury or disease compensable under the Michigan Workmen's Compensation Law shall receive from the Employer the difference between the compensation he receives under the Law and what he would have received in regular salary for the duration of such necessary absence, but not to exceed ten (10) months with no subtraction from sick leave.
- (c) The sick leave accumulated by each teacher prior to this agreement shall be credited to the reserve of each teacher under this agreement.

Section 2: (Leaves of Absence with Pay.) Leaves of absence without loss of pay and not chargeable against the sick leave allowance specified in Section 1 of this Article shall be granted to regular, full-time faculty members for the following purposes:

- (a) A maximum of three (3) days per school year for the death of mother, father, sister, brother, child or then-current spouse. In extreme and necessary cases with the authorization of the administration, such leave may be extended up to an additional three (3) days. One (1) day shall be allowed for the death of aunt, uncle, grandparent, niece, nephew, brother-in-law or sister-in-law.
- (b) Such faculty member who is summoned and reports for jury duty, as prescribed by applicable law, for each day on which he performs jury duty requiring that he absent himself from his regular duties with the College shall be paid by the Employer the difference between what he would have been paid by the Employer and what he received from the court as daily jury duty fees. The Employer's obligation to make such payment is limited to a maximum of thirty (30) days in any calendar year. In order to receive such payment from the Employer, the faculty member must give the Employer prior notice that he has been summoned for jury duty and must provide evidence as to the amount of pay received for the performance of such duties.
- (c) From one (1) to three (3) days per year may be used also for absences necessitated by circumstances other than the above or in addition to the above if requested with full explanation in writing and if approved by the Director or his designatee in advance. The urgency of the leave may be of such a nature that

the request in writing is not practical; in this event, the instructor may contact the Director by telephone or in person to get a decision prior to the absence.

Section 3: (Exchange Teachers.) Upon application for exchange teacher positions under either national or international programs, leave may be granted to tenure faculty members. Any faculty member granted an exchange leave shall be compensated on the basis of said faculty member's regular salary status. Any period served as an exchange teacher shall be considered as time taught with the College for the purpose of the salary schedule.

Section 4: (Extended Illness.) Any faculty member with three (3) or more years of continuous service with the College may make application for a semester or for a year's leave of absence necessitated by the faculty member's extended illness. Such leave shall be without pay or increment. After an extended illness, the Employer may request that the faculty member present a statement from a physician certifying the faculty member's physical fitness for return to work.

Section 5: (Professional Study.) Faculty members with three (3) or more years of continuous service with the College may make application for a semester or for a year's leave of absence for professional study or travel. If such leave is granted, it shall be without pay or increment.

Section 6: (Peace Corps.) Leaves of absence without pay of not to exceed two (2) years duration will be granted to faculty members who join the Peace Corps, Vista or Teacher Corps as full-time participants in such programs. Applications for such leaves must be presented to the Director at least three (3) months prior to the close of the academic year immediately preceding the start of such leave. Any period so served shall be treated as time taught for the purpose of the salary schedule.

Section 7: (Military Leaves.) The reinstatement rights of any faculty member who enters the military service of the United States by reason of an Act or Law enacted by the Congress of the United States or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such rights. Upon reinstatement, such faculty member shall be given the benefit of any increment which would have been credited to him had he remained in the active service of the College; sick leave credits may accumulate during the period of such absence to a maximum of twenty (20) days.

Section 8: (Political Leave.) The Employer shall grant a leave of absence without pay or increment of not less than one (1) semester nor more than one (1) year to any faculty member with three (3) or more years of continuous service with the College to campaign personally for or serve in a public office. If elected to the State Legislature or to Congress, the faculty member may request an extension of the leave of absence.

Section 9: A faculty member who is approaching maternity shall notify her department chairman as soon as pregnancy is definitely determined. Continued employment will normally be possible until the beginning of the fifth month of pregnancy but will depend upon the physical condition of the faculty member and the recommendation of her physician. If eligible under the Tenure

GOOD!

How MANY
SUCH OFFICES
HAVE ONLY
ONE YR. TERMS?

Act, she may apply for a leave of absence, effective at the beginning of the fifth month of pregnancy, and in the latter event such leave shall be granted without pay or increment for a period of not to exceed two (2) semesters beyond the date on which the leave became effective.

Section 10: Any leave of absence granted to a faculty member shall be with the mutual understanding that such leave is from the College and not necessarily from a particular position. Reasonable efforts will be made, upon return from a leave of absence, to assign the faculty member to the same or a comparable position.

Section 11: In the event of a leave of absence without pay, the deduction from the faculty member's salary shall be based upon the contractual salary of the faculty member for each such absent day on the basis of the College calendar.

*IF THIS HAS REF. TO A FED. OFFICE,
I DIDN'T KNOW THEY USED THE TERM!*

Section 12: Leaves of absence without pay or increment, not to exceed one (1) year's duration, may be granted a faculty member who is elected or appointed to a full-time position with a professional organization. An application for such leave may be presented to the Director at least three (3) months prior to the close of the academic year immediately preceding the start of such leave. Insurance coverage shall be continued through the College at the option of the teacher at the teacher's expense.

ARTICLE IX - TERMINATION

This agreement shall become effective as of the 11th day of September, 1967, and the terms and provisions thereof shall remain in full force and effect until the 15th day of August, 1968, and from year to year thereafter unless either party hereto shall notify the other in writing at least sixty (60) calendar days prior to the expiration of this agreement or at least sixty (60) calendar days prior to the expiration of any subsequent automatic renewal period of its intention to amend, modify or terminate this agreement.

KELLOGG COMMUNITY COLLEGE FEDERATION
OF TEACHERS, MFT-AFT

KELLOGG COMMUNITY COLLEGE

President

Superintendent of Schools

Director of College

APPENDIX A

SALARY SCHEDULE FOR 1967-68

	0	1	2	3	4	5	6	7	8	9	10	11	12
Non-Degree	5800	6000	6200	6400	6600	6800	7000	7200	7400	7600	7800		
BA	6200	6530	6860	7190	7520	7850	8180	8510	8840	9170	9500		
MA	6650	7010	7370	7730	8090	8450	8810	9170	9530	9890	10,250	10,610	10,970
MA+30	6950	7310	7670	8030	8390	8750	9110	9470	9830	10,190	10,550	10,910	11,270
MA+60	7250	7610	7970	8330	8690	9050	9410	9770	10,130	10,490	10,950	11,210	11,570
Doctorate	7550	7910	8430	8870	9310	9750	10,190	10,630	11,070	11,510	11,950	12,290	12,870

Effective as of the date of the agreement to which this Appendix is attached all returning faculty members are placed on the above salary schedule in accordance with their experience and education; however, no returning faculty member shall receive less than \$700.00 nor more than \$1,500.00 increase over the preceding year's salary. All new faculty members are placed on the salary schedule in accordance with their credited experience and education but shall receive no less than \$500.00 in excess of their initial letter of appointment salary.

\$100.00 per year for each ten (10) hours above the Master's degree shall be paid providing such hours are graduate or approved undergraduate hours and provided further that to be eligible for the MA plus sixty (60) hours placement the instructor must be working on an approved doctoral program. \$150.00 per year shall be paid for the first fifteen (15) hours above the Bachelor's degree. The additional hours referred to herein must be verified by official transcript.

Extra compensation for the year 1967-68 shall be paid for the following assignments when they are beyond the regular teaching load:

Basketball Coach	\$1,000.00
Swimming Coach	500.00
Track Coach	500.00
Tennis Coach	400.00
Golf Coach	400.00
Cross-Country Coach	350.00
Cheer Leader Director	250.00
Debate Coach	600.00
Team and Building Manager	250.00
Chaperone (per event)	10.00

Overload pay shall be \$162.00 per contact hour.

Summer school pay shall be \$175.00 per contact hour.

The placement of faculty members on the above salary schedule shall be in accordance with the credited experience set forth in the following table which shall henceforth be binding upon the parties hereto and the faculty unless, within thirty (30) days after the date of the agreement to which this Appendix is attached, it can conclusively be proved that a faculty member was given credit at the time of his employment in excess of that shown in such table but under no circumstances shall such combined prior credited service exceed five (5) years. Faculty members hired after the date of the agreement to which this Appendix is attached shall be credited for salary schedule purposes with one (1) year of credit for each two (2) years of related work experience and/or one (1) year of credit for each one (1) year of prior teaching experience not to exceed in the aggregate a total of five (5) years of credit.

	Degree	Hrs. Beyond Masters	Experience Out- side District	Experience In District	Total Experience	Credited Experience	Teaching Area
Adams	MA	0	5	0	5	5	Couns.
Austin	MA	14	4	3	7	7	B.Ad.
Baber	MA	18	8	5	13	10	Thea.
Baker	MA	24	10	8	18	13	Phys.
Barker	MA	5-2/3	--	17	17	17	P.E.
Barnard	MA	1-1/2	6-1/2	1-1/2	8	6-1/2	P.E.
Barnett	MA	12	2	7	9	9	Bio.Sc.
Bartel	MA	0	5	1	6	6	Eng.
Bateman	MA	12	2	3	5	5	Eng.
Beal	MA	0	3	0	0	3	Couns.
Benson	BS	0	3-1/2	3	6½	6-1/2	ADN
Bloomberg	BS	6	--	5	5	5	ADN
Bradley	MA	0	5	3	5	8	Inst.
Brelsford	MA	5-1/3	2	5	7	7	B.Ad
Burch	MA	0	16	1	17	6	Music
Carpenter	MA	30	15	7	22	12	Phy.Sc.
Carter	MA	0	4	4	8	8	Lang.
Christof	MA	2	6-1/2	2	8½	7	Sec.Tr.
Churchill	MA	0	8	2	10	7	Eng.
Clark, G.	MA	0	3	4	7	7	Draft.
Clark, P.	MA	22	8	1	9	6	B.Ad.
Comer	BS	0	3	2	5	5	ADN
Coy	MA	4-2/3	9	4	13	9	Chem.
Deaton	BS	17	0	4	4	4	A.V.
Devecchio	MA	34	5	2	7	7	Couns.
Dewey	BS	0	0	1	1	1	P.E.
Eding	MA	0	2	1	3	3	Phys.
Edmonds	BS	0	1/2	2	2½	2-1/2	Eng.
Fetters	MA	0	3-1/2	3	6½	6-1/2	Tech.M.
Frederick	MA	0	0	2	2	2	Speech
Freer	MA	0	6	1	7	6	Sec.Tr.
Grover	--	0	6	9	15	14	PN
Guilliams	MS	30	7	0	7	5	Couns.
Haller	MA	0	0	2	2	2	Econ.
Hammond	MA	0	3	0	3	3	Couns.
Haymaker	MA	0	17	1	18	6	Eng.
Highland	MA	3	2	2	4	4	Draft.
Hoogendoorn	MA	0	3	2	5	5	Couns.
Jackson	MLS	0	0	0	0	0	Lib.
Johnston	MA	0	1	1	1	2	Tech.
Kigar	MA	21	8	2	10	7	Eng.

Knott	MA	0	1	1	2	2	Soc.Sc.
LeBar	MA	2	3	2	5	5	Eng.
Lents	MA	0	1	3	4	4	Eng.
Liles	BS	0	0	2-1/2	2½	2-1/2	ADN
Mackie	MA	32	12	4	16	9	Soc.Sc.
Marek	MA	2	3	2-1/2	5½	5-1/2	Eng.
Mason	BS	0	0	1	1	1	PN
Maulding	MA	15	13	9	22	14	Lib.
Miller	MA	12	5	8	13	13	Bus.Ad.
Mohatt	MA	45	9	1	10	6	Music
Moon	MA	0	0	1	1	1	Eng.
Orlik	MA	6	0	3	3	3	Eng, Sp.
Payne	MBA	10	3	6	9	9	Bus.Ad.
Pederson	MA	49	5	2	7	7	Soc.Sc.
Petty	MA	0	0	2	2	2	Eng.
Pierce	BS	12	4-1/3	4	8½	8-1/2	Eng.
Plummer	MA	34-2/3	10	3	13	8	Soc.Sc.
Podel	BS	3	14	1	15	6	ADN
Rice	MA	0	0	3	3	3	Soc.Sc.
Rohde	MS	0	1	0	1	1	P.E.
Schirmer	MA	42	0	3	3	3	Soc.Sc.
Scrimger	MA	30	8	2	9	7	Math.
Secrist	MA	3	8	2	10	7	Math
Seymore	BS	0	5	0	0	5	Tech.
Simpson	MBA	0	1	1	2	2	Bus.Ad.
Sipes	MA	10	13	4	17	9	Sec.Tr.
Smith, J.	MA	0	2-1/2	4	6½	6-1/2	Soc.Sc.
Smith, T.	MA	21-1/3	5-1/2	3	8½	8	Soc.Sc.
Spafford	MBA	10	4	2	6	6	Bus.Ad.
Sprick	MBA	0	1	1-1/2	2½	2-1/2	Bus.Ad.
Stephens	MA	0	4	1	5	5	Soc.Sc.
Stewart	MA	0	1	1	2	2	Eng.
Stone	MA	22-2/3	11	9	20	14	P.E.
Strader	MA	0	0	1	1	1	Art
Strong	MS	0	2	1	3	3	Chem.
Summers	MA	30	8	2	10	7	Bus.Ad.
Tenney	BS	0	1	1/2	1½	1-1/2	PN
Thaxton	MA	0	5	1	6	6	Bio.Sc.
Thompson	MA	23	9	9	18	14	Math.
Turnbull	BS	10	0	9	9	9	PN
Vinkemulder	MLS	0	2	0	2	2	Lib.
Vollmar	MS	36	5	10	15	15	Math.
Voss	BSN	0	2	3	5	5	ADN
Walter	MS	8	3	2	5	5	Bio.Sc.
Worfel	O	0	0	5	5	5	PN
Worsham	AB	31	0	3	3	3	Soc.Sc.
Zander	MA	0	7	0	7	5	Music