

**ONAWAY AREA
COMMUNITY SCHOOLS
MASTER CONTRACT**

BETWEEN:

**BOARD OF EDUCATION
AND THE ONAWAY
FEDERATION OF
TEACHERS**

1997-1998/1999-2000

Onaway Area Community Schools

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ONAWAY AREA COMMUNITY SCHOOLS

MASTER CONTRACT

(Teacher-Board)

Preamble

WHEREAS the Board of Education (as defined by school law) and the Onaway Federation of Teachers (OFT) recognize and declare that providing a quality education for the children of the Onaway area is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching staff, Board of Education and Administration, and

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

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

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

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

ARTICLE 1

Recognition

A. The Board hereby recognizes the Onaway Federation of Teachers as the exclusive and sole bargaining representative for all tenure and probationary teachers certificated by Michigan State Board of Education, whether under contract, on leave, on per diem basis, employed or to be employed by the board, excluding: supervisory and executive personnel, substitute teachers and service and clerical employees. The term "Teacher" when used hereinafter in this agreement, shall refer to all professional employees represented by the Federation in the bargaining or negotiating unit as above defined and references to male teachers shall include female teachers.

This agreement shall be effective as of September 1, 1997 and shall continue in effect through the 31st day of August, 2000. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

All articles may be reopened only by the mutual consent of both parties during the duration of this contract.

Advisory Group - the function of this advisory group is to discuss matters of mutual concern and make members aware of items regarding the Master Contract that may, through informal discussion and recommendation, alleviate the need for formal negotiation and/or procedures. The Advisory Group shall consist of:

1. Chief negotiator and salary chairperson or those designated by the OFT President.
2. At least two, but not more than three, Board members and the directly concerned administrator(s).

B. The Board agrees not to negotiate with any teachers' organization other than the Federation for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Federation if the adjustment is not inconsistent with the terms of this Agreement, provided that the Federation has been given an opportunity to be present at such adjustment.

C. Within 15 days of the beginning of their employment hereunder, teachers should sign and deliver to the Board an assignment authorizing deduction of membership dues for the American Federation of Teachers, Michigan Federation of Teachers and OFT, or the amount specified in Article 1, Section D, upon such conditions as the Federation shall establish. Such sum shall be deducted from the regular salaries of all such teachers and remitted to the proper Federation.

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for savings accounts, savings bonds, or payroll banking plan to the local credit union (Onaway Community Federal Credit Union) or the local bank (Citizens National Bank - Onaway Branch). Such deductions and any adjustment shall be made prior to October 1. However, if the need occurs to make a change for the next fiscal year or during the same school year, a change may be made again in the month of January prior to the last day of said month.

D. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Federation/Union, or (2) pay a Service Fee to the Federation, pursuant to the Federation's "Policy Regarding Objections to Political - Ideological Expenditures" and the Administrative Procedures adopted pursuant to that policy. The Service Fee shall not exceed the amount of the federation dues collected from federation members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such Service Fee the Employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request

of the Federation, deduct the Service Fee from the bargaining unit member's wages and remit same to the Federation. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Money so deducted shall be remitted to the Federation, or its designee, no later than twenty (20) days following deduction.

1. Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986)

The union has established a "policy Regarding Objections to Political-Ideological Expenditures." That Policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non-union bargaining unit members. These remedies set forth in that Policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed of an exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

2. In the event of any legal action against the Employer, including individual members of Board of Education, brought in a court or administrative agency because of its compliance with this Article, the Federation agrees to defend such action, at its own expense and through its own counsel provided:
 - a. The Employer gives timely notice of such action to the Federation and permits the Federation intervention as a party if it so desires, and
 - b. The Employer gives full and complete cooperation to the Federation and its counsel in securing and giving evidence, obtaining witnesses, and make relevant information available at both trial and appellate levels.

The Federation agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and cost imposed by final judgement of a court or administrative agency as a direct consequence of the Employer's compliance with this Article I, part D, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

3. Any bargaining unit member who is a member of the Federation, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions in the

Federation as established by the Federation. Such authorization shall continue in effect from year-to-year unless revoked according to the procedures outlined in the MFT Constitution, Bylaws and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.

4. Upon appropriate written authorization from the bargaining unit member, the employer shall deduct from the salary of any such bargaining unit member and make appropriate remittance for MFTSA's MFT-sponsored programs (tax-deferred annuities, auto insurance, homeowner's insurance, etc.), credit union, saving bonds, charitable donations, MFT-PAC/AFT-PAC contributions or any other plans or programs jointly approved by the Federation and Employer.
5. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this Article relating to the payment or non-payment shall take effect (30) days following the Federation's notification to non-members of the fee for that given school year.
6. Employees of the district during the 1997-98 school year who are not members of the Federation, including local, state and national as of September 15, 1997 shall join the Federation as provided in D, or pay a Service Fee as provided in D, or pay the Onaway Federation of Teachers an amount as established by the Onaway Federation of Teachers, which does not exceed the federation dues collected from federation members.
- E. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

NOTATIONS: Emergency shall be defined as "An unforeseen circumstance, arising unexpectedly, which calls for immediate action".

ARTICLE II

Teacher's Rights

A. Pursuant to Act 397 of the Public Acts of 1965, the Board hereby agrees that every teaching employee of the Board shall have the right freely to organize, join and support the Federation for the purpose of engaging in negotiations and other concerted school contracted and related activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any right conferred by Act 397 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or terms or conditions of employment by reason of his membership in the Federation, his participation in any activities of the Federation, or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its teaching employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.

C. The Federation and its members shall have the right to use school building facilities before or after school hours when permission has been granted and the date placed on the school calendar. No teacher shall be prevented from wearing small insignia or pins as identification or membership in the Federation either on or off school premises. Bulletin boards and other established media of communication shall be made available to the Federation and its members in the Onaway Teacher's Lounge and the Millersburg Office.

D. The Board agrees to make available to the Federation all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Federation in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students, together with reasonable information which may be necessary for the Federation to process any grievance.

E. The teachers shall be entitled to full rights of citizenship and no religious or political activities (excluding activities and/or organizations that directly or indirectly advocate subversive activities or the overthrow of the government) of any teacher of the lack thereof shall be grounds for discipline or discrimination with respect to the professional employment of such teacher.

ARTICLE III

Board of Education Rights Clause

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 Constitutions of the State of Michigan and of the United States, including but without limiting the generality of the foregoing, the right;

A. To the executive management and administrative control of the school system and its properties and facilities, and the school contracted and related activities of its employees.

B. 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.

C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

D. 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.

E. To determine class schedules, the hours of instruction, and the duties and responsibilities, and the assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of school contracted and related employment.

The exercise of the foregoing rights, authority, duties and responsibilities by the Board shall be subject to the provisions of Public Act 379 and the State Tenure Act, the laws and Constitution of Michigan, the laws and Constitution of the United States, and the specific provisions of this agreement.

ARTICLE IV

A. At least (60) sixty days prior to the expiration of this agreement, the parties will likewise begin negotiations of a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

B. In any negotiations described in this article, neither party shall have any control over the selection of the negotiating representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Federation, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations subject only to ultimate ratification.

ARTICLE V

Professional Provisions

- A. Duty Free Lunch Period.
Leaving the school building or school grounds during the workday will be at the discretion of the building principal.
1. Grades Kindergarten through Sixth
 - a. All elementary teachers shall have a thirty (30) minute duty-free lunch period.
 - b. When weather prevents students from going outdoors, the teacher will not be responsible for the supervision of the students in his/her classroom.
 - c. Irrespective of weather conditions, each teacher shall receive one fifteen (15) minute duty-free recess per day. Non-instructional time should be used for preparation.
 - d. A 25 minute noon recess will exist for the 1997-1998 and the 1998-1999 school years, with a paid elementary noon hour intramural supervisor.
 - e. To meet the state required hours of instruction, Article V -- Section D will be modified for the 1999-2000 school year.
 2. Grades Seven through Twelve

Secondary teachers shall have a thirty (30) minute duty-free lunch period. In the event unusual/spontaneous events occur, lunch room duty may be assigned by the building principal. There will be no early release of students or staff for such circumstances.
- B. Parent/Teacher Conference
1. There will be two parent/teacher conferences each school year; according to the calendar.*

*The calendars for 97-98 and 98-99 have been adopted by the board. The schedule below will be followed. Future conferences will be set with each calendar.

FIRST CONFERENCE - FIRST SEMESTER

Held on the second Thursday* following the end of the first marking period for the high school.

SECOND CONFERENCE - SECOND SEMESTER

Held on the second Thursday* following the end of the first marking period for the high school.

***Millersburg Elementary (evening schedule) will be held on the preceding Tuesday.**

TIME SCHEDULE

Onaway Elementary - Thurs., 1-4 p.m. & 6-8 p.m.

Jr. & Sr. High - Thurs., 1-4 p.m. & 7-9 p.m.

Millersburg Elementary - Tue., 6-8 p.m. & Thurs. 1-4 p.m.

2. Special appointments will be scheduled as needed.
3. A half day for the purpose of record keeping shall be provided for all K-12 teachers at the end of the first semester.

C. Teaching Hours

1. The teacher's normal hours in the elementary and secondary schools shall be as follows:
 - a. Teachers check in no later than 8:05 AM in Onaway, 8:20 AM in Millersburg.
 - b. Teachers at assigned place of duty no later than 8:30 AM.
 - c. Teachers shall leave school no earlier than 3:40 PM in Onaway and 3:55 PM in Millersburg without permission. Teachers are not required to attend staff meetings after 3:40 PM.
 - d. If parent/teacher meetings are set for after school, the involved teacher(s) must remain until at least 4:00 PM.
 - e. Millersburg teachers may have to remain an additional 5 minutes in the afternoon to cover the bus schedule.
 - f. Teachers may leave the school building after all buses have exited school property on Fridays and the last day prior to vacation period.
 - g. School will be dismissed at 2:30 PM on the day prior to Thanksgiving, Christmas and Spring Vacation.
 - h. On half days, school will be dismissed at 11:30.

D. Teaching loads and assignments.

1. Since the pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned outside the scope of their teaching certificates or their major/minor field of study except in emergency measure and with the consent of the staff member(s) involved.

2. Teachers who will be affected by a change in grade assignment in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified and consulted by their principal as soon as practicable. Such changes shall be voluntary to the extent possible.
3. Because the pupil-teacher ratio is an important aspect of an effective educational program, an attempt will be made to meet the following ideal class sizes or less where ever possible:

Grades K-3.....	25 students maximum
Grades 4-6.....	30 students maximum
Grades 7-12.....	30 students maximum

4. Teaching assignments and approximate class size, will be available to teachers 30 days prior to the end of the current school year, except in case of emergency.
 5. Teachers may be required to attend three (3) staff meetings per school year up to and no later than 5:00 PM. Staff members will be notified one (1) week prior to the scheduled meeting.
- E. Teachers' Telephone.
Telephone facilities shall be made available to teachers. The O.F.T. and the Board of Education shall split the costs, equally, for all local calls.
- F. Teachers' Lounge.
The employer shall provide within each school at least one lounge type area.
- G. Selection of Use of Educational Tools.
The Board recognizes that appropriate texts, library reference facilities, maps, globes, laboratory supplies, audio-visual supplies, current periodicals and similar materials are the tools of the teaching profession. The parties will confer for the purpose of improving the selection and use of such teaching materials and the board will undertake to implement all joint decisions thereon made by the Board representatives and the teacher(s) included. In the event that any requisitioned item is refused, or subjected to an extended delay, every effort shall be made to consult the teacher prior to deletions of that item.
- H. Discrimination.
The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, or association with the activities of any employee organization. The Board and Federation

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

I. School Calendar.

The calendar shall be at least the same length as the contract, and published as an addendum. The right to set the opening date of each school year is specifically reserved to the Board of Education. The Board does agree to negotiate with OFT representatives on other dates within the school calendar, and must abide with any jointly approved (administration and staff) proposal. The calendar committee shall be composed of six persons: three chosen by the Superintendent, and three chosen by the President of the OFT. The 1999-2000 calendar will be set by September 30, 1997.

ARTICLE VI

Policies

A. Vacancies and Promotions.

1. Whenever any vacancy in any professional position in the district shall occur, the Board shall publish the same by giving written notice of such vacancy, as soon as officially known, to the Federation President and by providing for appropriate posting in every school building (excluding summer). The Federation President shall sign and date one copy for filing in the Business Office, and shall post his copy in the Onaway Faculty Lounge. The Federation President shall be sent a copy of the vacancy during the summer months. Positions as above described shall be posted at least ten (10) school days prior to being filled except in cases of emergency.
2. Any teacher may apply in writing to the appropriate/involved building principal for such vacancy. In filling such vacancy the Board of Education agrees to give weight to the professional background and attainment of all applicants and to strongly consider such qualified candidates as exist on the present staff. The written application must contain specific information as to certificates, majors, minors and experiences which specifically apply to the job areas. In cases involving equal qualifications of teachers, seniority shall be the deciding factor.

B. Due Process.

1. Those non-tenure teachers whose immediate supervisor decides he will not recommend for retention, will be afforded the right to a hearing by the Board of Education at the same meeting that the supervisor makes his recommendation known to the Board. The teacher will be given written notice at least one school week prior to such a hearing with reason(s) for his/her dismissal. If the non-tenure teacher declines such an invitation he/she shall be given a written statement signed by the appropriate principal. Voluntary resignations are specifically excluded from this requirement. Said statement shall be handed to them by the appropriate principal no later than 48 hours (excluding weekends and school non-attendance days) following the decision of the Board of Education to terminate employment.
2. Any teacher currently on the staff who applies for, but does not receive a new or additional position shall be handed a statement signed by the appropriate principal no later than 48 hours (weekends and school non-attendance days excluded) following the action of the Board of Education in this connection. Any teacher relieved of a position shall be accorded the same right. Said notice shall state the reason(s) presented by the Administration and considered by the Board in rendering its decision. It shall be the right of said teacher to appear before the board at its next regular meeting to discuss the decision.

C. Transfers.

1. Involuntary transfers may be effected only for reasonable and just cause. Thirty (30) days (except in case of emergency) prior to the effectuation of any involuntary transfer, the Administration shall provide the effected teacher and the Federation with written reason for the transfer.
2. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this agreement prior to such transfer to supervisory or executive status.

D. Medical & Bereavement Leave/Sick Days

1. All teachers, absent from duty, shall be allowed fifteen (15) days per year; such days may be accumulated (if not used) to a maximum of 185 days.
2. Leave will be granted for:
 - a. Personal illness, quarantine, or certified disability.
 - b. Serious illness in the family.
 - c. Bereavement purposes.

- d. Leave will be granted for personal doctor and dentist appointments, as well as doctor and dental appointments for spouse and/or dependents. All appointments, except emergencies, should be requested 24 hours in advance. If possible, staff should attempt to schedule these appointments outside of the normal school day.
 - e. Other reasons (emergency) only as approved by the involved principal.
3. If requested by the involved principal, a doctor's verification shall be required.

E. Leave of Absence.

Any request for any leave covered under sections D2d or E must be in advance, in writing per the form on page 34.

1. Personal Days - annually three (3) days may be used for personal days, the unused portion accumulating to not more than six days. For purposes of securing substitutes, teachers are to notify the building principal at least 24 hours in advance except in case of emergency. No personal day will be allowed during the first week of school; semester exam week; the last week of school; nor during parent/teacher conference times, except in cases of emergency. Any portion of a day less than one half day will be counted as one half day.
2. Leave of absence with pay not charged against the teacher's sick leave allowance shall be granted for the following reasons:
 - a. Absence when a teacher is called for jury duty. Notice must be given as soon as possible. (The difference between fee allowed and daily salary based on 183 days).
 - b. Court appearance as a witness in any case connected with the teacher's employment or the school or whenever a teacher is subpoenaed to attend any proceedings. Notice must be given as soon as possible. (The difference between fee allowed and daily salary based on 183 days).
 - c. Administrative approved visitation at other schools or for attending educational conferences or conventions.
3. Leave of absence without pay shall be granted provided:
 - (1) a suitable replacement can be found,
 - (2) the requesting teacher has completed three consecutive years of service in this system upon application and
 - (3) the teacher gives a 90 day advance notice before the end of the school year. If a teacher has not returned by the agreed date, the teacher will forfeit all tenure and employment rights. Any

person taking more than one semester leave of absence under this subsection (E3) will not receive credit for an increment or for seniority accumulation; otherwise, salary improvements occurring during such period shall be allowed.

Leave of absence without pay shall be granted for the following purposes:

- a. Study related to the teacher's license field.
 - b. Study to meet eligibility requirement for a license other than that held by the teacher.
 - c. Other reason(s) or emergency as approved by the involved administrator. For any leave in this section (C) to be granted, an approved substitute must be available (except in an emergency).
 - d. Teachers after each 4th consecutive year of service may be granted one week leave of absence without pay for personal reasons. After one leave of absence has been taken, an additional 4 consecutive years of service must expire. Leave must be approved by the building principal. Leave will not accumulate; days must be consecutive and taken in one block.
 - e. Other reason(s) or emergency as approved by the involved administrator. For any leave in this section (E) to be granted an approved substitute must be available (except in emergency).
4. Pregnancy related disability.
- a. The teacher shall provide to the involved principal at least thirty (30) days prior to the anticipated birth of the child the following information:
 1. anticipated date of birth of the child.
 2. date disability is to begin as certified by a medical doctor.
 3. date of return as certified by a medical doctor.
 - b. A teacher may utilize accumulated sick leave during that period the teacher's doctor certifies the teacher to be medically unable to work because of pregnancy or complications arising therefrom. The teacher agrees to provide the involved principal weekly certification of her continued disability.
A teacher utilizing accumulated days shall upon termination of the certified disability immediately return to work.
5. Military leave of absence shall be granted to any teacher who shall be drafted for military duty into

any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any salary improvements which would have been credited to them had they remained in active service in the school system and/or as provided by Federal Regulations. "Failure to return on the agreed upon written date (except in case of emergency as determined by the principal and which must have advance submission or written proof) shall cause the teacher to forfeit all rights to job tenure and the job position itself, which shall immediately be declared open and posted as such."

6. Days gone counted as follows: gone between 8 - 12:15 = 1/2 day; gone between 12:15 - 4 = 1/2 day; any other combination = 1 full day.

F. Protection of Teachers.

1. The Board recognizes its responsibility to render support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, or whenever it appears that the presence of a particular student in the class will impede the education of the balance of the class because of disruptions caused by said student, the Board will attempt to provide special help for the student.
2. A teacher may exclude a pupil for one class period when the grossness of the offense, the persistence of the behavior or the disruptive effect of the violation makes the presence of the student in the classroom intolerable.
In such cases, the teacher will furnish the principal, in writing on the appropriate form as promptly as his/her teaching obligations will allow, full particulars on the incident. The pupil shall not be returned to the class until after consultation by the principal with the teacher.
3. Any case of assault upon a teacher shall be promptly reported to the involved principal in writing by the involved teacher. The Administration will advise the teacher of his/her 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.
4. The Board, in consultation with the Federation, shall promulgate rules and regulations setting forth the procedures to be utilized in disciplining, suspending or expelling students for misbehavior. Such rules

and regulations shall be distributed by the Board to students, teachers and parents at the commencement of each school year.

5. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher unless the teacher is proven negligent. (Daily salary based on 183 days-benefits from Worker's Compensation).
6. Any complaints directed toward a teacher shall be promptly called to the teacher's attention.
7. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property.
8. No teachers shall be reprimanded, disciplined or deprived of any professional advantage without reason(s). All reprimands shall be delivered in private.

G. Miscellaneous Provisions.

1. The Board agrees at all times to try to maintain an adequate list of qualified substitute teachers. Teachers shall be informed of a telephone number that they must call before 7:15 AM or the night before each days absence to report unavailability. It shall be the responsibility of the administration to arrange for a substitute teacher. If a teacher shows up for work when a substitute has already been hired, the teacher's salary shall be docked for the amount of the substitute teacher's salary for the part/whole of the day that the substitute is employed due to the duplication.
2. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher's contracts. All individual teachers' contracts shall be made expressly subject to the terms of this agreement and shall be incorporated into and be considered part of the established policies of the Board.
3. Original copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board. Twenty additional copies shall be presented to the OFT. These copies shall be presented to all teachers as soon as possible and shall become their property.
4. If any provisions of this Agreement or any application of the Agreement to any employee or groups of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall be continued

- in full force and effect.
5. There shall be 2 nonstudent attendance days required of all teachers each year as set in the calendar. The provision will not increase the number of teacher contract days beyond 183 days. If student contract days are to be increased by state mandates beyond 181 days, teachers will not be compensated for the 1st additional day. Any additional days beyond 182, teachers will be compensated at 1/183 of their individual salary for each day.
 6. All new teachers shall have 3 additional in-service days (non-compensated) at the beginning of each school year. All non-tenured teachers shall have an additional 2 in-service days (non-compensated) at the beginning of each school year.* An agenda for the 2 days will be established by the Professional Development Committee.
*First Day/All new teachers report for familiarization with the school system. Next two days/New & Non-tenured teachers report for professional development.
 7. "Act of God" days policy.
Any emergency or inclement weather closing days of school which are required by Michigan Department of Public Instruction to be rescheduled shall be scheduled as student instruction days. However, by mutual agreement of the Federation's chief negotiator and the superintendent, rescheduled days may be scheduled at other times.
Professional compensation to teachers shall not be reduced because of such school closings and make up days shall be rescheduled with no additional salary paid to teachers.
 8. The Board shall provide at no cost to the Federation 5 days per school year of released time for the handling of Federation business as requested by the Federation president and approved by the involved principal. This may be taken in 1/2 day blocks.
 9. "T.W.I.T." - In the event that two-way interactive television becomes an alternative to be used for the instruction of students in the Onaway Area Community Schools the following will be complied with:
 - a. Teacher assignments to teach classes utilizing two way interactive television will be voluntary for teachers. However, teachers will be encouraged to develop classes for use in the system.
 - b. All credit classes will be taught by certified teachers.
 - c. Teachers will be provided with training in methods of teaching for the new system. This will be at the expense of the school system and no cost to the teacher.

- d. The sending school district shall be the employer.
- e. Classes produced shall not be copied or reproduced in any manner so as to cause any teacher to be replaced.
- f. The use of the two-way interactive TV program shall not cause any teacher to be laid off.
- g. Since this would be an exploratory program, the parties agree to reach prior agreement on hour and terms or conditions of employment that are not herein covered.

Article VII

Grievance Procedure

A. Definition - a claim by a teacher or the Federation that there has been an alleged violation, misinterpretation, or application of any provision of this agreement or policy.

B. Time Limits - all time limits herein shall consist of school days except that when a grievance is submitted on or after May 15 time limits shall consist of calendar days so the matter may be resolved before the close of school or as soon thereafter as possible. Time limits may be extended only with the written consent of the Administration and the Federation. If time limits as required in this Article are not observed by the grievant or the Federation, the grievance must be considered as abandoned. If time limits as stated in this Article are not observed by the Board or Administration, the grievant or Federation has the right to move the grievance automatically to the next level.

C. Grievance levels are defined in the following order:

1. The immediate supervisor.
2. Superintendent of Schools.
3. Board of Education.
4. Committee.
5. Arbitration.

D. In the event that a teacher (Grievant) believes there is a basis for a grievance, he shall first discuss the alleged grievance with his immediate supervisor either personally or accompanied by his Federation representative. Such discussion must be held within 10 days of the alleged violation, misinterpretation or misapplication, or within 10 days of the discovery thereof. In the event such discussion cannot be held within this time limit due to the extended absence of the teacher, then the time limit at this level only shall come into effect upon the return to duty of the absent teacher. In the event, such discussion cannot be held within this time limit due to the extended absence of the teacher's immediate supervisor,

then at the conclusion of such time limit the teacher shall be free to proceed to the next level of this grievance procedure.

E. If, as a result of the informal discussion with the immediate supervisor, a grievance still exists, a grievant may invoke the formal grievance procedure on the form set forth, signed by the grievant and an OFT officer (president, vice president, secretary, treasurer, or chief negotiator) of the Federation. Said form shall be available from the Federation representative in each building. A copy of the grievance form shall be delivered to the immediate supervisor within 10 days after the informal discussion. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

F. Within 10 days of receipt of the grievance, the immediate supervisor shall meet with an OFT officer (president, vice president, secretary, treasurer or chief negotiator) in an attempt to resolve the grievance. The immediate supervisor shall indicate his disposition of the grievance in writing within 10 days of such meeting, and shall furnish two copies thereof to the Federation.

G. If the grievant or the Federation is not satisfied with the disposition of the grievance, or if no disposition has been made within 10 days of such meeting, the grievance shall be transmitted to the Superintendent within 10 days. Within 10 days the Superintendent or his designee shall meet with an OFT officer (president, vice president, secretary, treasurer, or chief negotiator) on the grievance, and shall indicate his disposition of the grievance in writing within 10 days of such meeting, and furnish two copies thereof to the Federation.

H. If the Federation or the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within 10 days of such meeting, the grievance shall be transmitted to the Board by filing written copies thereof with the Secretary of the Board and the Superintendent within 10 days. The Board, no later than 2 calendar weeks, shall hold a hearing on the grievance or review such grievance in executive session or give such other consideration as it shall deem appropriate. Disposition of the grievance by the Board in writing shall be made no later than 10 days thereafter. Two copies of such disposition shall be furnished to the Federation.

I. If the Federation is not satisfied with the disposition of the grievance by the Board, if no disposition has been made within the period above provided, the grievance may be submitted to a committee, composed of 3 Board members and 3 teachers, by written notice given to the Superintendent within 15 days after the above specified period. The Committee, no later than 2 calendar weeks,

shall hold a hearing on the grievance. Disposition of the grievance by the committee in writing shall be made no later than 10 days thereafter. Two copies of such disposition shall be furnished to the Federation.

J. If the Federation is not satisfied with the disposition of the grievance by the Committee, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration by written notice given within 15 days after the above specified period. If the parties cannot agree as to the arbitrator within 5 calendar days from the notification the arbitration will be pursued, an impartial arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceeding.

K. Powers of the arbitrator - it shall be the function of the arbitrator, and he shall be empowered except as his powers are limited below, after due investigation to make a decision in cases of alleged violation of the specific articles and sections of this agreement.

1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.
2. He shall have no power to establish salary scales or change any salary.
3. He shall have no power to rule on any of the following:
 - a. The termination of services of, or failure to re-employ any probationary teacher.
 - b. The placing of a non-tenure teacher on a third year probation.
 - c. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
 - d. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, extra session, of 1937, of Michigan as amended).
4. He shall have no power to change any practice, policy, or rule of the Board nor to substitute his judgement for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board. His power shall be specifically limited to deciding whether the Board has violated the express articles or sections of this Agreement.
5. He shall have no power to decide any question which, under this agreement, is within the responsibility of management to decide.

6. If either part disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first determine the question of arbitrability. In the event that a case is appealed to an arbitrator, on which he has no power to rule, it shall be referred back to the parties without a decision or recommendation on its merits.
7. There shall be no appeal from an arbitrator's decision.
8. The fees and expenses of the arbitrator shall be shared equally by the Board and the Federation. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

ARTICLE VIII

Tenure

- A. Each teacher, upon employment or at the beginning of the school year, whichever is later, shall be appraised in specific terms of the teacher's responsibilities. Teacher(s) will be informed on the specific criterion upon which they will be evaluated. The performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated three times during the school year, within one month following the opening of school; within three months after the opening day of school; and not less than ninety days prior to the end of the school year. One such evaluation may result from a general observation rather than a formal classroom visit. The principal will confer with the teacher prior to scheduling tenure visitation. Tenure teachers shall be evaluated at least once every two years through classroom visits. Tenure visitations may be waived for teachers with ten (10) or more years in the system.
- B. Observations shall be made only by the involved principal.
- C. Each classroom observation shall be made in person for a minimum of thirty (30) consecutive minutes. All observation of the performance of a teacher shall be conducted openly and with the full knowledge of the teacher.
- D. It shall be the responsibility of the administration to assist teachers to become oriented to the district and improve instruction through direct observation of the teacher's work and provide written summaries of those observations together with any recommendations the administrator may have for the teacher. Three copies of the written evaluation shall be submitted to the teacher

at the time of each classroom interview or within three days thereafter. Copies of the single general evaluation shall be given to the probationary teacher within three school days after it is completed by the administrator but in no case later than the dates stipulated in the preceding section A. In either case, two copies are to be signed and returned to the administration, the other copy to be retained by the teacher. In the event that the teacher feels that his evaluation was incomplete or unjust he may, within 5 days after the report is handed to him put his objections in writing and have them attached to the evaluation report to be placed in his personnel file. All evaluations shall be based upon valid criteria for evaluation of professional growth.

E. No later than the regular March Board meeting date of each probationary year the final written evaluation report will be furnished to the board of Education covering each probationary teacher. A copy of the report shall be furnished to the teacher. The teacher shall have an opportunity to submit additional information to the Superintendent. The teacher shall have the right to process a grievance through the procedure as provided in the Agreement. A bargaining unit member, who has not previously attained tenure, under the Michigan Teacher Tenure Act, MCLA 38.71 et seq, MSA 15.1971 et seq, in a position other than as a classroom teacher, who is placed in a position other than as a classroom teacher, shall not be deemed to have tenure in such position by virtue of this contract or any individual contract for such nonclassroom position, but shall be deemed to have continuing tenure as an active classroom teacher. The employer shall adjust individual contracts (if any) to specifically eliminate Tenure in Position and will notify all current and future members who hold or will hold such positions that they will not gain Tenure in Position.

F. Each teacher shall have the right, upon request, to review the contents of his own personnel file. A representative of the Federation may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file should contain the following minimum items of information:

- All evaluation reports
- Copies of annual contracts
- A transcript of academic record
- Tenure recommendation.

ARTICLE IX

Provisions For TB Testing and Resultant Status

A. TB tests are no longer required by the State of Michigan but they will be made available upon request.

ARTICLE X

Reduction of Staff

- A. General order of reduction priority: (from first gone to last gone)
1. Non-degree, degree w/o valid teaching certificate, or special permit.
 2. Probationary tenure holders*
 3. Continuing tenure holders*
*Based on seniority as follows: Teachers hired (prior to July 1, 1997) shall have a seniority date of July 1 (for the year hired). The seniority date for teachers hired after July 1, 1997 shall be the date of official board approval. In the event of a tie, a draw of straws will determine the affected seniority step. An annual seniority list will be provided to the staff at the beginning of each school year.
 4. No employee following the seniority system for reduction of staff shall be reduced to 1/2 days of employment except on a voluntary basis. In cases of financial crisis in which the entire system must be placed on 1/2 days, the fringe benefits would continue to be paid in full for all teachers remaining on staff.
- B. Specifics.
1. After the automatic reduction through step one as outlined above the Board of Education shall determine the basic curriculum, schedule, and subject areas to be retained. On this criteria, the Board of Education shall then determine staff to be retained based on subject matter preparation, area of certification, date of employment and seniority of personnel plus specific tenure recommendations; provided, however, that such action shall not be contrary to the proprieties established under the tenure act. The Board of Education shall endeavor to give thirty (30) days notice of lay-off to the individuals involved.
 2. Lay-off pursuant to this article shall automatically terminate the individual employment contract of all non-tenure teachers and shall suspend for the duration of the lay-off the Board of Education's obligation to pay salary or fringe benefits under all tenure teacher's individual employment contract inclusive of all performed duties or under this agreement (Master Contract).
 3. The Board of Education shall have no obligation to re-hire any non-tenure teacher laid-off pursuant to this section. Tenure teachers shall be recalled as determined per above by the Board of Education.
 4. The Board of Education shall give written notice of

recall from lay-off by sending a registered or certified letter to said teacher at his last known address. It shall be the responsibility of each teacher to notify the Board of Education of any change in address. The teacher's address as it appears on Business Office records shall be conclusive when used in connection with lay-offs, recalls or other notice to the teacher. If a teacher fails to report to work within ten (10) days from the date of mailing of the recall, unless an extension is granted, in writing by the Board of Education, the said teacher(s) shall terminate his individual employment contract and any other employment relationship with the Board of Education. Involuntary openings created by seniority bumping are posted openings. These openings shall be posted at least 60 days prior to the end of the school year and take effect the following school year.

ARTICLE XI

Salaries

A. Basic Financing

The Board of Education and the Onaway Federation of Teachers agree to:

1. Guarantee each rehired (tenure/nontenure) teacher, fringe benefits and a year to year credit to the appropriate scheduled salary maximum through step increment and schedule improvement, co-curricular areas are excluded.
2. Recognize that all teachers are to be treated as equal in raises irrespective of years of experience, race, creed, religious background, sex and/or handicap.
3. Teachers shall have the following option in regard to salary payments: either 26 equal pays or else 22 equal pays with the last 4 pays in a lump sum payable the second pay in June. This choice must be designated in writing at the time of the first in-service day of each contracted year.

Salaries and Fringes are subject to federal and state law(s).

B. Salary Agreement

	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
1	25,235	25,487	25,742
2	26,174	26,436	26,700
3	27,112	27,383	27,657
4	28,050	28,331	28,614
5	28,987	29,277	29,570
6	29,924	30,223	30,525
7	30,862	31,171	31,483
8	31,800	32,118	32,439
9	32,739	33,066	33,397
10	33,676	34,013	34,353
11	34,614	34,960	35,310
12	35,551	35,907	36,266
13	36,490	36,855	37,224
14	37,428	37,802	38,180
15	38,365	38,749	39,136
16+	39,311	39,704	40,101
20+	40,252	41,460	42,704
BA+20	2,370	2,441	2,514
MA/BA +40	4,086	4,686	5,286
MA+12	4,574	5,274	5,974
Driver Education	17.04/hr	17.21/hr	17.38/hr

1. a. Health insurance is provided through the THREE STAR LA PLAN which is furnished by MEBS. The deductible will be paid by the school. Raises in monthly premiums will be absorbed by the Board of Education. Dental and Optical insurance will be furnished through SET/SEG. The dental and optical plans will be with no "in lieu of" option. In the event that the district decides to bid insurance, a committee of 2 teachers and 2 board members (or their representatives) will be formed to determine that the benefits remain equal or are improved.
- b. A \$10,000 term life insurance policy will be provided for all employees.
2. Annuities or life insurance, if taken in lieu of Blue Cross/ Blue Shield health insurance, will be paid monthly at the 1990-91 rate: \$334.75 per month if no BC/BS health insurance is taken, \$11.40 per month if receiving two person BC/BS health coverage, and \$191.10 per month if receiving one person BC/BS health insurance for all teachers hired before 9-1-91. Teachers hired after 9-19-91 will receive \$143.56

if no health insurance is taken. Teachers hired after 6-1-97 are not eligible for any in lieu benefits.

3. Retirement Severance Pay - \$80.00 per day times the number of unused sick days. A minimum of 10 years or more in the Onaway System, is necessary, to be eligible for this benefit, which will be spread over a three year period. The first payment will be one year after the employee separates from the district. The second payment will be made one year later. The third and last, payment will be made one year later. If the teacher dies, his/her beneficiary will receive the payments. An employee will be guaranteed a minimum of 30 days for severance purposes.
4. Any teacher who exceeds 185 sick days will be paid \$20 for each day over that limit. Payment will be made at the end of the school year. EXAMPLE: A teacher has 182 days to start the school year, and they receive their allotment of 15 days. They now have a total of 197 days. During the school year they use 3 days, and have a balance of 194 days left. They will be paid \$180 for the days over the limit, and they now have 185 days. The teacher will receive this payment in their check; or they may have it deposited in their annuity.
5. Early Retirement - Staff members, who are retiring, may elect to choose one of the following options:
 - 1) At 25 years of service, the district agrees to purchase 5 years of universal retirement time. At 26 years of service, the district would purchase 4 years of universal retirement time. At 27 years of service the district would purchase 3 years of universal retirement time. At 28 years of service, the district would purchase 2 years of universal retirement time. At 29 years of service, the district would purchase 1 year of universal retirement time.
 - 2) At 25 years of service the district will pay 50% of the individual teacher's salary**. At 26 years of service, the teacher would receive 40% of their salary. At 27 years of service, the teacher would receive 30% of their salary. At 28 years of service, the teacher would receive 20% of their salary. At 29 years of service, the teacher would receive 10% of their salary. **Excludes any co-curricular.

C. Co-Curricular

All positions will be figured on (%) of step #1 of schedule base salary.

Athletic Director	17%	Elem. Noon Hour Intramurals*	6%
Head Varsity Football	11%	Gym Lunch Period Supv.	6%
Head Boys Basketball	11%	Ass't. Wrestling	6%
Head Girls Basketball	11%	Jr. High Basketball	5%
Wrestling	11%	(7th Grade - 2.5%)	
Band Director	11%	(8th Grade - 2.5%)	

Ass't. Varsity Football	10%	J.V. Softball	5%
High School Chrlgd.	10%	FHA Sponsor	5%
J.V. Boys Basketball	9%	Yearbook Sponsor	5%
J.V. Girls Basketball	9%	Freshman Basketball	5%
J.V. Football (2)	9%	Senior Class Sponsor	4%
Head Volleyball	9%	Junior Class Sponsor	4%
Girls Track	9%	Junior High Track	4%
Baseball	9%	(Girls/2%)	
Softball	9%	(Boys/2%)	
Boys Track	9%	Junior High Cheerleading	4%
Ass't. Volleyball	6%	Recess Supv. (Max 4)*	4%
Drama Club Sponsor	6%	Jr. High Class Sponsor	3%
(minimum of 2 all school plays)		Freshman Class Sponsor	3%
		Sophomore Class Sponsor	3%
		N.H.S. Sponsor	3%
		Student Council Advisor	3%

The Board of Education, insofar as possible, will attempt to fill co-curricular positions from within its own teaching staff. In filling co-curricular vacancies the Board agrees to give due weight to staff's co-curricular background and attainments of all applicants, and where those are substantively equal to grant the position to the current employee of the district.

1. Workers at home events/bus chaperones -
\$15.00 per event/trip.
Volunteers are under no financial obligation to accept pay and are encouraged to assist (as workers, ticket takers, etc.) when approved by the athletic director.

D. Additional areas of improvement

1. Incoming degreed experience:
 - a. A teacher coming into the Onaway Area Community School System shall receive credit for up to five (5) years providing that these years occurred within a ten (10) year period immediately prior to his/her employment by the Onaway Area Community Schools or:
 - b. A teacher with experience prior to this ten (10) year period shall be hired in at 0 years experience and shall receive credit for the prior experience only after the successful completion of his tenure probation. Such credit shall be for up to and including five (5) years of degreed experience only.
2. Incoming degreed personnel shall be accepted under any type of approved State Certification.
3. Degrees earned in spring or summer terms will constitute full pay the ensuing September through August contract period. Degrees earned fall and winter terms will constitute one-half allowance pro-rated for the balance of the year. Advanced degrees earned shall constitute

additional pay as outlined per Section B.

4. Special assignment: The taking on of full semester or full year additional preparations above the regular scheduled assignment constitutes a special assignment. The regular assignment in a 7 (6) period day shall consist of not more than a combination of 6 (5) classes, study halls and labs with a maximum of 5 different course preparations.* Any special assignment requiring the elimination of the teacher's preparation period will constitute extra pay {(1/7 (1/6) High School; 1/7 K-8)}. Compensation will be calculated on the individual salary (excluding co-curricular compensation) based upon 183 days.
*Example: Four classes of Algebra I equal one course preparation. One class of Algebra I, one class of Algebra II, one class of Geometry equal three course preparations, etc.
5. Part-time teachers (teaching 4 consecutive period hours) will not be eligible for a preparation period.
6. Driver Education - Hours and pupil assignment/loads as approved by the High School Principal.
7. During the life of this contract should a new state law be enacted that would shift part of all of the % payment for retirement from the employer (local Board) to the employee (teacher), the total shifted from the employer shall be given in kind as salary to the employee at the time of enactment. If the % shift is enacted directly from the state paid % to the employee and if the employer share is kept the same (5%), the additional % will be divided equally between the employee and the employer.
8. With the approval of the superintendent, if the guidance counselor or librarian is required to work prior to the opening or following the closing of school, he/she shall be compensated at his/her regular daily pay rate.



ONAWAY AREA COMMUNITY SCHOOLS

TOWER

ONAWAY, MICHIGAN 49765

MILLERSBURG

TO: APPROPRIATE/INVOLVED BUILDING PRINCIPAL

NOTE: THIS FORM MUST BE FILLED OUT IN FULL TO WARRANT
CONSIDERATION! USE TYPE OR BLACK OR BLUE INK ONLY!
IF IN INK, PLEASE PRINT!

DEAR _____:

This is to inform you that I wish you to arrange an interview. I
desire to be considered an applicant for:

(teaching position)

(grade or subject)

(school)

AND/OR

(co-curricular category)

(co-curricular activity)

I am currently the holder of a valid Michigan teaching certificate:

(number)

(expiration date)

(type)

(other vocational/driver ed./
etc. certificates)

My teaching majors and minors per my valid certificate are:

Majors: _____

Minors: _____

My experience in the same field (teaching area-subject matter) is
as follows: _____

Reason for change: _____

Other: _____

Sincerely,



GRIEVANCE REPORT FORM

Grievance # _____ School District _____

Distribution of Form: Superintendent, Principal, Federation, and Teacher

Building: _____ Assignment: _____

Name of Grievant: _____ Date Filed: _____

STEP I

A. Date cause of Grievance Occurred _____

B. 1. Statement of Grievance (page, article, section and line)

2. Relief Sought _____

C. Disposition by Principal _____ Signature _____ Date _____

Signature _____ Date _____

D. Position of Grievant and/or Federation _____

Signature _____ Date _____

STEP II

A. Date received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature _____ Date _____

(If additional space is needed in reporting Sections B1 & 2 or Step 1, attach an additional sheet)

C. Position of Grievant and/or Federation _____

Signature _____ Date _____

Grievance Report Form (continued)

STEP III

A. Date received by Board of Education or Designee _____

B. Disposition by Board: _____

Signature _____ Date

C. Position of Grievant and/or Federation _____

Signature _____ Date

Note: All provisions of Article ____ of the Agreement dated _____, 199 , will be strictly observed in the settlement of grievance.

STEP IN ARBITRATION

A. Date Submitted _____

B. Disposition _____

Signature _____ Date

ONAWAY AREA COMMUNITY SCHOOLS

Tenure Visitation

DATE

TEACHER'S NAME

TYPE OF CLASS OR GRADE

OBSERVATIONS:

RECOMMENDATIONS:

TEACHER'S SIGNATURE

ADMINISTRATOR'S SIGNATURE

DATE RECEIVED

REQUEST FOR LEAVE OF ABSENCE

Name _____

Date(s) Requested: _____

A.M. P.M. ALL DAY

Purpose _____ School Business, Personal
Business Sick Days, Comp. Time Leave without pay, and Other

Substitute: _____

Comp. Time over 30 hours must be approved by the supervisor and superintendent. Please fill out both copies and return them to your principal's office. One of the copies will be returned to you when a sub is located.

LETTER OF UNDERSTANDING

Comp Time is allowable for the following reasons:

1. Subbing during a conference hour.
 2. If required by the administration to perform added duties outside the regular scheduled time.
- *** Comp Time is not granted for professional duties like award ceremonies/graduation/etc. If unsure, discuss in advance.
- *** The form for comp time must be filled out, and filed, the same day.
- *** Comp time which will exceed 4 hours must be approved, in advance, by the superintendent.
- *** Comp time may not be carried over from one school year to another.

Record of Comp. Time

Teacher doing the comp. time: _____

Date Service rendered: _____

Time served: _____


Purpose: _____

Supervisor's Approval: _____

Comp. time over 4 hours must be approved by the Superintendent.
Make 3 copies and give one to the principal, superintendent and
serving teacher.

The preceding have been duly presented and approved by a total group action as policy affecting both parties as specified in this document, it is now as such formally attested to by the two parties.

Date: May 28, 1997



Jeff Whitsitt, President
Board of Education
Onaway Area Community Schools



Ivan Robbins, Chief Negotiator
Onaway Federation of Teachers

