

**THE
ROSEVILLE
COMMUNITY
SCHOOLS**

A G R E E M E N T

1997 - 2000



**THE
ROSEVILLE
PRINCIPALS
ASSOCIATION**

Roseville Community Schools

BOARD OF EDUCATION

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TABLE OF CONTENTS


ARTICLE NO.		PAGE
ARTICLE I	RECOGNITION	2
ARTICLE II	NEGOTIATIONS	2
ARTICLE III	PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES	2, 3, 4
ARTICLE IV	BOARD RIGHTS AND RESPONSIBILITIES	4
ARTICLE V	CURRICULUM CHANGE	4
ARTICLE VI	INDIVIDUAL CONTRACTS	4, 5
ARTICLE VII	THE PRINCIPAL AND PERSONNEL UNDER HIS/HER ASSIGNMENT	5, 6
ARTICLE VIII	VACANCIES AND TRANSFERS	6
ARTICLE IX	SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT	6, 7, 8
ARTICLE X	SALARY SCHEDULE AND BENEFITS	8-16
ARTICLE XI	GRIEVANCE PROCEDURE	16, 17, 18
ARTICLE XII	STAFF REDUCTION AND RECALL	18, 19
APPENDIX A	MUTUALLY RECOGNIZED PAST PRACTICE	20, 21

AGREEMENT
BETWEEN THE ROSEVILLE BOARD OF EDUCATION
AND
THE ROSEVILLE PRINCIPALS' ASSOCIATION

1. This Agreement and each of its provisions shall be effective as of July 1, 1997, and shall continue in full force and effect until June 30, 2000.
2. This Agreement is made this 1st of July, 1997, by and between the Board of Education of the Roseville Community Schools, Macomb County, Michigan (hereinafter called the "Board") and the Roseville Principals' Association (hereinafter called the "Association").
3. In witness whereof, the parties have executed this Agreement by their duly authorized representatives this 1st day of July, 1997.

BOARD OF EDUCATION
ROSEVILLE COMMUNITY SCHOOLS
MACOMB COUNTY, MICHIGAN

ROSEVILLE PRINCIPALS'
ASSOCIATION



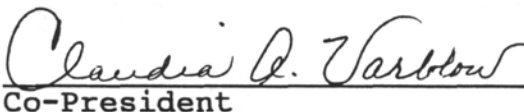
Superintendent of Schools



Co-President



Deputy Superintendent



Co-President

ARTICLE I RECOGNITION

Section One

The Board recognizes the Roseville Principals' Association as the sole bargaining agent for the Principals and Assistant Principals of the Roseville Community Schools.

Section Two

The word "Principals" when used in this Agreement shall include the assistant principals unless the context clearly states otherwise.

ARTICLE II NEGOTIATIONS

Section One

It is recognized that the best interest of Roseville public education will be served by establishing communication procedures which will provide a method for the Board and the Association to discuss future contracts. To this end, free and open exchange of ideas is desirable and necessary.

Section Two

Committees known as the Negotiating Committees shall be formed, consisting of representatives of the Association and representatives of the Board. A mutually agreed time and place will be arranged by the Board's chief negotiator.

Section Three

When agreement is reached covering all items under negotiations, the Agreement will be written in contract form and submitted to the Board and Association for ratification. The contract will be ratified when the Board and the Association each cast a majority vote for same in a duly constituted meeting of each organization.

ARTICLE III PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section One

The Principal shall be considered the chief administrator of his/her building. He/She shall follow Board policy in executing the education program for his/her school community.

Section Two

The list of past practices that appear as an addendum to this contract in Appendix A shall be considered as a part of this Agreement.

ARTICLE III PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES Continued

Section Three

Should there be a conflict between the individual contract of a principal and this Master Agreement, the terms and conditions of the Master Agreement shall prevail.

Section Four

Personnel assigned to a building shall be interviewed and approved by the Principal whenever possible.

Section Five

Principals shall be granted representative status on all committees excepting those committees established to study policies directly reserved by the Board of Education. Committees arising from negotiations with other employee classifications shall be independent of the Association even though principals may serve on them.

Section Six

All principals serving on duly constituted committees resulting from this Agreement shall be selected by the Superintendent from names submitted by the Association.

Section Seven

Principals shall be assigned to a line role on a district organization chart subordinate to the Superintendent, the Deputy Superintendent, Assistant Superintendent(s) and to such Directors of Elementary and Secondary Education as they may be appointed.

Section Eight

Principals will substitute in emergencies such as, lateness of the regular teacher or substitute, illness of a staff member during the day, and when early departure of a teacher is necessary. Principals will not substitute on a regular basis when a teacher is absent and no substitute is available.

Section Nine

The Superintendent may transfer a principal to a similar assignment. Such transfer will not result in a demotion or in the loss of any benefits, rights or basic salary. Whenever possible, the principal to be transferred shall have thirty (30) days notice in advance of the transfer date.

ARTICLE III PRINCIPALS AND ASSOCIATION RIGHTS AND RESPONSIBILITIES Continued

Section Ten

It is agreed that changes in adopted Board Policies that directly affect principals and/or the position of the principals will not be changed without prior consultation with representatives of the Association.

Section Eleven

The Association may request that a principal serve as consultant to the Board negotiating team involved with the Roseville Federation of Teachers and with Local 732 of AFSCME. Upon such request, the Superintendent will appoint a principal from a list recommended by the Association. A principal appointed shall serve in a consultive capacity only. A principal appointed to such a role shall be compensated at the rate of \$25.00 per session when negotiation sessions are held outside of the regular assigned work periods.

ARTICLE IV BOARD RIGHTS AND RESPONSIBILITIES

Section One

The Board on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and the United States.

ARTICLE V CURRICULUM CHANGE

Section One

Recommendations for curriculum change shall be made according to established administrative practice which insures principal involvement. If such recommendation involves only one building, the recommendation shall be made to the principal. When the recommendation involves more than one building, the Assistant Superintendent or the appropriate Director will transmit the information to all principals affected.

Section Two

All recommendations for textbook changes and/or adoptions will be made according to established procedures.

ARTICLE VI INDIVIDUAL CONTRACTS

Section One

A person newly appointed as a principal will receive a two-year probationary contract without administrative tenure.

ARTICLE VI INDIVIDUAL CONTRACTS Continued

Section Two

A principal, who has not been granted administrative tenure, and who is reemployed will be offered a three (3) year contract without administrative tenure by March 1 of his/her second year and each three (3) years thereafter upon recommendation of the Superintendent and approval of the Board of Education.

If the Board of Education is not satisfied with the performance of a principal, the Board may offer a one or two year contract.

Section Three

A principal who is not to be recommended for a renewal of contract, or a principal who is being recommended for dismissal for cause, shall have the opportunity to appear before the Board of Education and make a formal presentation on his/her own behalf. The principal may be represented by counsel at any such hearing.

ARTICLE VII THE PRINCIPAL AND PERSONNEL UNDER HIS/HER ASSIGNMENT

Section One

In recognition of the need for adequate administrative personnel, the Board will, as economically feasible, provide for assignment of principals according to the following guidelines:

<u>Pupil</u>	<u>Principals</u>
250 - 750	One (1) Supervising Principal
751 - 1500	One (1) Supervising Principal and One (1) Assistant Principal
1501 - 2000	One (1) Supervising Principal and Two (2) Assistant Principals

Should an administrative unit exceed 2000 students, the Board will consider recommendations of the Association as to the need for additional administrative personnel.

Section Two

It is recognized that there are occasional fluctuations of enrollment that are temporary in nature. In such cases, there shall be no increase or decrease in the administrative staff for a particular school unless the enrollment varies above or below the established guidelines by more than five (5) per cent.

Section Three

Nothing in the above sections of this article shall be considered to limit the authority of the Board to establish or alter school boundaries and attendance areas, open or close schools, or make such adjustments to administrative units as may be necessary to provide for the management of the school district.

The Board agrees that such changes will be made only after the Association has had an opportunity to counsel with the Board in regard to proposed changes.

ARTICLE VII THE PRINCIPAL AND PERSONNEL UNDER HIS/HER ASSIGNMENT

Section Four

Principals shall consult with the Superintendent or his/her representative regarding the needs for noncertified personnel for each building.

ARTICLE VIII VACANCIES AND TRANSFERS

Section One

Principals shall be notified in writing of all administrative vacancies. If interested, they shall apply in writing to the Superintendent or his/her designee.

Section Two

Principals shall be given an opportunity to request a lateral transfer when positions are open. Such requests shall be submitted in writing to the Superintendent or his/her designee.

Section Three

Positions, when posted, shall be described in terms of minimum qualifications as they appear in Board Policy at the time of posting. It is understood that the Board may add preferred qualifications any time as they deem advisable.

Section Four

Principals who apply and meet the minimum requirements shall be granted an interview by the Board of Education, provided the Board of Education holds interviews for the positions.

ARTICLE IX SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT

Section One

Principals shall be granted twelve (12) sick leave days per school year.

There shall be unlimited accumulation of sick leave days.

Section Two

- A. Up to three (3) days, from the principal's individual sick leave bank, may be used for personal leave annually.
- B. Personal leave days shall not be granted on the day before or the day after a holiday or vacation period except:
 - 1. When reasonable evidence has been presented to show the absence was involuntary because of a cancellation of reservations with a common carrier, official closing of a highway due to extreme weather conditions or other circumstances of an unusual nature beyond the control of the individual.

ARTICLE IX SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT Continued

2. When prior request has been approved by the Superintendent or his/her designee. Requests shall be submitted in writing at least one (1) week prior to the intended absence and shall include the reason for the request. Approval or denial of the request shall be at the sole discretion of the Superintendent or his/her designee. Denial of such a request shall not be the proper subject of a grievance.
 3. For those members who are assigned a position in the Unit after July 1, 1994, Personal Business Days may only be used for urgent personal business that can only be conducted during regular working hours. Approval for the use of the day must be received at least 24 hours in advance of the intended absence. In an emergency, the time limitation for personal business leave may be waived. In no instance are the personal days to be used as or in conjunction with vacation days.
- C. It is understood that in buildings with more than one principal assigned, no more than one will be granted personal leave on the same day except in extreme circumstances approved by the Superintendent or his/her designee.

Section Three

At retirement or death, principals shall be paid one-half (1/2) of the first 70 accumulated sick leave days in their individual bank plus 20% of any additional sick leave accumulation ranging from 71 to 195 days. Based on this formula, a maximum severance shall not exceed payment for 60 days.

Example: Total sick leave accumulation at retirement 150 days.

50% of the 70 days	=	35 paid days
150 - 70 = 80 days x 20%	=	16 paid days
Total paid sick leave	=	51 paid days

Section Four

- A. Principals shall be granted up to five (5) days funeral leave in case of death in the immediate family without pay deduction or charge to their individual sick bank. The immediate family shall include spouse, father, mother, brother, sister, grandmother, grandfather, son or daughter and the corresponding in-laws of the employee.
- B. Principals shall be allowed to use up to one day annually to attend the funeral of a relative not listed above or of a close friend.

ARTICLE IX SICK LEAVE, PERSONAL LEAVE, FUNERAL LEAVE AND RETIREMENT Continued

C. Attendance at funerals of staff members or at funerals of the immediate household of staff members shall be reported by the principal and recorded as absence for school business.

ARTICLE X SALARY SCHEDULE AND BENEFITS

SALARY SCHEDULE 1997/98

		<u>MA</u>	<u>MA+30</u>	<u>Ed Spec</u>	<u>PHD</u>
Elementary Principal	Step 0	65,690	67,660	68,415	69,170
	1	66,955	68,924	69,679	70,435
	2	68,219	70,188	70,944	71,699
	3	69,482	71,452	72,208	72,963
	4	70,747	72,717	73,472	74,227
	5	72,011	73,981	74,736	75,491
	6	73,276	75,245	76,000	76,756
Junior High Asst. Principal	Step 0	63,284	63,797	64,554	65,311
	1	64,549	65,062	65,818	66,574
	2	65,812	66,326	67,082	67,839
	3	67,077	67,589	68,346	69,103
	4	68,341	68,854	69,611	70,367
	5	69,605	70,118	70,875	71,632
	6	70,870	71,383	72,138	72,895
Junior High Principal	Step 0	70,463	72,434	73,191	73,947
	1	71,727	73,698	74,455	75,212
	2	72,991	74,963	75,719	76,476
	3	74,256	76,227	76,983	77,740
	4	75,520	77,490	78,247	79,004
	5	76,784	78,755	79,512	80,268
	6	78,048	80,019	80,776	81,533
High School Asst. Principal	Step 0	68,859	70,829	71,586	72,342
	1	70,124	72,094	72,850	73,606
	2	71,388	73,357	74,114	74,871
	3	72,653	74,622	75,378	76,135
	4	73,916	75,886	76,643	77,400
	5	75,180	77,150	77,907	78,663
	6	76,445	78,415	79,171	79,927
High School Principal	Step 0	77,135	79,108	79,865	80,621
	1	78,399	80,372	81,129	81,886
	2	79,664	81,637	82,393	83,149
	3	80,928	82,901	83,657	84,414
	4	82,193	84,164	84,921	85,678
	5	83,456	85,429	86,186	86,942
	6	84,720	86,693	87,450	88,207

ARTICLE X SALARY BENEFITS

SALARY SCHEDULE 1998/99

			<u>MA</u>	<u>MA+30</u>	<u>Ed Spec</u>	<u>PHD</u>
Elementary Principal	Step	0	67,004	69,013	69,784	70,554
		1	68,294	70,303	71,073	71,844
		2	69,583	71,592	72,363	73,133
		3	70,872	72,881	73,652	74,422
		4	72,162	74,171	74,941	75,712
		5	73,451	75,460	76,231	77,001
		6	74,741	76,750	77,520	78,291
Junior High Assistant Principal	Step	0	64,550	65,073	65,845	66,617
		1	65,840	66,363	67,134	67,906
		2	67,129	67,652	68,424	69,196
		3	68,419	68,941	69,713	70,485
		4	69,708	70,231	71,003	71,774
		5	70,997	71,520	72,292	73,064
		6	72,287	72,810	73,581	74,353
Junior High Principal	Step	0	71,872	73,883	74,655	75,426
		1	73,162	75,172	75,944	76,716
		2	74,451	76,462	77,233	78,005
		3	75,741	77,751	78,523	79,295
		4	77,030	79,040	79,812	80,584
		5	78,319	80,330	81,102	81,873
		6	79,609	81,619	82,391	83,163
High School Assistant Principal	Step	0	70,236	72,245	73,017	73,789
		1	71,526	73,535	74,307	75,078
		2	72,816	74,825	75,597	76,368
		3	74,106	76,115	76,886	77,658
		4	75,395	77,404	78,176	78,948
		5	76,684	78,693	79,465	80,237
		6	77,974	79,983	80,755	81,526
High School Principal	Step	0	78,678	80,690	81,462	82,233
		1	79,967	81,979	82,751	83,523
		2	81,257	83,269	84,040	84,812
		3	82,546	84,559	85,330	86,102
		4	83,836	85,848	86,620	87,392
		5	85,126	87,138	87,910	88,681
		6	86,415	88,427	89,199	89,971

ARTICLE X SALARY BENEFITS

SALARY SCHEDULE 1999/00

		<u>MA</u>	<u>MA+30</u>	<u>Ed Spec</u>	<u>PHD</u>
Elementary Principal	Step 0	68,344	70,393	71,179	71,965
	1	69,660	71,709	72,494	73,281
	2	70,975	73,024	73,810	74,595
	3	72,289	74,339	75,125	75,910
	4	73,605	75,655	76,440	77,226
	5	74,920	76,969	77,756	78,541
	6	76,236	78,285	79,071	79,857
Junior High Assistant Principal	Step 0	65,841	66,374	67,162	67,949
	1	67,156	67,690	68,477	69,264
	2	68,471	69,005	69,792	70,580
	3	69,787	70,320	71,107	71,895
	4	71,102	71,636	72,423	73,210
	5	72,417	72,951	73,738	74,525
	6	73,733	74,267	75,053	75,840
Junior High Principal	Step 0	73,309	75,361	76,148	76,934
	1	74,625	76,675	77,463	78,250
	2	75,940	77,991	78,778	79,565
	3	77,256	79,306	80,094	80,881
	4	78,571	80,621	81,408	82,196
	5	79,886	81,937	82,724	83,511
	6	81,202	83,252	84,039	84,827
High School Assistant Principal	Step 0	71,641	73,690	74,478	75,265
	1	72,957	75,006	75,794	76,580
	2	74,272	76,321	77,108	77,896
	3	75,588	77,637	78,423	79,211
	4	76,903	78,952	79,739	80,527
	5	78,217	80,267	81,054	81,841
	6	79,533	81,582	82,370	83,156
High School Principal	Step 0	80,252	82,304	83,092	83,878
	1	81,567	83,619	84,406	85,194
	2	82,882	84,935	85,721	86,509
	3	84,197	86,250	87,037	87,825
	4	85,513	87,565	88,352	89,139
	5	86,828	88,880	89,668	90,454
	6	88,143	90,195	90,983	91,770

ARTICLE X

SALARY BENEFITS Continued

Section Two

B. LONGEVITY	<u>97/98</u>	<u>98/99</u>	<u>99/00</u>
5 or more years of service as of June 30	\$ 1,600	\$ 1,750	\$1,950
10 or more years of service as of June 30	1,850	2,000	2,200
15 or more years of service as of June 30	2,100	2,250	2,450
20 or more years of service as of June 30	2,350	2,500	2,700
25 or more years of service as of June 30	2,600	2,750	2,950
30 or more years of service as of June 30	2,900	3,200	3,400

For the 1997-98 school year, principals with up to 25 years of service to the Roseville Community Schools will receive a one time supplemental longevity of \$500, payable on the first pay of the new contract.

For the 1997-98 school year, principals with more than 25 years of service to the Roseville Community Schools will receive a one time supplemental longevity of \$700, payable on the first pay of the new contract.

C. Professional Development - The District will reimburse principals for membership fees in the National and State Principals' Associations. Principals must produce proof of membership for each year in which they claim reimbursement.

If the principal presents a completed application, the Board will pay directly for membership fees in the National and State Principals' Association.

Administrative Certification: The Board of Education requires administrative certification in all positions for which certification is available from the State Department of Education.

The Board will reimburse all members up to \$1,000.00 per certification renewal period for the cost incurred in maintaining administrative certification (excluding permits) including renewal fees and C.E.U. credits.

Except for retirement, any member who voluntarily leaves his/her administrative position during the term of the certificate shall repay the district any costs of the renewal for which the member had been reimbursed. The Board will have the right to deduct such repayment from salary or other payment due the member leaving the administrative position.

ARTICLE X SALARY BENEFITS Continued

Section Three Salary Placement and Evaluation

- A. The Superintendent will examine the credentials and experience of a newly employed principal and make recommendations to the Board of Education as to the proper placement on the salary schedule of each newly employed principal.

- B. Each principal will meet with the superintendent(s) annually to determine the performance objectives to be met by the principal during that school year.

Section Four - Principals' Work Year

In addition to the basic school year as established by the Board of Education, principals shall work additional days each school year as follows:

Elementary Asst. Principal or Teaching Asst. Principal	15 Days
Elementary Principal	20 Days
Junior High Asst. Principal	20 Days
Junior High Principal	25 Days
High School Asst. Principal	25 Days
High School Principal	40 Days

Section Five

To be placed on the MA+30 salary lane, a principal shall notify the Personnel Office of the change and present evidence of satisfactory completion of thirty (30) semester hours of graduate credit in education related areas in addition to those required for completion of the Master's Degree. These thirty (30) semester hours may be earned before or after the date of completion of the Master's Degree.

Section Six

- A. The following amounts shall be added to the Principal's salary where no assistant principal is assigned as provided in Article VII, Section One.

Student Enrollment

600-749	\$1,000.00
750- and above	\$1,500.00

ARTICLE X

SALARY BENEFITS Continued

- B. A principal assigned to supervise two separate school buildings shall be provided extra compensation in the amount of \$1,500 per year plus official I.R.S. mileage allowance for necessary business trips between his/her two buildings.

Section Seven

Principals required to work additional days beyond those required in Section Four of this Article shall be paid a prorated amount computed on a daily rate from his/her base pay.

If the required work is not an extension of principal duties (such as but not limited to committee work, research, studies, surveys etc.) the principal shall be paid the hourly rate established for principals.

Section Eight

The Principal's salary as it relates to building enrollment shall be determined upon the membership count on the fourth Friday following Labor Day and at the end of the first semester. Payment shall be made in two amounts.

Section Nine

The Board will provide up to and including full family coverage for medical, surgical, major medical and hospitalization insurance comparable to that provided on July 1 during 1974-75 through a carrier selected by the Board. An additional rider shall be provided to include prescription drugs which will require a Three Dollar (\$3.00) maximum co-payment by the insured employee and Routine Pap Smear Test.

Section Ten

Each Principal shall be provided with group life insurance policy in an amount equal to two times the principal's salary. The policy shall include accidental death and dismemberment benefits.

Section Eleven

- A. One Principal, annually, may be entitled to sabbatical leave provided the financial circumstances of the district permit the granting of such leave. A principal granted a sabbatical leave shall receive one-half of current salary while on leave.

ARTICLE X SALARY BENEFITS Continued

Section Eleven (Continued)

- B. Should more than one application be received and all other circumstances are equal, the Principal with the greatest seniority as a Principal shall be given consideration for the leave.
- C. A Principal granted leave shall be replaced by a temporary appointment and upon his/her return shall be reinstated in the position he/she left.
- D. Should the Principal elect not to return to employment, he/she shall within a three (3) year period repay the amount of salary received during such leave.
- E. A Principal on sabbatical shall continue to accrue seniority and shall be eligible for any advancements available in the salary schedule.

Section Twelve

The Board shall provide a long-term group disability policy for each principal. The terms of the policy shall provide that payment shall begin after ninety (90) calendar days and will continue coverage as long as the disability continues for the balance of his/her life, or until retirement under the Michigan Public School Employees Retirement Act, or until the age of 65, whichever comes first.

This coverage shall be for sixty-five percent of the employee's annual wage on a fully integrated basis with other coverage with a maximum wage consideration of \$6,000 per month

Individual sick bank accumulations will be frozen from the 91st day of disability until the principal returns, retires or expires. Principals who retire or expire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.

The policy shall provide that after inception and offsets are established, increases in social security payments and/or payments from the Michigan Public School Employees Retirement Fund shall not decrease the insured payments. All terms and conditions of the policy shall prevail.

Section Thirteen

The Board will provide a Dental Care Program for all principals up to and including full family coverage.

ARTICLE X SALARY BENEFITS Continued

Section Fourteen

The Principals and the District agree that coordination of benefits for medical, dental and optical insurances to avoid duplication of coverages is desirable. Language for implementation will be developed by the parties.

Section Fifteen

Mileage - Reimbursed at the district's prevailing rate. Home to school, school to home mileage will not be paid.

Section Sixteen

Each principal shall be provided with family coverage optical plan.

1. Coverage - employee, spouse and children to age 19 and dependent college students to age 25.
2. It will include at least partial reimbursement for:

Examinations
Lenses
Frame
Contact Lenses
Lenticular Lenses

3. Each member shall receive a list of specific monetary coverages each year.

CAFETERIA BENEFITS

The following Cafeteria Plan will be offered as described below provided that it does not violate any laws and/or not change the tax status of the Benefit Plan of the Roseville Community Schools. If the program is judged in non-compliance with law or IRS Regulations the Union and the Board will meet to explore alternatives.

In 1994, the plan year will be April 1 through September 30. Subsequent plan years will be effective October 1 through September 30.

Should either party wish to change the Cafeteria Plan Year from October - September the parties shall meet to agree on the changes.

ARTICLE X

SALARY BENEFITS Continued

Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit listed below.

Members who are enrolled in medical coverage as a two person family will be eligible for an annual stipend in the amount of \$250 plus an enhanced benefit. Members enrolled in single person medical coverage will be eligible for an annual stipend of \$500 plus an enhanced benefit. The enhanced benefits will be announced on September 1 for the next Cafeteria Plan Year effective October 1 through September 30.

CAFETERIA BENEFITS

All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Child Care and Medical Expenses

ARTICLE XI

GRIEVANCE PROCEDURES

Section One - Definition

The term "grievance" shall be interpreted to mean a complaint by a principal or by the Association in its own behalf that,

- A. There has been a violation, misinterpretation or misapplication of any provision of this Agreement, or,
- B. There has been a violation, misinterpretation or misapplication of written policies affecting the conditions of employment of a principal.

ARTICLE XI GRIEVANCE PROCEDURES Continued

Section Two - Procedure for Adjustment

Informal Procedure

The aggrieved Principal or Association may present the grievance informally to the appropriate Director, the Assistant Superintendent, Deputy Superintendent or Superintendent in an attempt to resolve the problem on an informal basis. An individual principal may be accompanied by a representative of the Association if he/she so desires.

Formal Procedure

Step 1 Within ten (10) working days after the occurrence of the cause for complaint or within ten (10) working days after the principal or the Association gains knowledge of the cause for complaint, the principal or the Association may present the grievance in writing to the Superintendent. The written grievance shall include the provisions of this Agreement or the written policy allegedly violated, a description of the circumstances of the occurrence and the remedy desired.

The Superintendent shall meet with the aggrieved party within five (5) working days after receipt of the written grievance. The Association may be represented at this meeting.

Within five (5) working days after the meeting the Superintendent shall render his/her decision in writing to the grievant and provide the Association with a copy of the response.

Section Two Continued

Step 2 If the grievant is not satisfied with the response received at Step 1, he/she may, within five (5) working days after receipt of the Superintendent's response, submit his/her appeal in writing to the Board of Education.

The Board of Education will schedule a private hearing within thirty (30) days after receipt of the appeal from the grievant. The Association may be represented at this meeting. The Board of Education within ten (10) working days after completion of the hearing will provide a written response to the grievant and to the Association.

ARTICLE XI

GRIEVANCE PROCEDURES Continued

Step 3 Should the Association not be satisfied with the resolution of the grievance at Step 2, they may, within thirty (30) calendar days after receipt of the response at Step 2 and upon notification to the Board of Education, appeal the grievance to arbitration through the American Arbitration Association, in accordance with the rules thereof. The decision of the arbitrator shall be final and binding on all parties.

Section Three

The arbitrator shall have no power to add to, detract from, alter or modify any of the terms of this Agreement nor shall he/she have the authority to substitute his/her judgment for the judgment of the Board in regard to any policies established by the Board of Education.

Section Four

The arbitrator shall render his/her decision within thirty (30) calendar days after the taking of testimony and hearing arguments.

Section Five

The fees of the American Arbitration Association and the fees and expenses of the arbitrator shall be shared equally by both parties.

Any other expenses shall be paid by the party incurring the expense.

Section Six

The time limits specified in this Article shall be observed except in such instances where both parties mutually agree to extend them.

Section Seven

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend.

ARTICLE XII

STAFF REDUCTION AND RECALL

Section One

Should it be necessary because of declining enrollment, closing of a building, financial limitations or other serious and legitimate business or legal reasons, or because of a serious natural disaster to decrease the administrative staff, the Board shall, individual contracts notwithstanding, have the authority to layoff, demote, or

ARTICLE XII STAFF REDUCTION AND RECALL (CONTINUED)

reassign principals to achieve the necessary reduction in staff.

Section Two

Reductions of staff shall be accomplished by seniority within the classification affected.

Section Three

A principal, subject to action under this Article, who has served in another principal classification, shall have the right to claim a position in that classification if he/she has greater length of service than a principal currently serving in that classification.

Section Four

A principal affected by the reduction and to whom Section Three does not apply shall be offered a teaching position within the area that he/she is qualified due to total seniority, certification and tenure.

Section Five

Should a position as principal become available, principals who have been laid off shall be recalled within their classification in order of seniority.

Section Six

For the purposes of this Article, classifications of principals and seniority dates of all principals within each classification shall be established.

The classification shall be:

- | | |
|-----------|---|
| Class I | Assistant Elementary Principal
or Teaching Assistant Principal |
| Class II | Elementary Principal |
| Class III | Assistant Junior High Principal |
| Class IV | Junior High Principal |
| Class V | Assistant High School Principal |
| Class VI | High School Principal |

APPENDIX A MUTUALLY RECOGNIZED PAST PRACTICES

It is recognized that:
Conferences -

1. Up to one third (1/3) of the members of the principals bargaining unit may attend one (1) national educational conference during a school year. Those who do not attend a national conference may attend a state educational conference. Reimbursement for expenses to attend such a conference is subject to approval by the Board of Education and is dependent upon the financial circumstances of the school district.
2. Under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his/her designee.
3. A principal who has been elected to a state or national office of an educational organization or who has been assigned conference responsibilities may be approved for attendance in addition to the 1/3 quota established.
4. Principals may attend local in-service or professional educational organization meetings during school time with the approval of the Superintendent or his/her designee.
5. The Board of Education of the Roseville Schools encourages attendance, participation and representation in the activities of local, state and national educational organization.

Change in Work Schedule -

Principals may request a change in work days as scheduled. If granted, such days are to be made up at the beginning or end of the regular school year.

Principals Daily Work Schedule -

The principals work day will be 8 1/2 hours, including lunch. The hours will be as established by the district, ex. 8:00a.m.-4:30p.m.

In schools with two or more administrators, the principal may stagger the hours in order to expand building coverage.

Principals will also be responsible for attendance at student activities and events scheduled outside the regular work day.

Use of Sick Days -

Principals may charge their absence due to illness of the family in their immediate household to their individual sick bank.

APPENDIX A MUTUALLY RECOGNIZED PAST PRACTICES

Extra Instructional Assignments -

Qualified principals may apply for positions in such programs as Adult Education, Driver Education, Title I and Summer School classes offered for credit and shall be given consideration for employment ahead of non-district applicants, provided that such employment, if given, shall in no way interfere with the performance of their regular duties.

Experience Credit

Principals who are employed one-half or more of the principal's work year shall be given a full year's credit on the salary schedule for the following year. Such credit shall be applied only one time.

Payroll Deductions -

Principals may request payroll deductions for such programs as may be approved by the Roseville Board of Education.

Right of RPA to Appear Before the Board of Education

The Roseville Principals' Association has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication with Central Administration. Should the RPA desire to appear before the Board, they shall submit their request through the Superintendent.

Pay Plans

Principals working 42 weeks or less may elect to spread their salary over the full year or divide it in 21 equal pays, payable on the teachers' pay schedule.

LETTER OF AGREEMENT

May 9, 1983

Effective July 1, 1983, the medical and dental coverage provided to the Principals shall be equal to the coverage provided the Teachers of the District.

Frank Mancina

Martin Drouillard

Frank Mancina
Assistant Superintendent,
Employee Relations and Personnel

Martin Drouillard
President,
Roseville Principals'
Association

MEMO OF AGREEMENT

Following the ratification of the 1998-99 RFT contract, the RPA contract may be re-opened to address issues of compensation based on days added to the work year.