

6/30/95

AGREEMENT BETWEEN

THE BOARD OF EDUCATION OF

THE SCHOOL DISTRICT OF THE CITY OF BERKLEY

AND THE

BERKLEY ASSOCIATION OF ADULT EDUCATORS

1993-1994
1994-1995

Berkley School District

TABLE OF CONTENTS

	<u>ARTICLE</u>	<u>PAGE</u>
	Agreement and Preamble	1
I	Recognition	2-5
II	Board Rights and Responsibilities	6-7
III	Association Rights and Responsibilities	8-9
IV	Professional Grievance/Negotiation Procedures	10-15
V	Teacher Evaluation and Progress	16-22
VI	Teacher Rights and Responsibilities	23-24
VII	Teacher Protection	25-28
VIII	Teaching Hours and Teaching Load	29-30
IX	Paid Leave Policy	31-34
X	Professional Compensation	35-37
XI	Civil Rights	38
XII	Miscellaneous Provisions	39-40
XIII	Duration	41
	Appendix A-1 Salary Schedule 1993-94	43
	Appendix A-2 Salary Schedule 1994-95	44
	Appendix A-3 Conference & Curriculum Rate 1993-94 & 1994-95	45

AGREEMENT

This Agreement entered into this 10th day of October, 1994, effective July 1, 1993, by and between the Board of Education of the City of Berkley, Michigan, hereinafter called the "Board" and the Berkley Association of Adult Educators, a nonprofit incorporated body under the laws of the State of Michigan, hereinafter called the "Association".

PREAMBLE

The Berkley Association of Adult Educators, MEA-NEA, and the Board of Education of the School District of the City of Berkley hereby affirm their mutual interest in the development of educational programs of the highest quality, consistent with community resources, for the benefit of the students and the Berkley School District community and their recognition of teaching as a public trust and a professional calling.

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, and amended in June, 1973, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment.

NOW THEREFORE, It is agreed:

ARTICLE I

Recognition

Section 1 The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of Michigan 1965, for all adult and continuing education teachers excluding leisure time teacher as defined in Michigan Employment Relations Commission Certification of Representative Case No. R87 - J-280 of December 28, 1987. The term "teacher" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined.

Section 2 The Board agrees not to negotiate with any teacher or teacher organization other than the Association with respect to wages, hours, terms and conditions of employment for teachers covered by this Agreement for the duration of this Agreement.

Section 3 For all items of this contract, and in all areas of employment, all noncertified professional personnel who are fully approved, certified or licensed by the State Department of Licensing and Regulation shall enjoy all rights and privileges guaranteed to certified tenure teachers under this contract. This shall include the right to due process with the right to administrative hearings before the Superintendent and hearings before the Board in event of disciplinary action, demotion, or dismissal. Each educator shall have the right to have a representative of his/her choice present at such hearings.

Section 4

A. The parties agree that every teacher suffered or permitted to work will be required each school year to sign an individual contract of employment as provided in

Section 569 of the School Code and that every such contract shall contain the following:

"This contract is subject to a collective labor agreement heretofore or hereafter negotiated by the Board and the exclusive bargaining representative of teachers employed by the Board.

The terms of such collective labor agreement are incorporated herein, and by accepting this contract you agree to be bound by all such terms including wage deduction provisions thereof.

Each bargaining unit member shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties of the effective date of this agreement join the Association or pay a service fee to the Association, equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

- B. Any bargaining unit member who is a member of the Association, has applied for membership, or who has elected to pay the service fee as specified above, shall sign and deliver to the Board an assignment authorizing payroll deduction of such amounts. Such authorization shall be continued from year to year unless revoked in writing between August 1 and August 31 of any year. Deductions will be made per a schedule agreed to between the Association and the Business Office.
- C. In the event a bargaining unit member does not pay the service fee directly to the Association or authorize payment through payroll deduction, the Board shall, at the request of the Association, terminate the employment of such bargaining unit member forthwith. The parties expressly agree that the failure of any bargaining

unit member to comply with the provisions of this Article is just cause for discharge from employment.

- D. The Association shall in all cases of noncompliance with this Article, notify the bargaining unit member by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide for ten (10) days for compliance, and shall further advise the bargaining unit member that a request for discharge may be filed with the Board in the event compliance is not effected.
- E. On or before the 15th of September of each year, the Association shall notify the Board of the amount of the annual dues payable by members of the Association and the equivalent amount payable by nonmembers pursuant to Section 10 (1) (c) and (2) of the Public Employment Relations Act. The Board shall thereupon deduct such amounts in equal installments, as nearly as may be, from the paycheck of each teacher who has executed an individual contract of employment and pay such amount to the Association or its delegates within five (5) calendar days. Upon remitting such amounts, the Board shall have no further liability or responsibility with respect thereto.
- F. The only exceptions to the above shall be those teachers that inform the Association in writing prior to September 1st of each year of their intent to pay their dues in one cash payment. Should this cash payment not be received by October 15th of each year, Section A above will be enacted.
- G. In the event of any action against the Board brought in a court of administrative agency because of its compliance with Section 1-4 (Agency Shop provision) of this

Agreement, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Board give timely notice of such action to the Association; and,
2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

Section 5 The Association agrees that in any action so defended, it will indemnify and hold harmless the Board and Administration from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with section 1-4, but this does not include any liability for unemployment compensation.

Section 6 It is expressly understood that all provisions contained in this Article will fall within the guidelines as established by the appropriate court of jurisdiction.

ARTICLE II

Board Rights and Responsibilities

Section 1 The Board, on its own behalf and on behalf of the electors of the school district, hereby retain and reserve unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to, subject to the terms and conditions of this Agreement:

- A. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the entire school system within the boundaries of the School District of the City of Berkley.
- B. Continue its right, policies, and practices of assignment and direction of its personnel, determine the number of personnel, and schedule all the foregoing.
- C. Direct the working forces, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees in keeping with accepted professional responsibilities, determine the size of the work force and to pay off employees.
- D. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the administrative work of the District.

E. Determine the policy affecting the selection, testing, or training of prospective employees. This includes passing an employment physical.

Section 2 In meeting such responsibilities, the Board acts through its administrative staff. The Board and administrative staff shall be free to exercise all of its managerial rights and authority subject to the terms and conditions of this Agreement.

Section 3 The listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of or a waiver of any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past.

ARTICLE III

Association Rights and Responsibilities

Section 1 The Board will not discriminate against any teacher with respect to hours, wages, terms or conditions of employment by reason of his/her membership in or participation in the activities of the Association.

Section 2 The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement, and the Board and the Association agrees to be bound by any lawful order or award thereof.

Section 3 The Board grants the Association the right to the reasonable use of school premises for its professional or business meetings upon the prior written request made by the Association and approved by the Superintendent or his/her designee. The Association agrees to pay any overtime costs for use of facilities which may be incurred by the Board.

Section 4 No teacher shall be prevented from wearing insignia pins or other identification of membership in the Association either on or off school premises.

Section 5 The Board shall designate a bulletin board or an adequate portion thereof in each building for the posting of Association business notices and social announcements. All such notices, or announcements, shall contain the signature of an Association official.

Section 6 The Association will have access to teacher mail boxes, interschool mail and the public address system for its business notices and social announcements. The public address system may be used by the Association at the normal time for such announcements.

A copy of all informational announcements, questionnaires, surveys, evaluation, and other general membership distributions or circulations initiated by the Berkley Association of Adult Educators shall be given to the building principal and a copy sent to the Assistant Superintendent at the time of such distribution or circulation.

Neither the Berkley Association of Adult Educators nor any of its members shall contact any outside agency or organization or vendor on behalf of the Berkley School District for the purpose of seeking advice, counsel, making purchases, or acquiring services, or support without the express permission of the appropriate administrator.

Section 7 The Board agrees to furnish to the Association, in response to requests, copies of all available public information concerning the financial resources of the district and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of teachers. The Board also agrees to provide the Association such information as may be necessary for the Association to process any grievance or complaint.

Section 8 The Board shall place on the agenda of any regular Board meeting, matters brought to its consideration by the Association so long as those matters are made known to the Superintendent's office by the close of the business day on the Wednesday prior to said regular Board meeting.

ARTICLE IV

Professional Grievance Negotiation Procedures

Section 1 Definitions

- A. A "grievance" is a claim of violation of this contract or a dispute as to the interpretation of application of this contract.
- B. The "aggrieved person" is the person making the claim.
- C. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this contract.
- D. A "party of interest" is a teacher or school board member who might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term "days" shall mean calendar days, excluding vacation periods which fall within the limits of the school year.

Section 2 Purpose

The primary purpose of this procedure is to secure at the lowest possible level, equitable solutions to the grievance arising under this Agreement. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter formally with any appropriate member of the Administration or proceeding independently as described in Section 5 of this Article up to but not including level 4.

Section 3 Structure

- A. The Association will notify the Administration of the Identity of the Association representative.
- B. The Association shall have a professional grievance committee and the Administration shall be notified of the Identity of same.
- C. The Board shall designate its representatives when the grievance involves more than one school building and the Association shall be notified of the Identity of the same.

Section 4 Any teacher who has a complaint may discuss it with his/her Immediate supervisor, either individually or with his/her Association Representative.

- A. Level One - Any teacher having a grievance shall, within fifteen (15) calendar days from the occurrence of the event upon which the grievance is based, serve a written grievance upon his/her building administrator and discuss the same with his/her building administrator, either individually or together with his/her Association Representative. The building administrator shall attempt to resolve the same and render the disposition in writing within ten (10) calendar days after the date of presentation.
- B. Level Two - In the event the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if the grievance has not been resolved within ten (10) calendar days after the date of presentation of the written grievance at Level One, the aggrieved person may submit his/her grievance to the Superintendent of Schools or his/her designee within twenty-eight (28) calendar days from the date

of the event upon which the grievance is based. A copy of said grievance shall be served upon the aggrieved party's building administrator at the same time the grievance is submitted to the Superintendent. Within fifteen (15) calendar days from the receipt of the grievance, the Superintendent or his/her designee shall meet with the parties and render a written decision.

- C. Level Three - In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two or if no decision has been rendered within fifteen (15) calendar days from the date of receipt of the grievance by the Superintendent, he/she may, within forty-three (43) calendar days from the event upon which the grievance is based, refer the grievance to the Board of Education's Review Committee. This Committee shall be composed solely of members of the Board of Education or its designated representatives, provided, however, that at least one member of the Board of Education shall be a member of said Committee. Within ten (10) calendar days from receipt of the written referral by the Board, its Review Committee shall meet with the Association Representative for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision shall be rendered within ten (10) calendar days.
- D. Level Four - In the event the grievance is not satisfactorily resolved at Level Three, or if no decision is reached within the ten (10) calendar day period, the grievance will be submitted to binding arbitration, provided that the party desiring such binding arbitration shall serve written notice of the request for submission to arbitration upon the other party within five (5) calendar days following the date of

the disposition of the grievance under Level Three. Following the written notice of the request for submission to arbitration, the Association and a Committee of the Board or its designee shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within five (5) calendar days after the date of the request for submission to arbitration, the arbitrator shall be selected according to the rules of the American Arbitration Association.

The Arbitrator's fees and expenses shall be shared equally by the Board and the Association. The expenses and compensation of any witness or participant in the Arbitration shall be paid by the party calling such witness or requesting such participant.

The Arbitrator shall render his/her opinion only with respect to the particular grievance submitted to him/her and such opinion shall be binding upon the Board and the Association.

It shall be the function of the Arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violations of this Agreement.

- A. He/she shall have no power to change the legal substance of this Agreement.
- B. He/she shall have no power to establish salary scales.

Section 5 In the event of a grievance filed alleging a violation of this contract by a central office administrator, the grievance shall be filed at Level II.

Section 6 Rights of Representation

Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person; provided, however, that any teacher may in no event be represented by an office, agent or other representative of any organization other than the Association or its affiliates. Provided further, when a teacher is not represented by the Association, the Association may, by administrative action, be present and state its views at all stages of the grievance proceeding.

Section 7 Miscellaneous

- A. Forms for filing and processing grievances, which shall be reproduced by the Association, shall be available from the Association Representative in each building.
- B. The number of days indicated at each level shall be considered as maximum and every effort shall be made to expedite the process. The time limits may be extended by mutual consent in writing.
- C. If the grievance is filed on or after May 1st, the time limits shall be reduced by mutual consent in order to effect a solution prior to the end of the school year or as soon thereafter as is possible.
- D. A grievance may be withdrawn at any level without prejudice or record. However, if in the judgment of the Association Representative the grievance affects a group of teachers, the Association may process the grievance with the permission of the aggrieved at the appropriate level.
- E. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.

- F. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted at any step of the grievance procedure, up to but not including level 4 (binding arbitration) without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such presentation and adjustment.
- G. Decisions rendered at all levels shall be in writing and shall promptly be transmitted to all parties of interest.

ARTICLE V

Teacher Evaluation and Progress

Preamble The parties recognize the importance of assisting and evaluating the progress of all personnel. The maintenance of a healthy evaluation process facilitates the professional growth of personnel while maintaining appropriate instructional standards. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish these goals.

PROBATIONARY STATUS

Four Year Probationary - Probationary teachers will be observed a minimum of once per semester for approximately 45 minutes by a supervisor/administrator with teaching credentials. A pre-conference and post-conference will occur within 10 days of the observation date, at a mutually agreed upon time, to review the written evaluation. If a deficiency should be identified, a plan of assistance will be developed by the administrator and teacher.

Two Year Probationary - A teacher who has acquired tenure in another adult education program or a K-12 program will be subject to the same observation process as described for a four-semester period.

Probationary Teachers may be discharged upon recommendation of the Superintendent and approval of the Board. All dismissals of probationary teachers, shall be subject to review under the grievance procedure up to and including Level 3 of the grievance procedure and shall not be subject to arbitration.

Tenured Status - A teacher who has acquired tenure with Berkley Community Education shall receive a written evaluation every three years, or at the teacher's request. The evaluation will be done by a supervisor/administrator with teaching credentials. An evaluation conference will be scheduled at a mutually agreed upon time between the teacher and evaluator. The teacher has the right to have a union representative present and to appeal the contents of the evaluation within 10 days.

In implementing the evaluation program, the parties agree to the following:

- A. The Association will be notified of the placement of any teacher on a plan of assistance.
- B. The teacher has the right to request the presence of a union representative at any or all of the scheduled meetings.
- C. The monitoring or observation of the work of a teacher shall be conducted openly and with the full knowledge of the teacher.

Criteria for evaluations shall be based upon the following list of positive qualities:

A. **Personal Attributes**

Demonstrates the ability to adapt to varying instructional demands.

Serves as a role model by demonstrating punctuality, dependability and fulfillment of obligation.

Maintains effective relationships with students.

Is able to evaluate own actions, planning and teaching strategies.

Establishes and maintains cooperative and professional interaction with others.

B. Classroom Management

Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.

Organizes materials and activities to maximize class time.

Clearly communicates appropriate and consistent classroom expectations.

Promotes and maintains high standards of classroom behavior and achievement.

Maintains attendance and academic records as required by law, district policy, and administrative regulations.

Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

C. Instructional Skills

Implements adopted course goals.

Prepares lesson plans consistent with course goals.

Displays knowledge of content area being taught.

Uses time effectively.

Individualizes instruction to accommodate varying ability levels.

Gives appropriate attention to concept acquisition and skill development.

Uses varying teaching techniques to accommodate different learning styles.

Involves all students in the learning process of providing activities commensurate with their ability.

Monitors and evaluates students' progress.

Promotes positive student self image by providing opportunities for success.

D. Professional Assessment of Students

Employs diagnostic methods to determine students' ability.

Teacher's recordkeeping reflects objective monitoring of student progress.

Measurement is compatible with instruction provided.

Provides timely feedback to students.

E. Professional Development

Participation in building staff meetings and in-service programs.

Membership in professional organizations at local, state, regional, and national levels.

Attendance at professional conventions, conferences, and workshops.

Reading of current professional journals and other relevant information.

Continues professional growth through graduate credit, continuing education, and non-credit programs.

Becomes involved in business and community-sponsored activities.

Is involved in an ongoing process of furthering development in leadership and communication skills; current curriculum trends and changes; and organizational and basic instructional skills.

Exhibits professionalism as a leader and creates an atmosphere of high expectations for teachers and students.

Creates an atmosphere where new ideas can be exchanged.

TEACHER EVALUATION FORM

Pre-Conference Date: _____

Evaluation Date: _____

Post-Conference Date: _____

Class Observed: _____

Evaluator: _____

Name _____

Major _____

Minor _____

Degree(s) _____

Certification(s) _____

Experience _____

Classes Being Taught This Semester _____

PROFESSIONAL DEVELOPMENT

Below please list any further course work, professional affiliations, publications, inservice, etc., that have added to your professional growth:

PROBATIONARY TEACHER EVALUATION

I. CLASSROOM OBSERVATION

Building _____

Teacher _____

Observation Date _____

Lesson _____

A. Objectives Observed:

B. Activities Observed: (Relate to stated objectives)

C. Lesson Summary:

D. Evaluation Comments and Suggestions:

Date

Teacher's Signature

Evaluator's Signature

II. PROFESSIONAL PERFORMANCE ASSESSMENT

A. Strengths of Teacher:

B. Areas In Need of Improvement:

C. Specific Actions Recommended for Teacher Improvement:

D. Specific steps to be Taken by Administration to Assist Improvement:

Date

Evaluator's Signature

III. TEACHER RESPONSE TO EVALUATION:

Date

Teacher's Signature

Copy to: Administrator
Teacher
Personnel Office

Due Date _____

ARTICLE VI

Teacher Rights and Responsibilities

Section 1 Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or applicable Civil Service Laws and Regulations. The rights granted hereunder to the teachers shall be in addition to those provided elsewhere.

Section 2 Teachers shall be entitled to full rights of citizenship and no lawful religious or political activity of any teacher, or lack thereof, shall be grounds for any discrimination or discipline with respect to the professional employment of such teacher; provided however, that no teacher shall engage in any religious or political activity in the course of his/her school day employment.

Section 3 The Association and the teachers recognize it is neither their function nor right to assume administrative responsibilities unless directly assigned and agreed to by the teacher. The teacher recognizes his/her responsibility to uphold and hereby agrees to uphold, all written policies, written rules, and written regulations promulgated by the Board, providing those policies, rules and regulations are not in conflict with this Agreement. To this end, staff handbooks which contain school rules and regulations will be given to teachers. In addition, a copy of the school district's policy manual will be available to teachers upon request.

Section 4 The management of students during the school day is an integral part of every professional educator's responsibility, and therefore, all professional educators shall take appropriate and effective action to promote conditions in school buildings and on school property which are conducive to good discipline.

Section 5 The Association and the teachers recognize the responsibility to implement the philosophy, goals, objectives, and curriculum as adopted by the Board.

Section 6 In addition to teaching, the normal work load for full time teachers will include:

- A. Planning and preparing for class.
- B. Evaluating pupil progress.
- C. Reporting evaluations of pupil progress to the school administration and to the students who they teach at appropriate times during the year.
- D. Consulting with colleagues on identified educational issues at mutually agreed upon times.
- E. Participating in attendance follow up and other retention activities.
- F. Appropriate other duties as assigned and mutually agreed to by the teacher.

ARTICLE VII

Teacher Protection

Section 1 A teacher may remove a student from a classroom to the appropriate administrative office for one class session, when in the judgment of the teacher, a serious offense, persistence of misbehavior, or the disruptive actions of the student, makes the continued presence of the student in the classroom, intolerable. In such case, the teacher will furnish the supervisor full particulars of the incident before the end of the school day.

The supervisor will consult with the teacher on a course of action before the next scheduled time of the class.

The supervisor shall determine the appropriate action to be taken. The teacher may be required to furnish the supervisor full particulars of the incident in writing.

Section 2 Any written complaint directed toward a teacher and made to an administrator or Board member, or any complaint made by a person acting in behalf of the administration, must be promptly and objectively reported in writing to the teacher in question. No complaint shall be included in the personnel file of the teacher, until said teacher is given the opportunity to attach a written reply to the complaint. In addition, the teacher may request a hearing with the appropriate administrators. A representative of the Association may be present. If any questions of breach of professional ethics on the part of the teacher is involved, the Association shall be notified.

Section 3 Teachers shall observe all written rules concerning discipline of students as are established by the Board and the State of Michigan under Public Act 290, 1964. In the event criminal or civil proceedings are brought against any teacher in the course of his/her

employment, the Board or its designee will conduct an investigation to determine whether or not it will furnish counsel for such teacher. In the event the Board refuses to furnish counsel and the teacher ultimately is found not guilty, the Board will fully reimburse the teacher for legal counsel fees expended. The teacher shall furnish the Board with a statement from his/her legal counsel certifying the legal fees actually paid by the teacher, excluding any legal fees paid by insurance or other sources.

Section 4

- A. Any incident of assault on a teacher shall be immediately reported, by the principal, to the Superintendent.
- B. In the event of legal action resulting from an incident of assault on a teacher, the Board or its designee will conduct an investigation to determine whether or not it will furnish counsel for such teacher. In the event the Board refuses to furnish counsel and the teacher ultimately is upheld by the courts in such action, the Board will fully reimburse the teacher for legal counsel fees expended. The teacher shall furnish the Board with a statement from his/her legal counsel certifying the legal fees actually paid by the teacher excluding any legal fees paid by insurance or other sources.

Section 5 Time lost by a teacher in connection with any justifiable incident mentioned in this Article shall not be charged against the teacher.

Section 6 No material that affects tenure or the teacher's standing in the district originating after initial employment will be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation

regarding any material and the same shall be attached to the file copy of the material in question. If the teacher believes that material to be placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown, through the grievance procedure whereupon the material will be corrected or expunged from the file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall signature be interpreted to mean agreement with the content of the material.

Section 7 A teacher will have the right to review the contents of all records of the district pertaining to the said teacher, originating after original employment, excluding confidential recommendations, and to have a representative of the Association accompany him/her in such review.

Section 8 Any action taken against a teacher including discipline, demotion, or discharge, shall be for reasonable and just cause and appropriate to the behavior which precipitated such action.

Section 9 If a teacher is to be disciplined or reprimanded by the Board or its agents, he/she shall be entitled to have a representative of the Association present. Whenever a teacher shall meet with an administrator, and such meeting will result in disciplinary action, the administrator shall notify the teacher of the purpose of the meeting prior to beginning the meeting, and notify the teacher of his/her right to representation. If the teacher requests representation, no further action or discussion shall take place until a representative of the Association appears, which shall in all cases be within two (2) work days.

Section 10 If a teacher is injured in the course of employment, free medical, surgical, or hospital care shall be furnished by the Board at a designated medical facility for the initial visit. Subsequent medical care may be pursued at a medical facility chosen by the teacher as provided under the Worker's Disability Compensation Act.

ARTICLE VIII

Teaching Hours and Teaching Load

Assignments and Layoffs

Section 1 A cadre of not less than eight teachers shall be agreed to and designated as full time. These individuals shall remain as full-time teachers until their resignation, layoff or dismissal, which shall occur in accordance with the provisions as contained in this Master Agreement. Additional teachers may be added to this full-time listing at the discretion of the Board. Should this occur, preference shall be given to bargaining unit members in accordance with seniority, certification, qualifications, and evaluations on file. Should a less senior teacher or new bargaining unit member be awarded a full-time position over a more senior teacher, the Board must show that that person's attributes as listed above, are superior.

Section 2 Cadre teachers shall be paid for 560 hours per semester in accordance with the salaries in Appendix A-1. Of this, 480 hours shall be assigned and 80 hours will be for preparation. Extra service time mutually agreed to beyond the 480 hours shall be remunerated at the appropriate flat hourly amount as designated in Appendix A.

Section 3 Non-cadre teachers shall receive sixty-eight (68) hours of pay in accordance with the salaries in Appendix A for each class taught each semester. Of this, a minimum of eight hours per class taught shall be for preparation. Extra service time mutually agreed to will be paid at the appropriate flat hourly amount as designated in Appendix A.

Section 4 Any class that continues through the third scheduled session will not be cancelled.

Section 5 Cadre teachers may be laid off or reduced to less than full-time only with thirty (30) calendar day notice in accordance with seniority and certification.

ARTICLE IX

Paid Leave Policy

I. Sick Leave and Personal Leave

Section 1 Sick leave shall be defined as:

- A. The personal illness of an employee due to an infectious disease, contagious disease, environmental disease, organism, defects, and mental disorders.
- B. The physical impairment or disability of an employee as a result of an accident, injury, or pregnancy.
- C. The illness or injury of a member of the employee's immediate family.

Section 2 Personal leave shall be defined as absence for the transaction of business which cannot be reasonably transacted outside of school hours.

Section 3 Teachers not in attendance on days designated as non-attendance days in the K-12 District calendar shall receive their regular pay for that day and not be charged with a leave day if their reason for non-attendance is for purpose of religious observance.

Section 4 All teachers shall receive one (1) leave unit per each class taught each semester. Any unused leave units shall be paid to the teacher at the end of each semester with each unit equivalent to the teacher's hourly amount.

Section 5 Any teacher who is absent because of an injury compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his/her regular salary for the duration of the absence due to injury up to a limit of three hundred sixty-five (365) calendar days. However, in no event shall a teacher receive an amount which exceeds his/her salary.

The difference between such regular daily salary payment and the daily amount received under the Worker's Compensation Law shall be divided by the teacher's regular daily salary for each day or days of absence and the quotient thereof shall be chargeable to and deducted from the teacher's common sick leave bank. If absence continues beyond three hundred sixty-five (365) days, further absences shall be charged pro-rated to the teacher's personal accumulative sick leave bank.

Teachers absent due to such injury/illness shall continue to accrue seniority, salary credit and advancement, and all other rights and benefits as provided by this Agreement for the duration of the illness. Eligibility for insurance benefits will be maintained for a minimum of twelve (12) months and for as long as the teacher continues to receive paid leave under either the teachers' common sick leave bank or the teacher's personal accumulative sick leave bank.

Section 6 Should the Board have cause to believe that a teacher is abusing the sick leave policy, the Board may require a physician's statement prior to the time the teacher returns to school.

Section 7 Any teacher who is unable to return to duty following two (2) consecutive weeks of illness as defined in Section 1 above may be required to present a certificate of ableness signed by a physician to the Superintendent before returning to work. The Board reserves the right to require the teacher to be examined by a Board designated physician at Board expense.

Section 8 Teachers who are medically unable to fulfill their duties and have no leave days remaining shall be allowed leave without pay for up to eight (8) school weeks without

effect upon their job status. Additional unpaid leave may be granted upon the approval of the Superintendent or his designee.

Section 9 Notification of leave shall be filed with the supervisor as far in advance as practicable. Improper use of leave will result in the loss of salary for the day or days in question. Examples of unacceptable uses of leave days include:

- A. Recreational pursuits.
- B. Other employment except with administrative approval.
- C. Social functions.
- D. Travel.
- E. Child care (except in emergency situations).
- F. Economic gains.
- G. Extension of holidays, vacations, or other school recesses.

Section 10 Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:

- A. Such time as is necessary up to a maximum of three (3) consecutive days per occurrence for a death in the immediate family. The immediate family shall include father, mother, father-in-law, mother-in-law, spouse, sister, brother and children.
- B. Any administratively required medical examination and/or agreed upon continuing treatment.

II. Jury Duty

Section 1 A leave of absence may be granted for jury service. The Board will pay an amount equal to the difference between the teacher's daily salary and the daily jury fee paid

by the Court (not including travel allowances or reimbursement of expenses) for each day on which he/she would otherwise have been scheduled to work, under the procedure established by the Business Office.

ARTICLE X

Professional Compensation

Section 1 The salaries of teachers covered by this Agreement are set forth in the appendices which are attached to and made part of this Agreement.

Section 2 The Board may allow credit on the appropriate salary schedule for new teachers for years of service in other school districts as a teacher up to and including five (5) years.

Section 3 Payroll Procedures.

- A. All authorizations for payroll deductions will be made on the appropriate forms for: Association dues and/or fees; United Foundation, additional health, accident, auto, and life insurance; credit union, tax deferred annuities; and any other items mutually agreed to by the Board and the Association.
- B. Paychecks will be distributed bi-weekly on Fridays. If a payday falls on a holiday or vacation day when the business office is open, checks will be available for pickup by the employee at the business office on that day. If a payday falls on a holiday or vacation day when the business office is closed, checks will be available for pickup at the business office on the last day that the business office is open preceding the payday.
- C. The effective date of advancement on the salary schedule for full time teachers due to the attainment of advanced degrees shall be the date which the degree is completed.

In order to qualify for a higher level on the salary schedule, a full-time teacher must present documentation from an accredited college or university verifying attainment of an advanced degree.

If application is made during the school year in which the degree was earned, payment will be made, retroactively, if necessary, effective the date of completion. If application is not made by the full-time teacher in a timely fashion as described above, the effective date will be the beginning of the school year in which application is received.

Section 4 On any day when school sessions are scheduled, but that schedule is cancelled by the Superintendent due to weather or other conditions beyond control, and this official closing is announced on radio stations, then the following provision for teachers will prevail:

If the announcement states that schools are closed, teachers are not to report and will receive full pay. However, when one or more, but not all buildings are closed for a localized emergency condition, the Superintendent shall have the prerogative to assign staff from said building(s) to another location or locations in the district for professional purposes commencing with the second day of such occurrence. If, due to severe weather conditions, a teacher is unable to report on a day when Berkley Schools are in session, a teacher may use a leave day in lieu of pay loss.

Section 5 Teachers required to drive personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the district, shall be reimbursed for approved mileage at a uniform mileage rate established by the Board; but in no event less than twenty-one cents (21) per mile driven.

Section 6 All cadre teachers and those assigned to eight (8) or more classes shall receive \$300 per month for fringe benefits. How such money will be allotted is dependent upon applicable laws and insurance carrier regulations. All teachers assigned to four (4) classes, but less than eight (8) classes may purchase MESSA Super Care I through the Board at group rates.

Effective October 1, 1994, former cadre teachers reduced to less than full time shall receive \$37.50 per month, per class assigned, but in no case less than \$150.

Section 7 Eligible teachers on leave of absence or laid-off may continue under group health coverage for twelve (12) months. During such time the teacher shall be responsible for submitting premium payments directly to the Board.

Section 8 The completion of a full contract year shall entitle an eligible teacher to twelve (12) months of insurance coverage.

ARTICLE XI

Civil Rights

Section 1 The Association agrees to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, age, sex, marital status, or handicapped status and to represent all teachers without regard to membership or participation in, or association with the activities of any teacher organization.

Section 2 The Board agrees to continue its policy of not discriminating against any teacher on the basis of race, creed, color, national origin, age, sex, marital status, or handicapped status in the hiring, placement and assignment of teaching personnel.

ARTICLE XII

Miscellaneous Provisions

Section 1 Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher. Said substitute shall first be sought within the bargaining unit with that bargaining unit member's agreement who shall be paid at his/her appropriate flat hourly amount.

Section 2 Copies of this Agreement shall be reproduced at the expense of the Board and shall be presented to all teachers now or hereafter employed by the Board.

Section 3 The Board will continue to permit teachers to use telephones for professional calls and brief personal calls. Toll calls, however, must receive prior approval from the appropriate administrator. These calls must be made during preparation, break time, before and after school hours.

Section 4 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement. At the request of either party, however, negotiations shall commence on any issue not herein addressed.

Section 5 Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement, and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent Agreements to be executed by the parties.

If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 6 This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

Section 7 If any provisions of this Agreement or any application of this Agreement to any teacher or group of teachers shall be found contrary to state or federal law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

Section 8 A Staff Advisory Council composed of members appointed by the Association and an equal number of administrators shall be established to consider issues either party requests.

ARTICLE XIII

Duration

This Agreement shall be effective as of _____ and shall continue in effect until _____ . This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated. However, it is expressly understood that notwithstanding the duration of this Agreement as identified above in the event that the School District of the City of Berkeley becomes an out-of-formula district in regard to school financing and, as a result, no longer is the fiduciary agent of the Adult Education program, this Agreement shall terminate upon notice to the Berkeley Association of Adult Educators. Members of the bargaining unit shall be laid off consistent with the notice requirements identified in the collective bargaining agreement. Furthermore, the School District acknowledges its obligation to bargain the impact of the termination of this Agreement to the extent such is required by law.

IT WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
by their duly authorized representative on the ____ day of _____, ____.

BERKLEY ASSOCIATION OF ADULT EDUCATORS

By: _____

By: _____

BERKLEY BOARD OF EDUCATION

By: _____

By: _____

**APPENDIX A-1
B.A.A.E. SALARY SCHEDULE
1993-94**

CADRE STAFF

	<u>BA Degree</u>	<u>Hourly Rate</u>
Step 00	\$19,589	\$17.49
Step 01	\$21,728	\$19.40
Step 02	\$23,251	\$20.76
Step 03	\$23,822	\$21.27
Step 04	\$24,382	\$21.77
Step 05	\$24,965	\$22.29

	<u>MA Degree</u>	<u>Hourly Rate</u>
Step 00	\$20,149	\$17.99
Step 01	\$22,299	\$19.91
Step 02	\$23,822	\$21.27
Step 03	\$24,382	\$21.77
Step 04	\$24,942	\$22.27
Step 05	\$25,536	\$22.80

NON-CADRE STAFF

Step 00	\$16.99 per hour
Step 01	\$18.40 per hour
Step 02	\$19.25 per hour
Step 03	\$19.71 per hour

**APPENDIX A-2
B.A.A.E. SALARY SCHEDULE
1994-95**

CADRE STAFF

	<u>B.A. Degree</u>	<u>Hourly Rate</u>
Step 00	\$20,317	\$18.14
Step 01	\$22,456	\$20.05
Step 02	\$23,979	\$21.41
Step 03	\$24,550	\$21.92
Step 04	\$25,110	\$22.42
Step 05	\$25,693	\$22.94

	<u>M.A. Degree</u>	<u>Hourly Rate</u>
Step 00	\$20,877	\$18.64
Step 01	\$23,027	\$20.56
Step 02	\$24,550	\$21.92
Step 03	\$25,110	\$22.42
Step 04	\$25,670	\$22.92
Step 05	\$26,264	\$23.45

NON-CADRE STAFF

	<u>Hourly Rate</u>
Step 00	\$17.64
Step 01	\$19.05
Step 02	\$19.90
Step 03	\$20.36

APPENDIX A-3
CONFERENCE RATE & CURRICULUM RATE
1993-94
1994-95

The rate of pay for student registration activities by Adult Education teachers is \$15.50 per hour in 1993-94, and \$16.15 per hour for 1994-95. This rate also applies to any curriculum activities in which they are involved. This rate is considered an extra service rate over and above their normal workload.

