

6/30/96

Agreement
between the
BIRMINGHAM BOARD OF EDUCATION
and the
ASSOCIATION OF BIRMINGHAM SCHOOL
ADMINISTRATIVE AND SUPERVISORY PERSONNEL

1994-1996

Birmingham, Michigan

Birmingham Public Schools

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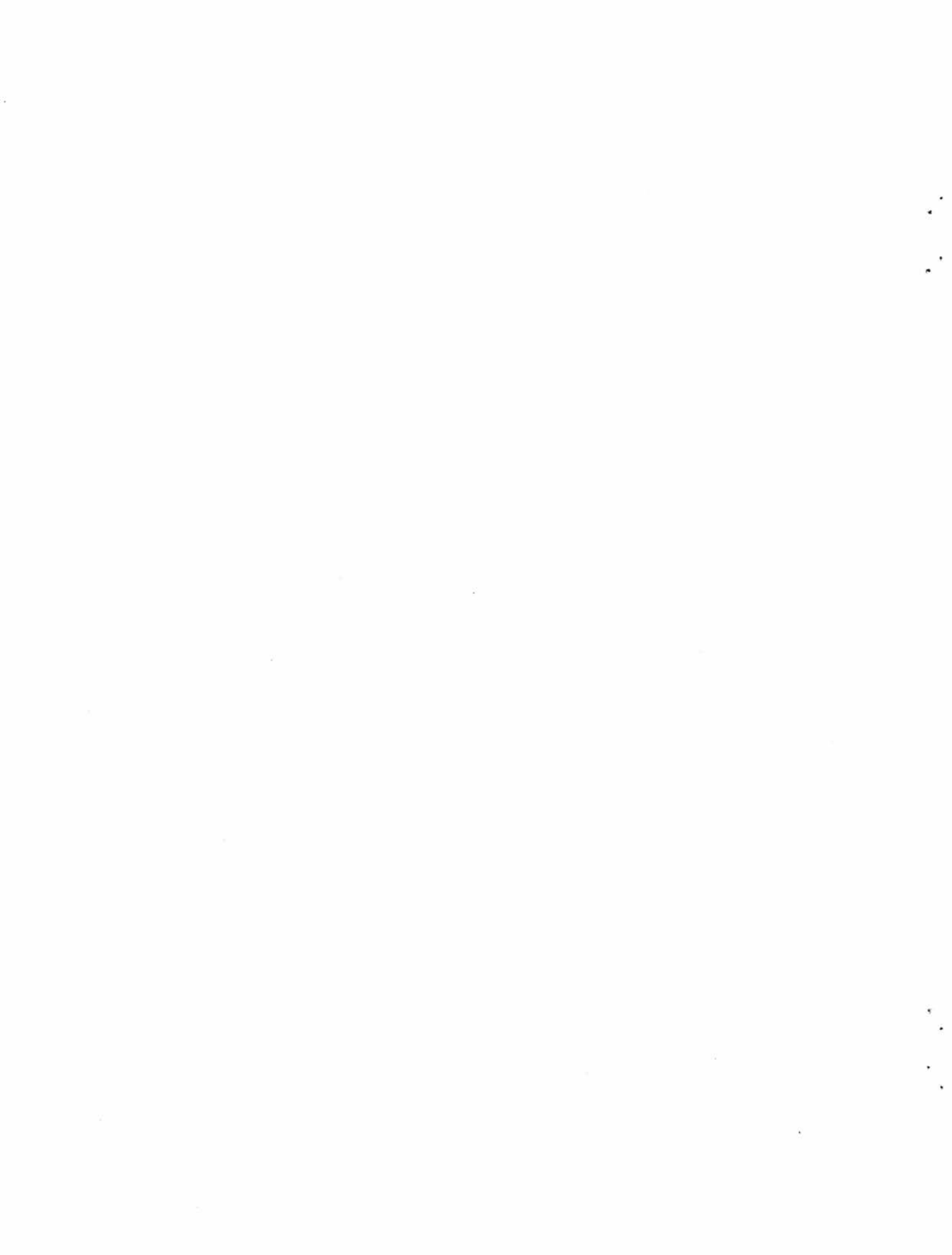
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AGREEMENT

This Agreement is entered into this 18th day of September 1994 between the School District of the City of Birmingham of Oakland County, Michigan (hereinafter referred to as the "Board") and the Association of Birmingham School Administrative and Supervisory Personnel (hereinafter referred to as the "Association").



ARTICLE I

RECOGNITION

The Employer recognizes the Association as the exclusive bargaining representative as determined by the Michigan Employment Relations Commission Certification of Representative for Case No. R70-C100 dated May 20, 1970.

ARTICLE II

DEFINITIONS

- A. The term "Board" as used in this Agreement shall include and mean the elected members of the Board of Education, the Superintendent of Schools, and/or any other persons designated as representatives of the School District of the City of Birmingham.
- B. The term "Association" as used in this Agreement shall mean the Association of Birmingham School Administrative and Supervisory Personnel.
- C. The term "Employee" as used in this Agreement shall mean a person employed in a position not excluded from and specifically set forth in the Michigan Employment Relations Commission Unit Description of Case No. R70-C100, dated May 20, 1970, and in those positions mutually agreed on. The Association shall be informed in writing of a contemplated new administrative position. Either party may initiate a discussion on it.
- D. Masculine pronouns are used, but it is understood those terms are also to stand for the female members of the Association.

ARTICLE III

ASSOCIATION AND EMPLOYEE RIGHTS

- A. The Association, prior to the Board changing or adopting any major job classification duties, policy, or rule having direct and significant application to the personal employment conditions of employees covered by this Agreement, and/or will have to be implemented by and/or interpreted to the public by employees covered by this Agreement, shall be notified in writing sufficiently in advance of the scheduled Board action to allow the Association to make a recommendation to the Superintendent and have him/her consider it. The reasons for the Board's decision will be reviewed, at the request of the Association, as provided for in Article XV, Section A. Every effort will be made through existing administrative structure and organization to elicit the opinions and recommendations of employees covered by this Agreement.

Article III - Association and Employee Rights (continued)

1. This provision shall not be operative and shall not be applied on policies or rules relative to Board decisions on collective bargaining, the grievance procedure, or any other situation or matter wherein similar Association action is otherwise provided for in this Agreement.
 2. Also, this provision shall not be applicable when prevailing circumstances cause the Board to make such a temporary adoption due to urgency or emergencies.
- B. The Association shall have the right to use school buildings and facilities in conformity with the Board's governing policies and regulations.
- C. The Board agrees to furnish to the officers of the Association in response to their reasonable written requests copies of the Board's public records normally made available and which have passed the discussion stage and which cover the financial resources of the District, budgetary allocations and expenditures, hours, wages, and conditions of employment of those employees covered hereunder that shall be required by the Association in fulfilling the obligations and responsibilities imposed on it by the terms of this Agreement. The Association agrees it shall likewise furnish the Board, upon receiving a written request, copies of all information, facts, and documents it possesses which have passed the discussion stage or that are available to the Association to assist the Board in fulfilling the obligations and responsibilities imposed on it by the terms of this Agreement.
- D. The Board and Association agree that there shall be prompt and expeditious handling, at the local level, of a school related complaint regarding an employee or a program or other employees and/or personnel he/she supervises. It is agreed that normally such complaints will be promptly referred to any employee affected, except in those instances where the nature and/or circumstances of the complaint indicate other handling procedures are in order. It is agreed that if the complaint is not referred back to the affected employee, he/she, in those cases of school related complaints where it is determined such necessary action can be delayed, shall be given an opportunity to provide the necessary background information, either in person and/or by confidential memoranda, before any action is taken on the matter.
- E. An employee, by prior arrangement with the Personnel Department, shall be able to examine all materials in his/her personnel file which accrue or originate after he/she is employed by the District. Henceforth, copies of any significant documents made part of his/her personnel file, not otherwise routinely made available, shall be given to him.

ARTICLE IV

BOARD RIGHTS AND SECURITY

- A. Nothing contained in this Agreement shall deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

Except as specifically abridged or modified by the express written terms of this Agreement, all of the rights, powers, and authority the Board had prior to the execution of this Agreement are retained by the Board.

- B. During the term of this Agreement, the Association shall not, at any time, authorize, sanction, condone, or acquiesce in, nor will any employee take part in, any strike, slowdown, stoppage, sit in, picketing, or in any way interfere with the operations of the School District of the City of Birmingham. The Association further agrees that it will not request, support, recognize, or engage in any sanctions activities. In the event of any such action, the Association, through its officers and other representatives, will immediately post notices at any or all schools affected and other appropriate locations advising that such action is unlawful, in violation of this Agreement, and unauthorized by the Association, and the Association shall advise such employees to immediately cease such action and return forthwith to their regular duties. The Association shall further take any and all other action reasonably within its power to bring the activity to an end. If the Association takes the foregoing steps and has not acted in violation of its obligations under the law and/or this Article, it shall not be liable in any way for such activities.

The Board shall have the right to discipline, including discharge, any employee for taking part in any violation of this provision. Prior to taking such action, the Board shall notify the Association of its intention and may also consult with the Association in connection therewith.

ARTICLE V

EMPLOYMENT CONTRACTS AND PROBATIONARY PERIOD

Each employee who, as of July 1, 1984, has completed two (2) years in a classification covered by this Agreement, will receive a four (4) years', July 1, 1990 through June 30, 1994, employment contract for the employment period as defined in Article XV, Section H. An employee who, as of July 1, 1990, has completed one (1) year in a classification covered by this Agreement, if qualified, will receive a one (1) year, July 1, 1990 through June 30, 1991, probationary employment contract for the employment period as defined in Article XV, Section H. Following June 30, 1991, such an

Article V - Employment Contracts and Probationary Period (continued)

employee, if qualified, will receive a three (3) years', July 1, 1991 through June 30, 1994, employment contract for the employment period, as defined in Article XV, Section H. An employee who is originally assigned to a classification covered by this Agreement and during the term of this agreement will receive a one year probationary employment contract effective from the date he or she commences his or her assignment.

A two (2) year probationary period shall be served by an employee when he/she is first permanently assigned to a classification covered by this Agreement.

The Association agrees the Board has the unconditional right to terminate a two (2) year probationary employee. A one (1) year probationary period will also be served by an employee if he/she is subsequently permanently assigned, as per Article VII, Section A, to any other classification covered by this Agreement, unless he/she has previously done so for such classification. The parties agree an employee serving a one (1) year probationary period is subject to the operation of Article VII, Section C.

An employee may also be designated as a one (1) year probationary employee by the operation of Article VIII.

It is agreed by the parties that no employee shall acquire tenure in any position covered by this Agreement.

ARTICLE VI

GRIEVANCE PROCEDURE AND ARBITRATION

- A. The parties hereby agree to and adopt the following method and process for resolving all matters of dispute, problems, or differences that may arise during the term and based on the application or interpretation of the express written terms of this Agreement, except as otherwise provided below and elsewhere.

It is agreed that Article VI shall not be applicable to or be utilized to question, protest, or influence any of the following:

1. Any Board's decision or action based on Article IV of this Agreement; except discipline or discharge under Article IV, B.;
2. The decision, rule, regulation, policy, eligibility, benefit decision, or contract terms of any insurance carrier providing coverage described else where in this Agreement;

Article VI - Grievance Procedure and Arbitration (continued)

3. Where the Board is without authority to take the action sought or legally it cannot act;
4. If an appeal can be made under the terms of the Michigan Act 4, 1937, (Extra Session);
5. The termination or failure to reemploy any two (2) year probationary employee.

Nothing contained herein will be construed as limiting the right of an employee having a grievance to discuss the matter informally with the Board and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given opportunity to be present at such adjustment.

B. Step One.

An employee or one (1) member of a group of employees may file a grievance with the appropriate Board representative within the ten (10) days immediately following the event or condition which gives rise to the grievance. A meeting shall be held to attempt to resolve the matter promptly within the five (5) days immediately following submission of the grievance. During this meeting all the known facts and the Agreements written term(s) claimed to have been violated will be stated. The disposition of the grievance will be issued within the five (5) days immediately following the Step One meeting.

If the Step One grievance is submitted in writing, it will contain the aggrieved employee's signature, all the related facts, and the Agreements written term(s) claimed to have been violated. The disposition to a Step One written grievance will be entered on the same grievance form and be signed by the Board representative rendering it.

The aggrieved employee and his/her Association representative and two (2) Board representatives may be present at the Step One meeting.

Step Two

If the grievance is not settled at Step One, it shall be submitted in writing to the Superintendent at Step Two, on the form provided above in Step One, within the five (5) days immediately following the rendering of the Step One disposition. A meeting shall be held within the five (5) days immediately following submission of the grievance. The Step Two disposition of the grievance will be issued in writing within the five (5) days immediately following the Step Two meeting. A designee, other than the Board representatives rendering the disposition in Step One, may function for the Superintendent in the event of his/her unavailability.

Article VI - Grievance Procedure and Arbitration (continued)

The aggrieved employee and a maximum of three (3) Association representatives may be present at the Step Two meeting unless otherwise mutually agreed.

After this, the Association may submit, in writing, its position on the grievance to the Board of Education for its review.

Board Grievance Procedure

Step Three

If the grievance is not settled at Step Two, it shall be submitted to binding arbitration, provided written notice of the demand for submission to arbitration is delivered to the Board within the five (5) days immediately following the issuance of the written Step Two disposition.

Within the ten (10) days after such written notice of submission to arbitration, the Board Committee and the Association Grievance Committee will agree on a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, then, within the next five (5) days, a request for a list of arbitrators will be made to the American Arbitration Association by the party seeking arbitration. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator so selected will hear the matter promptly and will issue his decision not later than thirty (30) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issue(s) submitted.

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 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 schedules or fringe benefits or change any salary schedule or fringe benefit.
3. He shall have no power to rule on any of the following:
 - a. The termination of services of or failure to reemploy any two (2) year probationary employee;

Article VI - Grievance Procedure and Arbitration (continued)

- b. Any claim or complaint subject to the procedures specified in the Teacher's Tenure Act (Act IV, Public Acts, Extra Session, of 1937 of Michigan, as amended);
 - c. Decisions or judgments regarding the effectiveness of employees being evaluated as provided for in Article VIII;
 - d. Any question which under this Agreement is within the authority of the Board to decide. Specifically excluded from arbitration are unadjusted grievances which question the exercise of rights set forth in Article IV of this Agreement entitled Board Rights and Security, or which question the use or application of any right over which the Board is given unilateral discretion in this Agreement;
 - e. Any provisions of any constitutional, statutory, or common law in the resolution of any grievance;
 - f. Disputes and unresolved grievances concerning the discipline or discharge of employees who violate Article IV, Section B, of this Agreement.
4. He shall have no power to change any practice, policy, or rule of the Board nor to substitute his/her judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board. His/her powers shall be limited to deciding whether the Board or Association or employee has violated the express written articles or sections of this Agreement; and he/she shall not imply obligations and conditions binding upon the Board or the Association from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board as provided in Article IV.
 5. In the event that a case is appealed to an arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 6. There shall be no appeal from an arbitrator's decision if it is within the scope of his/her authority as set forth above. It shall be binding on the Association, its members, the employee or employees involved, and the Board. The Association shall discourage any attempt of its members, and shall not encourage or cooperate with any of its members, in any appeal to any court or labor board (for example, the Michigan Employment Relations Commission) from a decision of an arbitrator nor shall the Association or its members by any other means attempt to bring about the settlement of any grievance.
 7. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. 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 VI - Grievance Procedure and Arbitration (continued)

8. All grievances must be filed within ten (10) days from the time the alleged violation was to have occurred. The Board shall not be required to pay back wages more than ten (10) days prior to the date a grievance is filed.
 - a. All claims for back compensation shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.
 - b. No decision in any one case shall require a retroactive wage adjustment in any other case.
9. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new agreement shall not be processed. Any grievance which arise prior to the effective date of this Agreement shall not be processed.
10. The arbitrator shall not insert his/her judgment or wisdom for that of the Board.
11. The arbitrator's decision shall only apply to the specific grievance circumstances on which he/she has rendered an opinion.
- C. Only those employees designated by the Association in writing shall function as or be recognized as Association representatives in the implementation of Article VI of this Agreement.
- D. The time limits provided for in Section B above may only be altered by the written mutual consent of the parties. A grievance not filed or appealed within the time limits provided herein will be deemed to be withdrawn. Failure to render a disposition within the time provided shall be the basis of the grievance proceeding to the next step.
- E. The Association, when appropriate, may file a grievance not directly related to a building or department to the proper Board representative in the Central Administration.
- F. Records of all grievance procedures shall be maintained by the involved parties, but they shall not be contained in the personnel file of the grievant.
- G. The term "days" when used in Section B above shall mean all work days (Monday through Friday) occurring during the term of this Agreement. Saturdays, Sundays, and holidays observed by employees covered by this Agreement shall not be counted in establishing any time limits' dates set forth in Section B above.

Also, the parties in establishing the time limits set forth in Section B above may, if necessary, mutually agree to waive counting the surrounding and/or concurrent vacation days of any person who is essential to and/or normally is directly involved in grievance procedure matters at any step.

Article VI - Grievance Procedure and Arbitration (continued)

- H. The Association agrees the Board and its duly authorized representatives shall have the right to file a grievance, as defined in Section A above, against either the Association or an employee or group of employees.
- I. The parties agree that each has the right to utilize the grievance procedure through Step Two but not including Step Three (arbitration) to attempt to resolve significant matters of concern that are not covered by the express written terms of this Agreement.
- J. Either party may request the assistance of Michigan Employment Relations Commission to mediate a grievance prior to arbitration. Grievance procedure time limit shall be temporarily held in abeyance if this is done.

ARTICLE VII

STAFFING METHODS AND PROCEDURES

The Board and Association agree that all positions shall be staffed by the most competent and qualified persons that can be procured for them. The Association also agrees the Board shall have the right to make the final decisions on the staffing of all positions covered by this Agreement by any of the methods and procedures set forth below and in conformity with all the provisions of this Agreement.

For purposes of this article employees shall retain the seniority they accumulate within each of the administrative classifications they have served within this bargaining unit in this district. This seniority may not be carried from classification to classification and may only be used if employees must return to a former classification because of a reduction within the work force.

If a group of the most and equally qualified and competent applicants for a position covered by this Agreement includes employee applicants, the employee applicant from this group who possesses the greatest number of years of service within the District will normally be given preference in the awarding of the position by the Board.

The Board shall have the right, at any time, to staff any position covered by this Agreement on a temporary or emergency basis.

A. Promotions

A promotion shall mean an assignment of an employee by the Board to a classification covered by this Agreement which is in a higher compensation level because of duties and responsibilities of a more substantial nature and degree. Employee applicants for promotion shall comply with the Board's application and selection procedures, as determined by and communicated through the Personnel Department.

B. Transfers

Transfer shall mean the reassignment of an employee to a new location within his or her classification. New location shall mean to a different building.

Since the frequent transfer of employees, including those from one school to another, is disruptive of the educational process and interferes with optimum employee performance, the parties hereby agree that transfers, voluntary or involuntary, are to be minimized and avoided whenever possible.

When a voluntary or involuntary transfer is to be made, consideration shall be given to the following which are listed in order of priority:

1. Qualifications and competency required for the new assignment.
2. Competency in present position.
3. Needs of the receiving school.
4. Length of service in the district in the job classification.
5. Probationary status.
6. Previous transfers.
7. Welfare of the employee and school district.

Voluntary Transfers

1. An employee who is eligible for a transfer under the terms of the definition above shall be given an opportunity to seek a transfer coincidental with other candidates being considered for that position.
2. When a vacancy occurs, it shall be announced in writing to all employees, and a period of at least one (1) week shall be established for submitting transfer requests to the Board for the open position or any other opening that may occur as a direct result of approving a transfer to the open position.
3. When a vacancy does occur, those employees who request a transfer and/or have a transfer request on file at the time and are eligible for such a transfer shall each be interviewed by the Board.
4. An employee, when denied a voluntary transfer may submit a written request that he/she be given the reason(s) in writing. He/she may appeal the reason(s) for denial through Step 2 of the Grievance Procedure and/or through the advisory mediation phase of Step 3.

Article VII - Staffing Methods and Procedures (continued)

Involuntary Transfers

The Board and the Association agree that involuntary transfers should be avoided whenever possible. However, if the Board determines that staffing requirements warrant it, an employee may be given an involuntary transfer to another assignment within his/her classification. The involuntary transfer shall not be made until the employee has been given the reasons for such action by the appropriate Board representative. An employee who submits a written request for the reason for his/her involuntary transfer will be answered in writing. The employee's written request must be made within five working days after he/she is notified of the involuntary transfer, and the Board's answer must be made available to him/her within the next five working days. If the employee does not agree with the reasons for or the necessity of the involuntary transfer, he/she may implement the grievance procedure through Step Two.

C. Terminations and Demotions -- Based On Performance

1. The Board, before effecting a termination or demotion, shall offer reasonable assistance and counsel to the employee to help correct his/her inadequacies giving rise to the underlying reasons for the contemplated action.
 - a. Two (2) conferences shall be held between the employee and his/her immediate supervisor dealing with the clearly identified inadequacies.
 - b. If the problem persists, a formal warning shall be issued to the employee which contains his/her specific inadequacies in writing. He/she shall be provided an opportunity of no less than two (2) months to rectify the stated inadequacies, except in unusual cases.
 - c. If the problem still persists, a formal review of the involved employee's performance shall be written out and presented to him/her at a subsequent conference.

For a conference held under (c) above, the involved employee, at his/her option, may be accompanied by up to three (3) representatives of the Association.

2. Written notice of termination or demotion must be presented to him/her at least one hundred and twenty (120) days prior to the close of the employee's contract year.
3. At his/her option, the employee shall be granted a meeting with the Superintendent to fully discuss the matter.
4. Final appeal shall rest with the elected members of the Board of Education.

Article VII - Staffing Methods and Procedures (continued)

For meetings held under (3) and (4) above, the employee, at his/her option, may be accompanied by no more than three (3) representatives of the Association and/or his/her legal counsel.

5. Section C shall not be operative for an employee who is terminated or demoted for misconduct. He/she shall implement Article VI if he/she elects to appeal such a demotion or termination. A probationary employee terminated for misconduct shall be entitled to a hearing on the matter with the appropriate Board representative.
6. If an employee is demoted, the Board will reassign the employee to the first permanent vacant position in a lower classification for which he/she possesses the qualifications. By mutual agreement of the parties, an employee may elect to waive the implementation of this clause and retain his/her right provided herein.

D. Employee Reductions and Recall

When the Board determines reductions in the number of employees covered by this Agreement, the employees affected shall be determined by their experience, competency, qualifications, and length of service in the classification(s). It is agreed by the parties that Article VIII, evaluations, may be relied on to confirm such occupational characteristics of an employee. Unless there is a significant difference in the above listed factors, the employee(s) with the least amount of service in the classification(s) affected will be removed first. Interclassification reassignments shall be considered.

In the event the number of employees is to be reduced at the end of any year this Agreement is in effect, the Agreement shall be interpreted to permit such reduction. Written notice shall be provided by March 1 for any administrator who will be laid off at the conclusion of the school year.

The Board's recall of an employee who has been:

1. Reassigned to another classification within the bargaining unit, or
2. Employed by the Board in a position or capacity that is not covered by this Agreement, or
3. Laid off

shall be by the reverse application of the above procedures.

The parties agree a probationary employee who is laid off shall have no recall rights. An exception to this provision is an employee who is granted a one (1) year probationary period in accordance with Article VIII, Section E.

Article VII - Staffing Methods and Procedures (continued)

The parties agree an employee's eligibility for recall shall immediately terminate if he/she:

1. Resigns or his/her employment by the Board otherwise terminates, or
2. Fails to report and/or be available to commence working as per the conditions of the Board's recall notice, or
3. Possesses less than four (4) years of service and continues to be laid off for the ensuing employment year or following the termination date of this Agreement, whichever occurs sooner.

The Board's notice of recall shall be transmitted by certified mail to the employee's most recent address on file with the Board.

E. Employee Participation---Promotions and New Employee Screening

Employee applicants for promotion and other candidates for such positions will be screened by committees which shall include up to three (3) employees selected by the Association and up to four (4) Board representatives. Such screening committees may also include other persons appointed by the Superintendent. Recommendations and opinions of members of these committees shall be major factors considered by the Superintendent in Board decisions on the awarding of such positions.

ARTICLE VIII

EMPLOYEE EVALUATION

A. The performance of all administrators shall be evaluated annually in writing. The written evaluation shall be on form P-91. The evaluation of each employee shall be made only on the following criteria, except where performance goals are to be evaluated as provided in Section B below:

1. The requirements and expectations listed by board policy and job specifications.
2. General characteristics applicable to all employees and listed on Form P-91 which is found in Appendix B:
 - a. Educational leadership

Article VIII - Employee Evaluation (continued)

- b. Curriculum leadership
- c. Maintaining of learning process
- d. Student discipline
- e. Maintenance of quality instruction
- f. General administrative responsibility
- g. Level of teaching performance (administrators in the classroom teaching responsibilities)

- B. Each year an employee is on probationary status or when an employee has not fulfilled his/her job requirements and expectations the previous year in A.1., above, or shall have had one or more ratings in columns (1) and/or (2) on Form P-91, Evaluation of Administrator Effectiveness, the previous year in A.2., above, he/she and his/her immediate supervisor shall establish performance objectives based on the areas of deficiency before October 1. Progress on the attainment of these objectives shall be reviewed at least twice during the year with the employee. The employee shall receive from his/her immediate supervisor a written summation after each conference.

Such performance objectives shall be specific and shall report the major goals for the improvement of the performance of the employee for the current year within his/her building or department.

- C. The Superintendent or his/her designee shall follow the procedures listed below in making the evaluations.
1. There shall be at least one conference with each employee before the official evaluation report is submitted to the Superintendent on or before June 30th of each school year. Those employees who are also having performance goals shall receive a written interim report by February 15th which shall include the summation specified in Section B above.
 2. The areas in which there are inadequacies shall be identified, and the employee shall be offered assistance in those areas.
 3. The official report to the Superintendent shall be in the form provided for herein and shall be based on the criteria in Section A above.
 4. The employee shall be given a copy of the final evaluation before it is presented to the Superintendent, and he/she shall sign it to indicate he/she has read it. He/she may also request that a copy of his/her own personal statement be submitted and attached for the official record.
 5. When an employee does not agree with his/her evaluation, he/she may, at his/her option, meet with the appropriate Board representative and attempt to resolve that part of the evaluation with which he/she is not in agreement. At his/her option, the employee shall be granted a meeting with the Superintendent to fully discuss the matter.
- D. Annually and before June 1st, members of the administration are expected to gather information regarding their performance from teachers and from

Article VIII - Employee Evaluation (continued)

administrators they supervise. The method used for gathering such information and the use to be made of the evaluation must be jointly agreed upon by the evaluatee and his/her supervisor.

- E. In the event an employee receives a column (1) designation in a single assessment category and has not fulfilled his/her job requirements and expectations defined in A.1., the Board may put the employee on a probationary status for the following school year to give the employee an opportunity to improve his/her performance, or it may implement Article VII, Section C, or Article VIII, Section B, with respect to him/her.

ARTICLE IX

LEAVES OF ABSENCE

A. Leaves of Absence With Compensation

1. Sabbatical Leave

In order to enhance the professional status of employees, the parties agree to the establishment of a Sabbatical Leave Committee to be comprised of an equal number of employees and Board representatives. The Association will select the employee members of this Committee. This Committee shall evaluate the qualifications of all applicants. The Superintendent shall, however, make the final decision with respect to such applicants. The Committee may also consult with the Superintendent annually with reference to possible changes in the criteria for the selection of employees seeking Sabbatical Leave. No more than two (2) of the employees may receive a Sabbatical Leave in any one school year. An employee, to be an applicant for a Sabbatical Leave, shall have a minimum of seven (7) consecutive years of service with the district immediately preceding the application for a sabbatical leave.

The compensation for an employee on Sabbatical Leave shall be one-half (1/2) of the base salary he/she would receive if he/she was employed as an employee during the period for which the leave is effective.

An employee on Sabbatical Leave shall be entitled to participate in the insurance programs provided for elsewhere in this Agreement. The Association and an employee on Sabbatical Leave agree that the Board shall not be held liable for the death of or injuries sustained by the employee while he/she is on Sabbatical Leave.

Prior to commencement of the Sabbatical, the employee shall either be given assurance of his/her return to his/her assignment or the assignment to which he/she will return shall be made known to him/her. It is recognized by the parties that in the event the anticipated position is abolished

Article IX - Leaves of Absences (continued)

during the Sabbatical Leave because of unforeseen circumstances relating to staff or budgetary reductions, program changes, and/or curriculum alterations, this provision shall not apply. An employee on Sabbatical Leave who will experience returning to a different assignment than the anticipated position will be notified as promptly as possible prior to his/her return. The assignment he/she will return to is also contingent upon the operation of other related provisions of this Agreement; e.g., Article VII, Staffing Methods and Procedures, Section D, Employee Reductions/Classification Eliminations. An employee returning from Sabbatical Leave shall be placed at the same position on the salary schedule as he/she would have been had he/she been employed in the District during such period.

The maximum duration of a Sabbatical Leave shall be for up to one (1) year. Unless otherwise approved, the period of the Sabbatical Leave will be coincidental with the school year (July through following June) of which it is taken.

If an applicant so requests it in writing, the Board will promptly communicate its decision on his/her sabbatical leave application.

An employee who takes a sabbatical leave agrees to return and provide full time service to the district for a period of at least three years. Any employee who discontinues his or her employment with the district before the conclusion of the three year period shall reimburse the district for the "pro rata" portion of salary received while on sabbatical leave, but not worked, up to a maximum of 3/3 of the salary.

2. Annual Two (2) Week Military Training Leave

An employee who is a member of the National Guard or a military reserve unit shall be granted a leave for his/her required and involuntary annual two (2) week training commitment if it must be attended during the school year. The Board will compensate an employee who qualifies under this provision the difference between his/her service pay and his/her current base pay, but only if by such a leave he/she would suffer a loss.

3. Jury Duty Leave

An employee who is summoned and reports for jury duty as prescribed by applicable law shall be paid the difference between the fee he/she receives for such service and the amount of daily base pay lost by him/her for such service. If the time required for such service on any one (1) day is four (4) hours or less, the employee will be required to return to work for the remainder of the day to his/her regular duties with the Board. Such compensation shall be payable only if the employee (1) gives the Board prior notice of call for such service, and (2) presents proper evidence as to the service performed and the fee received.

B. Leaves of Absence Without Compensation

1. Child Care Leave

Upon application an employee shall be granted up to twelve weeks of dependent care leave in accordance with the Family and Medical Leave Act. A leave of absence of up to one (1) year may be granted to an employee for child care for a new born or newly adopted child. A medical leave of absence for up to (1) year may be granted to an employee who suffers a maternity related disability, and shall commence as recommended in writing by the employee's physician, subject to the review and approval of a Board appointed and paid physician. The employee's date of return to active employment with the Board shall be as mutually agreed to by the parties.

2. Personal or Family Hardship Leave

A leave of absence may be granted up to one (1) year to an employee who has completed his/her probationary period and who provides written detailed information substantiating reasons for the requested leave. An application should be submitted a minimum of sixty (60) days prior to the requested commencement date of the leave.

3. Military Leave

A military leave of absence shall be granted to any employee who is inducted into or who enlists for military duty in the Armed Forces of the United States. Upon termination of such military service, the employee shall be offered reemployment in his/her previous position or in a position of like status and pay, unless circumstances have so changed as to make it impossible or unreasonable to do so, in which event he/she will be offered such employment as may be available which he/she is capable of doing at the current rate of pay for such work, provided he/she meets the following requirements:

- a. Has not been dishonorably discharged;
- b. Is physically able to do the work;
- c. Reports for work within ninety (90) days of the date of discharge, or ninety (90) days after hospitalization continuing after discharge for not more than one (1) year; and
- d. His/her period of military service did not exceed four (4) years plus any additional period in which he/she was unable to obtain orders relieving him/her from active duty.

4. Peace Corps Leave

A one (1) year leave of absence may be granted to an employee who joins the Peace Corps as a full time participant. Such leave may be extended for up to one (1) year at the request of the participant if this additional period is required to satisfy the duration of such enlistment requirements.

Article IX - Leaves of Absences (continued)

5. Public Service Leave

A leave of absence of up to one (1) year may be granted to an employee who is elected to a full time public office.

6. Meritorious Leave

The Superintendent may also grant a leave of absence for other reasons to an employee who sufficiently prior to its desired commencement submits an application setting forth the reason(s) such a leave of absence is desired and/or necessary.

ARTICLE X

COMPENSATION AND INSURANCE PROGRAMS

A. Compensation

The 1994-95 salary schedules for employees covered by this Agreement are set forth in Appendix A and are attached hereto and made a part hereof. The 1994-95 salary schedule is effective July 1, 1990 through June 30, 1991.

No later than April 1, 1995, the Board and Association shall meet to re-open negotiations on salaries and benefits for the 1995-96 school year. All other contract language shall remain the same for the 1995-96 school year.

Each full time and permanent employee, other than those classified for compensation purposes as department head, shall have the option of selecting one of the following forms of additional remuneration:

1. An annual Board paid \$1,000 Tax Sheltered Annuity which shall be awarded to the employee on an equal percentage basis over the pay periods that apply to the employee's contract years.

or

2. The Board shall provide a \$1,000 one time payment, in addition to the employee's annual salary. Such payment, to an employee who elects this option, shall be made to the employee in his/her last pay check applicable to his/her employment years in each of the years this contract is in effect.

An employee who works less than full time, or less than the full year for his/her classification, shall, depending on the option that he/she elects, receive such additional remuneration on a prorata basis.

Each full time and permanent department head shall have the option of selecting one of the following forms of additional remuneration:

Article X - Compensation and Insurance Programs (continued)

1. An additional Board paid \$750 Tax Sheltered Annuity which shall be awarded to the employee on an equal percentage basis over the pay periods that apply to the employee's contract years.

or

2. The Board shall provide a \$750 one time payment, in addition to the employee's annual salary. Such payment, to an employee who elects this option, shall be made to the employee in his/her last pay check applicable to his/her employment years in each of the years this contract is in effect.

B. Insurance Benefits

1. During the term of this Agreement, the Board shall provide each eligible employee and dependents with Blue Cross and Blue Shield of Michigan Series MSE Comprehensive Health Care Group Benefit with riders MSE-ECV, MSE-MCR and MSE-SAT with the \$5.00 co-pay Prescription Drug Program.
2. Each eligible employee shall have the option of selecting Blue Cross Blue Shield of Michigan Comprehensive Major Medical (CMM) benefit plan, with a \$250/500 deductible and with a \$7 co-pay Prescription Drug Program instead of the plan described in paragraph E.1.a., above.

Effective July 1, 1993, the Board shall establish individual flexible benefits accounts of \$975 for a single coverage, \$1250 for dual coverage; and \$1350 for family coverage to be used to offset co-pays and deductibles for each employee who enrolls in the CMM benefit plan. This benefit is available and usable with the CMM benefit plan only and cannot be claimed or used by any teacher for any other purpose.

No employee's dependents (spouse or children) otherwise eligible for or covered by a comparable hospital-medical-surgical insurance program elsewhere shall be provided the coverage described herein.

The Board may change to another hospitalization-medical-surgical carrier providing comparable or improved coverage. Prior to making such a change, and upon receiving a written request from the Association, a meeting will be held to review and discuss the reasons for the Board's decision. Either party may request the assistance of a mutually agreed on actuarial specialist, consultant, or insurance broker to evaluate and render an opinion on the question of comparable or improved coverage. The cost of such assistance to the parties will be shared equally by the parties.

C. Life Insurance

During the term of this Agreement, the Board shall provide all employees covered by it group term life insurance coverage, including accidental death and dismemberment, in the amount equal to two (2) times his/her

Article X - Compensation and Insurance Programs (continued)

contractual annual salary, rounded off to the next \$1,000. The U.S. Internal Revenue Code and the insurance carrier's contract terms and conditions will govern eligibility, benefits, etc. This coverage will commence following the time the Agreement becomes effective and when such coverage can be arranged with the insurance carrier.

Employees retiring on or after July 1, 1984, will be permitted at the time of retirement to elect to maintain the amount of group term life insurance that they have in force at the time, until attaining the age of 70.

They will be responsible for paying to the Birmingham Public Schools their applicable group rate for this coverage according to its procedures. This arrangement does not extend to the accidental death and dismemberment coverage and is subject to termination at any time in the future that fewer than 50% of the eligible retirees are participating.

NOTE: Once the retiree elects to drop the insurance, he/she cannot get back into the plan. Also, if a person chooses not to continue on a term basis, there is a conversion privilege.

D. Long Term Disability Insurance

During the term of this Agreement, the Board will provide long term disability income insurance with an elimination period of 180 days in the amount of 66-2/3% monthly salary to a maximum benefit of \$5,000 per month to age 65 integrated with any Workers' Compensation, primary and family Social Security, and Michigan State Teachers' Retirement Fund benefits. The insurance carrier's contract terms and conditions will govern eligibility, benefits, etc. This coverage will commence following the time the Agreement becomes effective.

E. In consideration of any applying, for earnings purposes, the pension contribution for each employee paid by the Board, department heads employed as of or after the effective date of this Agreement will be placed on the 1995-95 and 1995-96 salary schedule step nearest to his/her comparable teacher salary.

F. Department Head and	A — 5-9 teachers
Team Department Chairman	B — 10-19 teachers
Designations:	C — 20 or more teachers and team department chairmen
	D — Systemwide department heads

G. Dental Insurance

During the term of this Agreement, the Board will provide dental insurance coverage to each full time and eligible employee as specified and limited according to the following description:

a. BENEFIT LEVEL: 100% OF CUSTOMARY AND REASONABLE FEES.

Article X - Compensation and Insurance Programs (continued)

Diagnostic Services: Covered expenses include clinical oral examinations (twice per policy year) and patient consultations.

Preventive Services: Covered expenses include dental prophylaxis (twice per policy year); fluoride treatment and space maintainers (to age 19).

Palliative Treatment: Covered expenses include emergency treatment of dental pain.

b. **BENEFIT LEVEL: 80% OF CUSTOMARY AND REASONABLE FEES.**

Restorative Services: Covered expenses include amalgam silicate, acrylic or plastic, porcelain restorations, crowns and other restorative services.

Endodontic Services: Covered expenses include pulp capping, pulpotomy, root canal therapy, periapical services, and other endodontic procedures.

Periodontic Services: Covered expenses include surgical services, adjunctive periodontal services, treatment of gingivitis and periodontitis, and other periodontic services which treat diseases of the gums, tissues of the mouth, and bones supporting the teeth.

Oral Surgery: Covered expenses include simple extractions, surgical extractions, alveoloplasty, stomatoplasty, incision and drainage of intra-oral abscess, and other surgical procedures. Note: Tooth implantation and tooth transplantation are new procedures and are not covered at this time.

Radiographs: Covered expenses included bitewing radiographs (twice per policy year) and full mouth radiographs (every thirty-six (36) months).

Repairs, Adjustments, and Relining of Dentures and Bridges: Covered expenses include adjustments of dentures, repairs to dentures, denture relining, denture duplication, repairs to bridges, and re-cementing of bridges.

Adjunctive General Services: Covered expenses include general anesthesia, professional visits after regularly scheduled hours, and miscellaneous services such as the application of desensitizing medicaments.

c. **BENEFIT LEVEL: 80% OF CUSTOMARY AND REASONABLE FEES:**

Construction and Replacement of Dentures and Bridges: Covered expenses include construction or replacement of complete or partial dentures, additional units for partial dentures, other prosthetic services for dentures, bridge pontics, retainers, crowns used as retainers, and other prosthetic services for bridges. Note: The

Article X - Compensation and Insurance Programs (continued)

replacement of existing dentures or bridges is payable only after five (5) years or more have elapsed since the dental prosthesis had been installed under this plan. There are no restrictions on preexisting conditions.

Gold: Inlay or onlay, gold fill, gold crowns.

- d. Orthodontics: 80 percent to a maximum of \$1,000 lifetime maximum per eligible dependent to age 19.
- e. Other than for d., above, the maximum benefit per family member for the benefits described above shall be \$1,000 per policy year.

It is expressly understood and agreed by the Association this dental insurance plan shall provide or include any coverage, benefits, or payments for orthodontia as provided in d., above, and it also agrees the carrier shall be exclusively selected by the Board.

An employee who applies for this coverage shall confirm in writing his/her own eligibility and his/her spouse's and/or dependents' eligibility according to the foregoing.

This plan also provides for internal and external coordination of benefits.

The Association also agrees an employee's coverage will terminate at the end of the calendar month during which the employee's retirement, resignation, termination, or layoff becomes effective.

An employee who is on a leave of absence shall receive this coverage until the end of the third calendar month of such leave.

H. Vision Care Program

The Board shall provide each eligible employee and dependents with Blue Cross and Blue Shield of Michigan Vision Care Benefit Series A-80.

This coverage will have an annual eye exam and an annual replacement of eye glasses/frames or contact lenses as specified under the Blue Cross and Blue Shield of Michigan Vision Care Benefit Series A-80.

I. Option to Hospital-Surgical-Medical Insurance.

For the duration of this agreement and as an option to the CMM benefit plan, specified in subsection 1 of Article X, Section B, above, an otherwise eligible employee, who is not covered by the application of subsection 1, shall be granted the option of receiving a yearly cash stipend of \$1,400 instead of being provided any hospital-surgical-medical benefit in accordance with the terms of this agreement. The employee may elect to take this stipend as a yearly tax sheltered annuity (TSA) contribution instead of cash. The amount, cash or TSA, will be paid in equal installments on each pay check from September through June.

Article X - Compensation and Insurance Programs (continued)

In the case of spouses, both employed as employees in the district, one shall choose the health coverage necessary to cover his/her family as outlined in Article X B, above, and the other shall choose this option.

This section (Article X, I.) shall be subject to the procedures, policies and/or rules of any insurance carrier or organization providing coverage and benefits on the basis of the terms of Article X, B.

- J. A salary differential of \$615 added to the appropriate step of the salary schedule for those who have acquired 15 hours beyond the MA degree.

A salary differential of \$850 added to the appropriate step of the salary schedule for those who have a certificate of specialization or who qualified for a \$850 increment for 30 semester hours beyond the MA degree prior to September 1, 1967.

A salary differential of \$484 shall be added to each step of the department head annual salary schedule effective July 1, 1993.

- K. 1994-1996 Annual Mileage Payments

Principals	\$295
Asst. Principals and ATP's	148
Coordinators, except Special Education	768
Coordinator, Special Education	880
Remedial Reading Department Head	533

ARTICLE XI

RETIREMENT ALLOWANCE

The retirement allowance is available as defined in the schedule listed below for those administrative staff members who have a minimum of twelve years of administrative service to the Birmingham Public Schools and who are eligible for retirement benefits according to the rules of the Michigan Public School Employees Retirement System. Eligibility will be based upon one of three categories for administrative service of 12, 15, or 18 years.

Article XI - Retirement Allowance (continued)

Eligibility for retirement allowance will be premised upon receipt, by the Personnel Office, of a written resignation from the individual, confirmation in writing of eligibility to retire per the MPSERS and a retirement application.

Years of Administrative Service
Birmingham Public Schools

12 - 14 years	\$20,000
15 - 17 years	22,050
18+ years	25,900

If an administrator does not qualify for this payment with twelve or more years as an administrator in Birmingham, he/she can qualify for a payment of \$19,050 if he/she has a combination of teaching and administrative service in Birmingham equaling twelve years or more provided that the last three years were administrative service. Effective July 1, 1992, the payment will be \$20,000.

ARTICLE XII

NEGOTIATIONS

- A. It is contemplated that matters subject to collective bargaining but not specifically covered by this Agreement but of common concern to the parties shall be considered in professional negotiations between them, upon mutual consent, from time to time during the period of this Agreement upon request by either party to the other. If such negotiations are agreed upon, then the parties shall undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matters. However, nothing contained herein shall preclude the Association from negotiating with the Board on mandatory subjects of bargaining.
- B. Negotiations between the parties for the purpose of entering into a successor Agreement shall commence at least sixty (60) days prior to the expiration date of this Agreement.
- C. It is recognized by the parties that no final Agreement between them may be executed without ratification by the Board and by the Association.

ARTICLE XIII

SEVERABILITY

It is agreed by the parties that the written terms of this Agreement and their application and implementation shall be subject to and governed by the constitutions, statutes, legal opinions, ordinances, and governmental regulations of the United States, the State of Michigan, Oakland County, and all the political subdivisions or parts thereof included within the boundaries of the School District of the City of Birmingham. If any court of competent jurisdiction, governmental administrative agency, the Attorney General, or any other authority holds, interprets, or rules that any written term included in this Agreement or the application, implementation, or presence of such written term is unconstitutional, illegal, invalid, or that it violates, contradicts, or operates contrary to the intent of any Federal, state, county, or political subdivision law, ordinance, regulation, and/or legal opinion, the Agreements written term so affected shall become null and void and revert to collective bargaining if either party so wishes. Such determination shall not invalidate the remaining written terms of this Agreement.

ARTICLE XIV

WAIVER

Except as provided for in Article XII, A., the parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. The Superintendent and a committee of Board representatives shall meet with the Executive Committee of the Association once each calendar month

Article XV - Miscellaneous Provisions (continued)

during the school year (September through June) upon the written request of either party. The purpose of such meetings will be informational and to discuss proper matters of mutual concern which relate to the operation of the School District. The time and location of each month's meeting shall be by mutual agreement. At least five (5) school days prior to any such meeting each committee will submit to the other in writing an agenda of the subjects it proposes to discuss, if any. These meetings shall not supplant any of the provisions in Article VI (Grievance Procedure and Arbitration) or other provisions and requirements of the parties as set forth elsewhere in this Agreement.

- B. The Board agrees to provide each employee a copy of this Agreement following ratification of the Agreement by the parties, which shall be promptly thereafter confirmed in writing by them to each other.
- C. The Board agrees to render each employee full support while he/she is fulfilling his/her assigned duties and responsibilities and shall continue to provide liability insurance coverage. The Board will provide the Association with a letter confirming the amount of such coverage.
- D. The Board will reimburse employees for any loss, damage, or destruction of clothing or personal property of the employee while fulfilling professional duties and assignments, providing reasonable care has been used by the employee concerned. The Board and Association agree there shall be no duplication of benefits and such reimbursement will be determined after the employee's personal insurance coverage benefits, if any, are deducted from the amount of the claim.
- E. In addition to continuing the current mileage payments, the Board will also reimburse at the current IRS cents per mile rate an employee not currently receiving any mileage allowance for the authorized and required use of his/her personal automobile on matters involving official school district business. If the IRS rates should change, the board will adjust its mileage rate on the first of the succeeding month to reflect the change.
- F. The Special Education Department Head at each high school shall be designated as a Department Head B.
- G. Following approval by the deputy superintendent, high school principals may authorize up to fifteen (15) additional work days as needed at per diem rate for high school athletic directors.
- H. Prior to the implementation of any newly created administrative classification within this bargaining unit in the 1995-96 school year, the parties will negotiate salary, benefits, and working conditions for each such classification.

Article XV - Miscellaneous Provisions (continued)

I. Periods of Employment

The following table sets forth the number of actual days worked by the bargaining unit members during the annual employment periods covered by this agreement. It is understood under normal conditions employees will satisfy the majority of their various work day requirements while school is in session. In the event this is not practicable, other arrangements may be made between an employee and the appropriate Board representative. Ten (10) and eleven (11) month employees normally will not be scheduled to work during any vacation scheduled in the school calendar.

<u>Classification</u>	<u>Annual Work Days</u>	<u>Employment Period</u>
Department Chairman (A through D)	187*	August through Conclusion of School Year

* Teachers' work year plus two (2) days.

<u>Classifications</u>	<u>Annual Work Days</u>	<u>Employment Period</u>
Assistant MS Principal	214	August 1 through June 30
Assistant SHS Principal	214	August 1 through June 30
Coordinator A (11)	214	August 1 through June 30
Assistant Elementary Principal	213	August 1 through June 30
Elementary Principal	213	August 1 through June 30
Coordinator B (12)	227	July 1 through June 30
Assistant Intermediate Principal	214	August 1 through June 30
Intermediate Principal	214	August 1 through June 30
MS Principal	214	August 1 through June 30
SHS Principal	227	July through June 30

Any employee who is required to work an additional regular work day(s) beyond the number for his/her classification, set forth above, shall be compensated per diem based on his/her annual salary.

Article XV - Miscellaneous Provisions (continued)

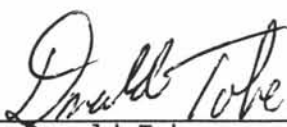
- I. An administrator who is laid off and who is paid unemployment compensation benefits during the summer immediately following the lay off and who is subsequently recalled to an administrative position at the beginning of the next employment year, as provided for in Article XV, Section H., shall have his/her compensation reduced by the gross dollar amount of the unemployment compensation benefits he/her was eligible for and received prior to the first day of his/her employment, provided, that his/her compensation shall not be reduced below that which he/she would have received had he/she been employed the entire employment year.
- J. Each department head will be provided with two (2) days-by-arrangement on the same basis as provided to teachers, to cover the two additional days added to the work year.
- K. Americans With Disabilities Act. The Board and the Association recognize their respective responsibilities to comply with the Americans with Disabilities Act (ADA) or other similar federal or state legislation, including steps needed in order to reasonably accommodate an employee's disability, such as, but not limited to, restructuring a job or position, reallocating or redistributing job functions or requirements, altering when or how job functions are performed, creating modified or part-time work schedules, granting preference in work schedules or shifts, creating flexible leave policies, providing disabled employees with transfers or reassignments to vacant positions and providing benefits that may be necessary to reasonably accommodate disabilities. In accordance with these principles, the Board will provide notice to the Association of any potential need for accommodation and seek Association input on proposed accommodations. A specific plan of reasonable accommodation proposed by an effected employee and the Association will be considered by the employer. In the event of a claim by the Association alleging that this provision has been misinterpreted or misapplied, this provision shall be interpreted in a manner consistent with the ADA and other similar federal and state legislation.

ARTICLE XVI

DURATION AND TERMINATION


This Agreement shall commence July 1, 1994, and shall continue in full force and effect until 11:59 p.m., June 30, 1996, at which time it will terminate. This Agreement or any of its written terms shall not be extended beyond 11:59 p.m., June 30, 1996, except by the written consent of each of the parties.

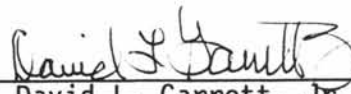
FOR THE ASSOCIATION:


By 
Donald Tobe
President and
Chairman Negotiating Committee

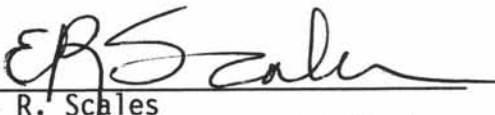
By 
Richard Durda
Vice President

FOR THE BOARD OF EDUCATION:

By 
Geoffrey Hockman
President

By 
David L. Garrett, Jr.
Secretary

By 
John W. Hoeffler
Superintendent

By 
E. R. Scales
Director of Personnel Relations

APPENDIX A: 1994-95 ADMINISTRATOR'S SALARY SCHEDULE

Annual Supplement	1st year	2nd year	3rd year	4th year	5th year	6th year
Department Head A	1,365	1,499	1,652	1,773	1,905	2,171
Department Head B	1,499	1,652	1,773	1,905	2,058	2,318
Department Head C	1,652	1,773	1,905	2,058	2,171	2,455
Department Head D	1,913	2,058	2,171	2,318	2,455	2,719

Annual Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Department Head A thru D	44,980	47,586	50,203	55,098	58,339	62,201	
Assistant Elementary Principal	59,771	61,623	63,903	66,344	68,911	71,762	74,458
Assistant Intermediate Principal	60,983	62,750	65,302	67,793	70,548	73,453	76,453
Coordinator A (11)	61,535	63,657	65,959	68,434	71,118	73,961	77,043
Assistant MS Principal	62,188	64,252	66,690	69,306	72,131	75,120	78,393
Assistant SHS Principal	63,288	65,505	67,925	70,547	73,569	76,397	79,620
Elementary Principal	65,683	67,942	70,456	73,117	75,977	79,034	82,275
Coordinator B (12)	66,311	68,818	71,457	74,348	77,365	80,614	84,033
Intermediate Grades Principal	67,006	69,376	71,985	74,786	77,720	80,869	84,417
MS Principal	68,329	70,810	73,514	76,455	79,463	82,704	86,559
SHS Principal	77,181	79,706	82,443	85,328	88,424	91,720	95,248

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

EVALUATION OF ADMINISTRATOR EFFECTIVENESS

Identifying Information

Evaluator _____ Evaluatee _____

Evaluator _____ Assignment _____

Check one:

- Annual Performance Review for _____ School Year
- Intensive Evaluation Report (Performance Goals Attached) for 19__ - 19__ School Year.

Signature:

Evaluator _____ Date Signed _____

Evaluator _____ Date Signed _____

Evaluator _____ Date Signed _____

The presence of the evaluatee's signature shall indicate that he/she has reviewed the report and is familiar with the evaluator's report. His/her signature does not necessarily imply agreement with the evaluation.

Check appropriate statement(s) below:

- Statement by evaluatee attached
- Statement of comments attached
- Intensive evaluation scheduled for next year
- Evaluatee placed on probation for the year 19__ - 19__

APPRAISAL OF ASSESSMENT CATEGORIES

<p>ASSESSMENT CATEGORY. The descriptions accompanying each category are a few examples of the areas that may be considered in evaluating performance. A single rating is to be given for the assessment of each category.</p>	Exceptional performance exceeding expected competence level	Adequate performance at expected competence level	Marginal performance slightly below expected competency level	Inadequate performance substantially below expected competence level
<p>1. Educational Leadership</p> <ul style="list-style-type: none"> • Emphasizes the importance of learning. • Knows and applies effective teaching and learning principles. • Sets expectations for curriculum quality through the use of standards and guidelines. • Ensures that staff use explicit performance data to check student progress. • Encourages excellence in student and teacher performance. • Maintains open lines of communications with parents. • Provides staff development opportunities that focus on instructional improvement. 	4	3	2	1
<p>2. Curriculum Supervision</p> <ul style="list-style-type: none"> • Clearly interprets learning goals and objectives to students, staff, parents, and the community. • Ensures that adopted instructional materials are used appropriately. • Effectively uses staff in curriculum planning and decision-making. • Builds good continuity across grade levels and instructional areas. • Ensures that the adopted curriculum is taught. 	4	3	2	1
<p>3. Maintaining of Learning Process</p> <ul style="list-style-type: none"> • Effectively uses test results, grade reports, and attendance records to identify teacher-learning problems. • Routinely shares student performance information with staff and community. • Ensures that assessment techniques used by staff match learning objectives. 	4	3	2	1
<p>4. Student Discipline</p> <ul style="list-style-type: none"> • Effectively enforces a written code of conduct of acceptable student behavior, discipline procedures, and consequences. • Effectively administers the school discipline plan according to the code of conduct. 	4	3	2	1
<p>5. Maintenance of Quality Instruction</p> <ul style="list-style-type: none"> • Supervises and evaluates staff in a manner that helps each employee set and work toward professional growth goals. • Effectively uses classroom observations to improve instructional competence. • Maintains procedures to resolve instruction-related problems in a timely manner. 	4	3	2	1
<p>6. General Administrative Responsibility</p> <ul style="list-style-type: none"> • Manages fiscal matters within budget allocations. • Supervises the maintenance of buildings, grounds, and equipment. • Prepares and submits reports and forms required by federal, state, and local authorities. • Administers terms of master agreement contracts. • Organizes and implements effective building operation procedures. • Implements Board of Education policy. • Fulfills elements of the job description. 	4	3	2	1

APPRAISAL OF ASSESSMENT CATEGORIES

<p>ASSESSMENT CATEGORY. The descriptions accompanying each category are a few examples of the areas that may be considered in evaluating performance. A single rating is to be given for the assessment of each category.</p>	Exceptional performance exceeding expected competence level	Adequate performance at expected competence level	Marginal performance slightly below expected competency level	Inadequate performance substantially below expected competence level
--	---	---	---	--

7. Level of Teaching Performance

Complete this section only if the administrator has classroom teaching responsibilities.

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Refer to relevant section of the Birmingham Public Schools Plan for the Evaluation of Teacher Personnel which amplifies the criteria for effective teaching. It will be found under the section entitled "The Appraisal Process."

GENERAL EVALUATION

Comments are encouraged for all appraisal areas, but are required when category 1 "inadequate performance substantially below expected competency level" is checked in any of the above preceding assessment categories. Add additional sheets if necessary.

JOINT LETTER OF UNDERSTANDING AND INTENT

The Board of Education and the Association of Birmingham School Administrative and Supervisory Personnel, School District of the City of Birmingham, agree the following principles and understandings shall apply to and govern the utilization and granting of employee compensated sick days and personal business days during the period from the effective date of the 1994-96 collective bargaining Agreement between the parties through June 30, 1996. In those cases of a continuing illness or injury, the compensation hereunder shall terminate when the employee has completed 180 calendar days and has qualified for LTD. In the event the employee is not granted LTD, he/she will be compensated for a total not to exceed 180 work days.

1. Each employee shall be granted, without loss of compensation, excused absences on those days on which his/her illness or injury does not enable him/her to work. A serious illness or injury of a member of his/her immediate family shall likewise be the basis for such an absence.

The employee will continue to or have any absence due to an illness or injury promptly reported. Medical documentation of the employee's period of absence may be required.

2. Each employee shall be granted, without loss of compensation, two (2) days per his/her annual employment period for his/her utilization on personal business matters that are of an urgent and significant nature and/or when personal business circumstances warrant such absences. In the event an employee experiences the need for any additional compensated personal business absences, they may be granted by the Superintendent or his/her designee. It is understood that both applications for such absences and the decisions made on them shall be reasonable.

The parties, in adopting the above procedure, both subscribe to a policy of fairness and reasonableness. It is also agreed that if subsequent to June 30, 1996 either party desires to revert to the former policy, that each employee will have reinstated the number of accumulated personal sick days he/she possessed as of the effective date of this procedure plus those days he/she normally would have accumulated during this time period reduced by the number of such compensated absence days he/she was granted through June 30, 1994.

The parties also agree they shall meet and discuss any questions or problems that arise by virtue of the implementation of this policy and shall strive for equitable related understandings.

FOR THE ASSOCIATION:

By Donald E. Tobe
Donald Tobe, President
Negotiating Committee Chairman

By Richard Durda
Richard Durda, Vice President

FOR THE BOARD OF EDUCATION:

By Geoffrey L. Hockman
Geoffrey L. Hockman, President

By David L. Garrett, Jr.
David L. Garrett, Jr., Secretary

By Dr. John W. Hoeffler
Dr. John W. Hoeffler, Supt.

