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MASTER AGREEMENT

COPPER COUNTRY EDUCATION ASSOCIATION /MEA/NEA

and the

L'ANSE AREA SCHOOL DISTRICT

BOARD OF EDUCATION

L'Anse Area Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

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PREAMBLE

This agreement, entered into this 1st day of September, 1985, by and between the Copper Country Education Association, of which the L'Anse Education Association is an affiliate, a voluntary unincorporated association or a Michigan corporation, hereinafter called the "Association", affiliated with the Michigan Education Association, hereinafter called the "MEA", and the National Education Association, hereinafter called the "NEA", and the L'Anse Area School District, hereinafter called the "Board".

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all full-time and part-time certified personnel on tenure and probation, guidance counselors, school librarians, reading therapists, vocational education teachers, special education teachers, school nurses, and nurses aide instructors employed by the Board (whether or not assigned to a public school building); but excluding the Superintendent, administrative personnel, substitute teachers, and all others not specified above. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as defined above.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

ARTICLE II

PROFESSIONAL DUES AND FEES

- A. Any teacher employed by the Board may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including local, state, and national dues. Such authorization shall continue in effect from year to year unless revoked in writing between August 1 and September 15 of any year. Pursuant to such authorization, the Board shall deduct one-tenth of state and national dues from the second regular salary check of the teacher each month for ten (10) months, beginning in September and ending in June of each year, or if the teacher so elects, payment may be made in full by check or payroll deduction. The Board shall also deduct from the first check in October the total dues and assessments payable to the Association. Deductions for teachers

privately prorated to complete payments by the following June.

- B. Each employee shall, as a condition of employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the 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. The employee may authorize payroll deduction for such fee. (In the event that the employee shall not pay such Service Fee directly to the Association or authorize payment through payroll deduction, the Employer shall,

pursuant to MCLA 408.477; MSA 17.277 (7) and at the request of the Association, deduct the Service Fee from the employee's wages and remit same to the Association.) Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each employee. Monies so deducted shall be remitted to the Association or its designee no later than twenty (20) days following deduction.

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

The Association agrees to indemnify and save the Board, and including each individual school board member, harmless against any and all claims, demands, costs, suits, or other forms of liability including back pay and all court or administrative agency costs that may arise out of or by reason of, action by the Board for the purpose of complying with this article.

- D. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE III

ASSOCIATION RIGHTS AND BOARD RIGHTS

A. Association Rights

1. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
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 agrees to be bound by any lawful order or award thereof.

3. The Association and its members shall have the right to use school building facilities, with the approval of the Administration, at all reasonable hours for meetings, providing they do not interfere with the normal school program. Bulletin boards and other established media of communication shall be made available to the Association and its members.
4. In April of each year on a date mutually agreed upon by the Superintendent and the Chairperson of the Association Negotiation Committee, there shall be a meeting between the Association P.N. Chairperson and the Superintendent to review the school district's tax structure, budgetary requirements, financial resources, general and specific problems, and to discuss long-range planning.
5. The Board shall place on the agenda of each regular Board meeting as one of the first items for consideration under "new business", any matters brought to its consideration by the Association, provided it has been discussed with the administration first, and so long as those matters are made known to the Superintendent's office by 9:00 a.m. on the Friday preceding the regular scheduled meeting.
6. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers in this article shall be deemed to be in addition to those provided elsewhere.

B. Board Rights

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

1. Such rights shall include by way of illustration and not by way of limitation, the right to:
 - a. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the school district.
 - b. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the provisions of this agreement.
 - c. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees.
 - d. Adopt reasonable rules, policies and regulations.
 - e. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof.
 - f. Determine the financial policies, including all accounting procedures.
 - g. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

- h. Determine the service, supplies and equipment necessary to continue its operations.

The exercise of these powers, rights, authorities, duties and responsibilities by the Board shall be limited only by the terms of this Agreement.

ARTICLE IV

PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement.
1. The salary schedule is based upon a normal weekly teaching load as hereinafter negotiated and defined from the first scheduled day of the school year through the last scheduled day. The first payday will be the Friday following the opening of school with subsequent pays to be bi-weekly. A teacher may choose to receive his/her pay in 26 bi-weekly checks, each being $1/26$ of the total contract amount; in 20 or 21 bi-weekly checks, all but the last being $1/26$ of the total contract amount, with the last being the total of the remainder due; or 20-21 bi-weekly checks, each check to be $1/20$ or $1/21$ of the total contract amount. Each teacher shall complete and return to the Superintendent's office, a form stipulating his/her payment preference prior to the end of the first week of school. New teachers will indicate their preference at the time they are employed.
 2. Teachers who work less than the full day shall receive salary and retirement and insurance benefits on a pro-rata basis, based on the same fraction as that of the day worked.
 3. Any teacher who suffers loss of pay shall be docked $1/\text{number}$ of days on the calendar for that particular school year, i.e. $1/182$.

- B. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.
- C. Proof of completion of hours or degree shall be presented during the periods of September 1 through October 15 and December 15 through January 15 for the purpose of making salary adjustments in cases where additional hours are earned. Contract adjustments will not be made at any other times during the year. Grade cards or transcripts will be accepted as valid proof of completion. Mid year adjustments will be pro-rated.
- D. Regular faculty members who substitute during a preparation period for a teacher who is absent may be paid ten dollars (\$10.00) per class period, or may accumulate one (1) period of Personal Leave time, at the discretion of the substitute teacher. Hours of accumulated Personal Leave under this article may not exceed one (1) full regularly scheduled school day, and will not be charged to accumulated sick leave, if used.

Regulations governing personal leave days as stipulated in Article XI.E.4. will apply to leave requests.

ARTICLE V

TEACHING HOURS

- A. The normal work day for all teachers shall begin 15 minutes prior to the start of classes and shall end 15 minutes after student dismissal time. The normal six (6) period day shall be six (6) hours and 25 minutes.
1. On days of delayed opening of school and/or early dismissal, except when teachers are scheduled to remain after student dismissal time for staff meetings, parent-teacher conferences, in-service, etc., the teacher day shall begin 15 minutes prior to the start of classes and shall end 15 minutes after student dismissal.
 2. Teachers shall have a duty-free, uninterrupted lunch period of not less than twenty-five minutes.
 3. Scheduled staff, or committee meetings, may be held by the Administration or department coordinator, provided notification is received by the staff at least three days prior to the scheduled meeting, or by mutual consent of the president of the LEA and the administration, in addition to the times shown above.
- B. If it becomes necessary to begin classes in the high school one hour earlier, teachers will be assigned to the earlier period on a voluntary basis and shall have a consecutive work day of six (6) hours and 25 minutes, based upon a six (6) period day.

- C. The normal work year covered by this Agreement shall be 182 days. This includes a minimum of 180 student attendance days plus two (2) teacher work days.

- D. Duty schedules for staff members who are not engaged in a regular classroom schedule may differ in hours from the above. The time schedule and job description for such staff members will be on file in the Principal's office.

- E. In the elementary school, when students are assigned to music and physical education, this will be a preparation period for the regular teacher.

- F. Full-time teachers may, at their option and with the consent of the Board, participate in a reduced time or job sharing program. Written application for such is to be made on the form, agreed to by both parties to this Agreement, available in the Superintendent's office.

ARTICLE VI

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

- A. The qualification for employment/assignment shall be possession of a valid certification or approval by the State Department of Education.
- B. Teachers will not be assigned outside their area of certification.
- C. The normal six (6) period weekly teaching load in the Junior-Senior High School will not be more than twenty-five (25) contact periods and not less than five (5) unassigned preparation periods.

The Board will make a concerted effort to provide elementary teachers with at least five (5) unassigned preparation periods of one-half (1/2) hour or more in duration per week.

No teacher in the Junior-Senior High School shall have more than three (3) subject preparations based upon a six (6) period day, unless it is mutually agreed, in writing, for that school year only.

- D. All teachers shall be notified in writing prior to July 1, of their assignments and schedules for the following school year. There will be no departure from said assignments/schedules except in case of emergency. An emergency is to be defined by mutual agreement between the Administration and the LEA President.

- E. Changes in assignments shall be governed by Articles VIII and IX (Vacancies and Promotions, and Transfers).

- F. Any person who does not possess a degree or a teaching certificate shall not be placed in an instructional capacity for any reason at any time (exceptions - student teachers).

ARTICLE VII

TEACHING CONDITIONS

- A. Because the pupil-teacher ratio is an important aspect of any effective educational program, the parties agree that class size should be lowered whenever feasible.

<u>Class - Elementary</u>	<u>Maximum</u>	<u>Optimum</u>
K-2	25	16
3	28	18
4-6	28	18
Multiple Classroom Situations	25	18

<u>Class - Secondary</u>	<u>Maximum</u>	<u>Optimum</u>
Art	20	16
Vocational Offices	16	12
Industrial Arts	Stations Available	
Physical Education	30	22
Health	24	16
Science	24	16
Languages	20	16
Shorthand	24	16
Typing	Stations Available	
Mathematics	25	16
General Business Education	25	16
Social Studies	24	16
English	24	16
Music	No limit for vocal	
Homemaking	Stations Available	

1. For the 1985-1986 school year, any teacher in grades K-6 whose class size exceeds the maximum number listed above during the entire first twelve (12) week period in a school year will receive one (1) day of personal leave. If the class size exceeds the maximum during the entire second twelve (12) week period, an additional day of personal leave will be granted. These days will not be chargeable against sick leave. At the teacher's discretion, he/she may elect to receive a payment equal to the amount paid to a substitute teacher for one full day instead of one or both of the personal days. Should the class size exceed the maximum during the entire third twelve (12) week period, the teacher shall receive a payment equal to the amount paid to a substitute teacher for one (1) full day. Any payment due a teacher will be made in the last pay of the school year.

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably and properly equipped and maintained.

- C. The Board shall make available to each school building adequate restroom and lavatory facilities exclusively for teacher use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted. Separate lavatory facilities will be provided for the faculty at Laird.
- D. All teachers shall be entitled to a duty-free uninterrupted lunch period. In the event, however, that qualified personnel cannot be found to assume supervision responsibilities during this time, the teacher who assumes this responsibility shall be paid at a rate of ten dollars (\$10.00) per hour.
- E. Telephone facilities shall be made available to teachers for their reasonable use from 8:00 a.m. until 8:00 p.m. daily. The charge for a long distance call for personal use shall be paid by the teacher making the call.
- F. Adequate parking facilities shall be made available to teachers for their exclusive use on a first-come/first-serve basis.
- G. The provisions of the Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, membership in the Association or with the activities of any employee organization.

H. A teacher shall not be responsible for any activity connected with collections of money for any purpose unless he/she volunteers to do so.

ARTICLE VIII

VACANCIES AND PROMOTIONS

- A. A vacancy shall be defined as a position within the bargaining unit presently unfilled including newly created positions, as well as such positions currently filled but anticipated to be vacant.
- B. Vacancies occurring within the bargaining unit shall be posted in a designated area of each district building and a copy of such posting sent to the Association President. Any qualified bargaining unit member may apply for such positions by submitting a written application to the Superintendent of Schools within seven (7) school days of the posting date during the school year and within fourteen (14) calendar days of the posting date during the summer recess. Bargaining unit members will have seven (7) school days following a vacation period during the school year to apply for positions posted during the vacation period. Said positions should be filled by the certified applicant with the greatest seniority in the school district.
- C. Promotion as defined in this agreement, shall mean placement within a position of the bargaining unit with additional responsibility and with additional compensation over and above the regular teaching assignment. This promotion specifically refers to Department Heads/Coordinators. All openings in promotional positions shall

be filled by current bargaining unit members whenever possible. Promotion should be on the basis of seniority and qualifications. Qualification for promotion shall mean experience in the area or at the level (elementary/secondary) and competence, as reflected in evaluations and education.

- D. Any teacher who shall be granted employment in this school district in an administrative position outside the bargaining unit, and shall later return to a bargaining unit position, shall be entitled to retain such rights as he/she may have had under this Agreement prior to attaining administrative status.

ARTICLE IX

TRANSFERS

- A. Since the frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance, the parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.

- B. In the event that transfers of teachers appear to be necessary, the Association shall be notified in the same manner as provided in Article VI.

- C. Any teacher who shall be transferred to an administrative position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to administrative status.

- D. Consideration should be given in terms of seniority as defined in Article X.

ARTICLE X

REDUCTIONS IN PERSONNEL, SENIORITY, AND RECALL

- A. It is hereby recognized that it is within the discretion of the Board to reduce its educational program, curriculum, and staff, and that the procedures set forth in this article shall be used in laying off personnel.
- B. Before the Board makes any reduction in personnel, it will first consult with the Association regarding the effects of such reduction.
- C. In the event that a reduction of staff is deemed necessary, leaves of absence without pay will automatically be granted to any and all teachers affected by the reduction if the teacher(s) so choose(s). Such leave shall be in accordance with Article XII.
- D. During said layoff a teacher shall not receive insurance benefits at Board expense, but may elect to continue insurance benefits by paying the premiums, therefore, at the payroll office. Also, the teacher's seniority shall remain unbroken despite such layoff, and his/her accumulated sick leave shall not be cancelled but shall remain credited to him/her.
- E. In order to promote an orderly reduction in personnel when the educational program, curriculum and staff is curtailed, the following procedure will be used:

1. Probationary teachers shall be laid off first. A probationary teacher shall not be laid off unless there is a tenure teacher who is certified, qualified and available to perform the duties of the position the probationary teacher is vacating, or unless the position that the probationary teacher is vacating is being eliminated altogether.
 2. If the reduction of teachers is still necessary, then tenure teachers in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereinafter provided. Layoffs made pursuant to this section shall be made in the inverse order of seniority, i.e., those with the least seniority are to be laid off first.
 3. Seniority shall be prorated according to time worked.
 4. A teacher who is laid off pursuant to this article has the right to be placed in a position for which he is certified and qualified to fill and which is occupied by a teacher with less seniority.
 5. When seniority and certification are equal, educational level (degrees, majors, minors, hours) shall be the final determining factor.
- F.
1. A seniority list of all teachers shall be prepared by the Board and verified by the Association by October 15, of each year.
 2. Seniority for purposes of layoff shall be defined as the total years of teaching experience with the district from the

employee's last date of hire with the district. Pro-rata credit will be given for those years with less than full-time service.

- G. The Board and the Association will confer prior to making transfers and assignments regarding the reduction and recall of the professional staff.
- H. If a position exists within the school district for which the released teacher is qualified and certified, the teacher shall be notified by certified mail, return receipt requested, at the last known address. Within fourteen (14) calendar days of the receipt of a written offer to return to employment, the teacher shall accept the position by replying in writing, or it shall be determined that said teacher has declined the position.
- I. Recalls will be in inverse order of layoffs. Probationary employees will remain eligible for recall for a period not to exceed two (2) years.
- J. The Board agrees to abide by the provisions of the Teacher Tenure Act in notifying affected teachers.

ARTICLE XI

SICK LEAVE BENEFITS

A. Amount, Accumulation and Retirement Status.

1. All full-time teachers employed by the L'Anse Area Schools shall be credited with thirteen (13) sick days per year. Teachers employed less than full-time will receive a pro-rated number of days based on the scheduled assignment.
2. Unused sick leave shall accumulate to one hundred twenty (120) days.
3. Payment of accumulated sick leave shall be paid to the teacher on the last payday of his/her services on retirement, provided said teacher has been an employee of the District for a period of at least five (5) consecutive years prior to retirement. Payable sick leave shall be capped at fifty-five (55) days with the daily rate to be determined by the number of contracted days for the contract year in which retirement becomes effective (i.e., 1/182). An employee eligible for this provision must be eligible for retirement as stipulated by the Michigan Public School Employees Retirement Act.
4. After ten (10) years of teaching in the District, accumulated sick leave shall be payable to the teacher's designated beneficiary or next of kin upon the death of the teacher, with the amount to be capped at fifty-five (55) days.
5. Sick Leave Bank
 - a. Days are accumulated by the "Sick Leave Bank" any time a teacher is absent and no substitute is hired. (Student teacher takes classes, or classes are cancelled.)

- b. The "Bank" days will be used by teachers, according to need, as determined by a committee comprised of the L.E.A. Executive Committee and the Superintendent.
 - c. Days used by any teacher will be paid back to the bank as that teacher accumulates them.
 - d. In case of need by more than one teacher, they shall receive consideration in proportion to length of service.
 - e. If there are no accumulated days in the "Sick Leave Bank", this section is temporarily suspended.
 - f. A limit of fifty (50) days may be accumulated in the "Sick Leave Bank".
- B. Sick leave may be used for personal illness or accidental injury including the period of personal disability and incapacitation due to pregnancy, childbirth and recovery or complications therefrom. All teachers aware of an impending period of physical disability or illness shall notify the administration of such as soon as possible.
- C. In case of a dispute between the employer and the employee as to whether a teacher, under this provision, is able to adequately perform the duties to which he/she is regularly assigned, a physician other than the teacher's physician shall be consulted at Board expense. If this opinion is in conflict with that of the teacher's physician, a third physician shall make the final and binding determination. The third opinion shall also be at Board expense.

D. Any regular employee of the school system who sustains an injury or occupational disease arising out of, and in the course of, any employment with the District, shall be continued on the payroll to the extent of one's sick leave reserve, provided that where income is received under the Worker's Compensation Act, such income shall be supplemented by the Board of Education with an amount sufficient to maintain the employee's regular gross salary or wage for a period not to exceed the number of days in the employee's sick leave accumulation. When the Board supplements the teacher's income under the Worker's Compensation Act, the sick leave accumulation shall be reduced equal to the proportion of the regular salary paid by the Board.

E. Leaves of absence chargeable against sick days shall include:

1. Illness or medical treatment in the immediate family. Dental appointments, eye appointments, and other appointments of this type should be scheduled after school hours, on weekends, or during vacation periods. Immediate family to be defined as spouse, children and parents of employee or spouse and dependent of immediate household.
2. Emergency illness in family, to enable teacher to make arrangements for necessary medical and nursing care.
3. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants it.
4. Three (3) days per year for personal use. The number of teachers granted personal day leave on any one day will be

determined by the availability of substitute teachers. Requests for Personal Day must be submitted in writing at least three (3) days prior to the day's leave of absence, but not to exceed fifteen (15) teaching days prior to the leave of absence. Personal leave before and after a holiday recess and the first and last week of school must be accompanied by a written reason for administrative approval.

ARTICLE XII
LEAVES OF ABSENCE

Paid Leaves

A. Leaves with pay not chargeable against sick days subject to administrative approval shall include:

1. Death in immediate family of the teacher.*

**Immediate family shall be interpreted as parents, or foster parents, spouse, child, sister, brother, grandparent, grandchild, corresponding relative of the teacher's spouse, or a dependent of the immediate household.*

2. Jury Duty - A teacher who serves jury duty during his/her regular scheduled workday will be paid the difference between the jury duty pay and his/her regular pay if the jury duty pay is less. If the employee is excused as a juror in sufficient time to report for work in the afternoon, he/she will be required to do so.
3. Court appearances as a witness in any case connected with the teacher's employment, or school, and whenever a teacher is subpoenaed to appear at a hearing or in court.
4. Approved visitation to other schools, or for attending educational conferences and conventions.
5. Time to take selective service exam.
6. Administrative Leave - For special reason and with just cause, administrative approval may be granted to any teacher for requested leave.
7. A delegated teacher shall be released from regular duty without loss of salary or without time being charged against sick

days or personal use days for the purpose of participating in area, district, regional and state meetings of the Michigan Education Association, subject to the approval of the President of the Association. A maximum block of six (6) days per school year shall be designated for miscellaneous Association business.

Unpaid Leaves

- A. Leaves without pay may be granted with administrative approval for the following reasons:
1. Any person whose personal illness exceeds his/her maximum sick leave shall be granted a leave of absence, without pay, for such time as is necessary to complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, or to a substantially equivalent position.
 2. Leaves without pay may be granted for personal reasons.
 3. Personal days without pay in the amount of five (5) days per teacher per school year.
- B. Leaves without pay may be granted with Board approval for the following reasons:
1. Study related to teacher's licensed field.
 2. Study to obtain teacher certification or license in field other than the one now held.
 3. Study, research, or special assignment that will benefit the school system.

4. Exchange teaching. An additional year may be granted with Board approval. Seniority and sick leave accumulations shall be retained. The Board reserves the right to determine whether or not a salary increment increase shall be granted.
5. A military leave of absence shall be granted to any teacher who shall be inducted for any military branch of the armed forces of the United States. Upon return from such leave the teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the system during that period, and shall receive all rights and benefits accorded by state or federal law. Those persons who desire to enlist in the service may apply for leave of absence in accordance with the provisions of this contract..
6. Child Care Leave - The Board shall grant to any teacher a leave of absence following the birth of a child by a spouse or teacher for the purpose of remaining at home up to one (1) year.
 - a. Reinstatement shall be to the teacher's former position or a similar position at the beginning of a new semester unless mutually agreed otherwise.
 - b. A teacher on child care leave of absence shall be given credit on the salary schedule for all time spent on such leave (not to exceed one semester).
 - c. A teacher has the right to continue on the group insurance plans at his/her own expense subject to the underwriting regulations of the insurance carrier.

ARTICLE XIII

INSURANCE PROTECTION

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection:

- A. The Board shall pay in full the premium for a single employee, employee and spouse, employee and dependents, or full family Blue Cross-Blue Shield Medical Plan B with a \$.50 co-pay prescription rider or MESSA Super Med II Health and Hospital Insurance for those teachers desiring coverage.

Any employee not electing health care protection as provided above, may, upon written application, apply the single subscriber rate of said health care insurance toward the purchase of the non-taxable MESSA Fixed and Variable Options and MEFSA programs. Any amounts exceeding the single subscriber rate shall be payroll deducted.

- B. The Board agrees to pay in full the premium for MESSA/Delta Dental Care, Plan A with 006 Rider, including internal and external coordination of benefits (COB) for each eligible teacher, their spouse and children.
- C. The Board agrees to pay in full the premium for MESSA Intermediate Vision insurance, including internal and external coordination of benefits (COB) for each eligible teacher, their spouse and children.

E. The insurance coverage for a teacher shall be continued on a pro-rated basis in proportion to the percentage of the school year completed when the resignation takes effect, provided the following conditions have been met:

1. The teacher has been or would have been offered a contract for the succeeding year(s), or
2. The teacher was not offered a contract solely because of staff reduction in accordance with this Agreement.

A teacher eligible for the extended insurance coverage agrees to extend any remaining salary payments throughout the period in which the insurance coverage is continued.

F. General provisions governing insurance coverage include:

1. The Board agrees to provide the above mentioned insurance benefits within the underwriting rules and regulations as set forth by the insurance carrier in the master contract held by the policyholder.
2. Employees newly hired by the Board shall be eligible for Board-paid insurance premiums upon acceptance of written application by the insurance carriers.
3. Employees who have Board-provided insurance are responsible to contact insuring carrier within 30 days of termination for conversion provisions available after termination.
4. Changes in family status shall be reported by the employee to the personnel office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his or her behalf for failure to comply with this paragraph.

5. An employee eligible for Medicare shall enroll for Medicare benefits (Parts A & B) within 30 days of his or her first eligibility date. The employee shall be held responsible for any overpayment of insurance premiums made by the Board for failure to comply with this paragraph.

ARTICLE XIV

TEACHER EVALUATION

- A. All observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- B. The evaluation form that the teacher signs shall be the one to be placed in his personnel folder and duplicated for him.
- C. Each teacher shall have the right upon request to review the contents of his own personnel file.
- D. A teacher is entitled to have present a mutually agreed upon representative of the Association when he is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in professional performance. When a request for such representation is made, no action shall be taken with respect to a teacher until such representative of the Association is present.
- E. No tenure teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage shall be subject to the professional grievance procedure hereinafter set forth.
- F. Tenure teachers shall be formally evaluated at the discretion of the building Principal.

F. Tenure teachers shall be formally evaluated at the discretion of the building Principal.

- E. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable to the Board, except in the case of negligence or neglect of duty, for any damage or loss to person or property.
- F. A teacher may exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. Said student will report to his/her building principal and in such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will allow, full written particulars of the incident. Final disposition of any student disciplinary case, however, will always be made by the principal. The principal will communicate to the teacher, in writing, that the discipline referral is being addressed.

ARTICLE XVI

NEGOTIATION PROCEDURES

- A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern of the parties which have not been fully or adequately negotiated between them.

It is in the public interest that the opportunity for mutual discussion of such matter be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

- B. A reasonable time prior to expiration of this Agreement, upon request of either party, negotiations will be undertaken for an agreement covering the following school year.
- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.
- D. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in

keeping with the high standards of the profession. Accordingly, the Association agrees that during the duration of the Agreement, it shall not direct, instigate, participate in, encourage or support any strike against the Board by any teacher or group of teachers.

ARTICLE XVII

PROFESSIONAL GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or any rule, order, or regulation of the Board which violates the express terms of this contract, may be processed as a grievance within thirty (30) calendar days of the occurrence as hereinafter provided.
1. The placing of a non-tenure teacher on a third year of probation shall not be the basis of a grievance beyond the Board level.
- B. The grievant may invoke the formal grievance procedure on the form set forth in annexed Appendix F-1, signed by the grievant and a representative of the Association, which form shall be available for the Association representative in each building. A copy of the grievance form shall be delivered to the principal or supervisor. If the grievance involves more than one school building, it may be filed with the superintendent or a representative designated by him.
- C. Within three (3) school days of receipt of the grievance, the principal or supervisor shall meet with the Association in an effort to resolve the grievance. The principal or supervisor shall indicate his disposition of it in writing within three (3) days of such meeting, and shall furnish a copy thereof to the Association.

- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) school days of such meeting (or six (6) school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the superintendent. Within five (5) school days the superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three (3) school days of such meeting, and shall furnish a copy thereof to the Association.
- E. If the Association is not satisfied with the disposition of the grievance, by the Superintendent or his designee, or if no disposition has been made within three (3) school days of such meeting (or six (6) school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the Association.
- F. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within

the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any grounds or to reply on evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgement thereon may be entered in any court of competent jurisdiction.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties.
- H. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.
- I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict

adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

- J. If an individual teacher has a personal complaint which he desires to discuss with a supervisor, he is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interest of the teachers shall be the sole responsibility of the Association. It is recommended that a conference with the building principal and/or superintendent be held prior to initiating formal grievance procedures.

ARTICLE XVIII

TEACHER RESPONSIBILITIES

- A. The teachers agree to abide by the following specific teacher responsibilities:
1. It is the responsibility of the Association and each individual teacher to honor Board policies and administrative regulations that are not in conflict with the terms of this Agreement. It is neither the function nor the right of the Association or individual teacher to assume administrative responsibilities.
 2. It is the responsibility of the Association and each individual teacher as well as the Board of Education, to provide the highest quality educational program possible for every boy and girl in the school district.
 3. Teachers are required to be in their classrooms unless otherwise assigned during all their scheduled classes unless an emergency arises, in which case arrangements should be made for supervision of students.
 4. Participation in curricular activities intended for individual professional growth of teachers and for the progressive evolution of a K-12 curriculum:
 - a. Faculty meetings
 - b. Pilot projects and curricular innovations for experimentation with new methods and/or materials.
 - c. Grade level meetings to discuss current policy, develop budget requests, or coordinate teaching efforts in a subject area.

- d. Discussion periods with principal, counselor, or subject coordinator to seek solutions for individual teaching problems.
 - e. Previewing audio-visual materials.
 - f. Examination of new texts and teaching equipment.
 - g. Reading professional journals.
 - h. Teachers who participate in the development, writing, implementation, and evaluation of a special long-term project funded through resources of the state or federal government, or by funds allocated within the particular project for such specific purpose will be remunerated in accordance with the guidelines established for such project, provided, however, that prior approval is received from the administration for the submission of such project, and provided such project is funded.
5. Attendance at all school functions held during the normal school day such as assembly programs, concerts, pep sessions, staff or grade level or departmental meetings, etc., is compulsory. Also, attendance at school functions outside the normal school day such as athletic contests, band concerts, Honors Convocation, Commencement activities, etc., is highly desirable.
6. Lesson plans should be written which are concise and clear, and which could be followed reasonably well by a substitute teacher. They should meet the needs of pupils on different levels of ability.

7. Teachers should at all times carry out responsibilities and duties conscientiously, such as advisorships of classes and other organizations, hall and recess supervision, etc., which are expected of teachers.
8. Teachers should make every effort to meet with parents for conferences to discuss pupil learning problems and other items of mutual concern, during conference hours or before and after school.
9. Objective evaluation of the progress of each pupil.
10. Observation of pupils in a variety of circumstances and recording of pertinent information for discreet use by teachers, counselors and principal.
11. Consideration of home conditions which hamper learning and make scheduling of parent-teacher conferences during usual school hours impossible.
12. Extra-curricular activities contribute to the formal course of study, help maintain pupil morale and assist in establishment of good school-community relations. These duties should be shared by all faculty members.
13. Completion of designated clerical duties such as attendance sheets, office questionnaires, etc., completely and on time.

The above are educational responsibilities of all professional personnel. Violations of these responsibilities should never occur; however, if violations of the above responsibilities occur to the extent that the administration feel they detract from the overall educational program, an administrative reprimand would be made part of the evaluative process and would result in a condition of employment.

ARTICLE XIX

PROFESSIONAL STUDY COMMITTEE

- A. There is hereby established a Professional Study Committee composed of teachers and School Board members working with the superintendent and principals of the school district to be selected by the Association. The Professional Study Committee shall investigate matters of mutual concern for the improvement of education. The Professional Study Committee shall meet a minimum of once a semester, the first meeting to be scheduled before January 15, of the first semester, and the second meeting before May 15, of the second semester. It shall be the joint duty of the Superintendent and the Association Committee Chairperson to schedule these meetings and develop the agenda.
- B. The Professional Study Committee shall be established to study such matters as:
1. Creating special job descriptions.
 2. Evaluating special curriculum programs.
 3. General curriculum development which would affect the continuing excellence of the L'Anse Area Schools.
 4. Inservice meetings or workshops.
 5. General school policies.
 6. Teacher evaluation mechanisms.
- C. The Professional Study Committee may establish a maximum of four (4) in-service training programs for the benefit of the school

personnel each school year. Students may be dismissed early for the in-service days and the activities will conclude no later than one (1) hour after the regular teacher dismissal time, unless mutually agreed upon to extend the time.

ARTICLE XX

EARLY RETIREMENT INCENTIVES

- A. The teacher must have reached the age of 55 at the expected time of retirement.
- B. The teacher must have taught a minimum of 15 years in L'Anse or have 20 years of teaching experience (of which 10 years must have been in L'Anse).
- C. During the first year of retirement, the teacher will receive payment for his/her unused sick leave and the early retirement incentive of \$1800; the second year \$1800, and the third year \$1800. (The payments of \$1800 are hereinafter referred to as the incentive pay.)
- D. Payment of the incentive check will take place within 45 days of the last day of work and in subsequent years within 45 days of the anniversary of retirement.

Payment of the unused sick leave benefit will also be made within 45 days of the last day of work or, at the teacher's request, may be deferred for a period not to exceed twenty-four (24) months. Payment of the deferred benefit will be limited to one (1) payment per calendar year with the maximum number of payments being two (2).
- E. Any unpaid benefits as specified in paragraph "C" will be made to the beneficiary of the retiree in case of his/her death.

- F. Teachers must retire by the end of the school year in which they reach their 59th birthday in order to take advantage of the full retirement benefit as specified in paragraph "C" of this Article.

- G. Teachers who have reached their 59th birthday during or before the 1982-83 school year must retire by the end of the 1983-84 school year in order to take full advantage of the retirement benefit as specified in paragraph "C" of this Article.

- H. Each year that a teacher delays retirement after becoming eligible for the benefit will result in the loss of benefit for one (1) year. Hence, a teacher who delays retirement for three (3) years would not be eligible for any early retirement incentive payments under this Article.

- I. Notice of intent to retire will be given to the Superintendent 90 days before the date of expected retirement. This requirement can be waived, for cause, by mutual agreement of both parties.

- J. For the purpose of clarification the school year shall be defined as July 1 through June 30.

- K. This Article may not be altered until July 1, 1986.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

- A. The Board agrees at all times to maintain an adequate list of qualified substitute teachers. Teachers who cannot be in school, will call their principal as soon as possible to report unavailability for work. If at all possible, a teacher shall notify the principal before the day of an anticipated absence. Once a teacher has reported unavailability, it shall be the responsibility of the administrator to arrange for a substitute teacher.
1. It shall be the duty of the administration to notify the substitute of all the duties of the teacher for that day or days.
- B. The Association shall be duly advised by the Board of fiscal, budgetary and tax programs affecting the district, and the Association shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

- D. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- E. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXII

DURATION OF AGREEMENT

A. This Agreement shall be effective as of September 1, 1984, and shall continue in effect for one (1) year.

BOARD OF EDUCATION

EDUCATION ASSOCIATION

Chairperson

Chairperson

_____ *

1. _____ *

2. _____ *

3. _____

*Board Negotiating Team

Schedule A

The 1985-86 salary schedule includes a base and 14 additional steps. Vertically, each step is a 4% increase over the previous step. Horizontally, the middle column reflects a 4% increase over the same level in the B.A.-B.S. column, and the M.A.-M.S. a 6% increase over the same level in the middle column. The index figure represents each dollar amount as a percentage of the base.

	B.A.-B.S.		B.A.-B.S. + 18 Hours or Continuing or Permanent Certification		M.A.-M.S.*	
Base	13,650	(1.000)	14,196	(1.040)	15,048	(1.102)
1	14,196	(1.040)	14,764	(1.082)	15,650	(1.147)
2	14,764	(1.082)	15,354	(1.125)	16,276	(1.192)
3	15,354	(1.125)	15,969	(1.170)	16,927	(1.240)
4	15,969	(1.170)	16,607	(1.217)	17,604	(1.290)
5	16,607	(1.217)	17,272	(1.265)	18,308	(1.341)
6	17,272	(1.265)	17,962	(1.316)	19,040	(1.395)
7	17,962	(1.316)	18,681	(1.369)	19,802	(1.451)
8	18,681	(1.369)	19,428	(1.423)	20,594	(1.509)
9	19,428	(1.423)	20,205	(1.480)	21,418	(1.569)
10	20,205	(1.480)	21,014	(1.539)	22,274	(1.632)
11	21,014	(1.539)	21,854	(1.601)	23,165	(1.697)
12	21,854	(1.601)	22,728	(1.665)	24,092	(1.765)
13	22,728	(1.665)	23,637	(1.732)	25,056	(1.836)
14	23,637	(1.732)	24,583	(1.801)	26,058	(1.909)

Degree* plus 10 Hours - \$100 additional

Degree* plus 20 Hours - \$100 additional

Degree* plus 30 Hours - \$100 additional

**Reimbursement (for degree hours) shall apply only to teachers with a Masters Degree.*

Longevity Allowance:

- 10 years teaching experience in L'Anse System - 3.5% of base additional.
- 15 years teaching experience in L'Anse System - 3.5% of base additional.
- 20 years teaching experience in L'Anse System - 3.5% of base additional.

Credit for teaching experience outside this school district may be allowed whenever the prior service of the teacher is deemed satisfactory, but full credit shall be given for the first 5 years of teaching experience.

The school nurse/nurse aide instructor shall receive a salary of \$12,200 for the 1985-86 school year.

APPENDIX B

Schedule B

1985-1986

Payments to teachers on Schedule "B" will be based on a percent of the B.A. Schedule reflecting up through six (6) years of experience in that sport or activity. Experience in other schools may be counted up to a maximum of three (3) years for new coaches.

FOOTBALL:

Head	13½%
Assistant	9 %
Jr. Varsity	8½%
Assistant Jr. Varsity	7½%

BASKETBALL:

Head	13½%
Jr. Varsity	9 %
Jr. High	3½% per coach
5th & 6th Grade	3½%

TRACK:

Head Track	7 %
Assistant Track	4 % each

VOLLEYBALL:

Head	7 %
Jr. Varsity	4 %

CROSS COUNTY COACH 4 %

GOLF 4 %

GYMNASTICS/CHEERLEADING:

Gymnastics	8½%
Cheerleading	4½%
Gymnastics Assistant	3½%
Cheerleading Assistant	3½%

Whenever possible, an individual will not be assigned to more than one Head Coaches position.

APPENDIX C

Schedule C

MUSIC:

High School Band		7% of Base
SHOP MAINTENANCE	3 members at 2% each	6% of Base
VICA		3% of Base
YEARBOOK		6.5% of Base
SENIOR PLAY		2% of Base
DEBATE		3% of Base
FORENSICS		2% of Base
DIRECTOR OF GUIDANCE		8.5% of Base
JR. CLASS ADVISOR (1)		2% of Base
SR. CLASS ADVISOR (1)		1% of Base
DETENTION (non-school hours)		\$10.00 per hour
CAMP NESBITT		2% of Base each
DRIVER EDUCATION: Outside of the school day and during the summer		\$12.00 per hour

SCHEDULE C (Cont.)

DEPARTMENT COORDINATOR/HEAD TEACHER:

- A. Department Coordinator/Head Teacher may be established as follows:
1. Language Arts - (English, reading, speech, Foreign Language, drama, etc.)
 2. Science and Mathematics
 3. Social Studies
 4. Fine Arts - (Music, Art)
 5. Practical Arts - (Business, industrial/vocational, home economics)
 6. Vocational Education
 7. Health and Physical Education
 8. Special Education
 9. Laird Elementary School Head Teacher
 10. C. J. Sullivan Elementary School Head Teacher - (1 Lower level, 1 Upper level)
- B. The above positions will be posted annually and will be reimbursed at the rate of 3.5% of base per year.
- C. Job Descriptions for Department Coordinator/Head Teacher will be developed by the administration prior to posting.

APPENDIX D

SCHOOL CALENDAR 1985-86

September 3, 1985	First Day of School
October 4, 1985	No School
November 27, 1985, 3:00 p.m.	Thanksgiving Vacation Begins
December 2, 1985	Return from Vacation
December 20, 1985, 3:00 p.m.	Christmas Vacation Begins
January 2, 1986	Return from Vacation
January 17, 1986	No School - Teacher Work Day
February 17, 1986	*No School - Make-up Day
March 27, 1986, 3:00 p.m.	Easter Vacation Begins
April 7, 1986	Return from Vacation
April 28, 1986	*No School - Make-up Day
May 26, 1986	No School - Memorial Day
June 10, 1986	Last Day of Student Instruction
June 11, 1986	Teacher Work Day

*February 17, 1986, and April 28, 1986, will be considered "snow days" make-up. Should additional days be necessary to complete the required 180 days of classes, according to state law, they will be made up at the end of the above school calendar.

STUDENT DAYS

September...20	January....21	May.....21
October....22	February...19	June..... 7
November...19	March.....19	Student Days.....180
December...15	April.....17	Work Days..... 2

APPENDIX E

L'Anse Area Schools

Agreement with Job Sharing/Reduced Time Participants

Employment conditions for participants in the Job Sharing/Reduced Time Program with the L'Anse Area Schools are as follows:

1. The Job Sharing/Reduced Time Agreement will be for the contractual year (as noted below). In order to continue in the program, the employee must reapply for the next contractual year.
2. The employee reserves the right to return to full-time service the following year.
3. The district retains the right to establish the daily work schedule.
4. Reimbursement shall consist of the prorated payment of salary, retirement and medical insurance premiums. Proration of salary and benefits shall be at the same fraction as that worked.

School Year

Percentage of Time Worked

Name

Job Sharing Partner

Placement

The conditions as outlined above are acceptable.

Date

Board of Education

Date

Employee

GRIEVANCE REPORT FORM (Continued)

Grievance # _____

STEP II

A. Date Received by Superintendent or Designees _____

If additional space is needed in reporting
Sections B1 and 2 of Step I, attach an
additional sheet.

B. Disposition of Superintendent or Designee _____

Signature

Date

C. Position of Grievant and/or Association _____

Signature of Principal

Date

STEP III

A. Date Received by Board of Education or Designee _____

B. Disposition by Board _____

Signature

Date

C. Position of Grievant and/or Association _____

Signature

Date

GRIEVANCE REPORT FORM (Continued)

Grievance # _____

STEP IV

A. Date Submitted to Arbitration _____

B. Disposition and Award of Arbitrator _____

Signature of Arbitrator

Date

NOTE: All provisions of Article _____ of the Agreement dated _____,
198__, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

M E M O O F U N D E R S T A N D I N G

The Administration will develop Job Descriptions for all positions listed in Schedules B and C.