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MASTER AGREEMENT

BETWEEN

BOARD OF EDUCATION OF MARTIN PUBLIC SCHOOLS

and

MARTIN EDUCATION ASSOCIATION

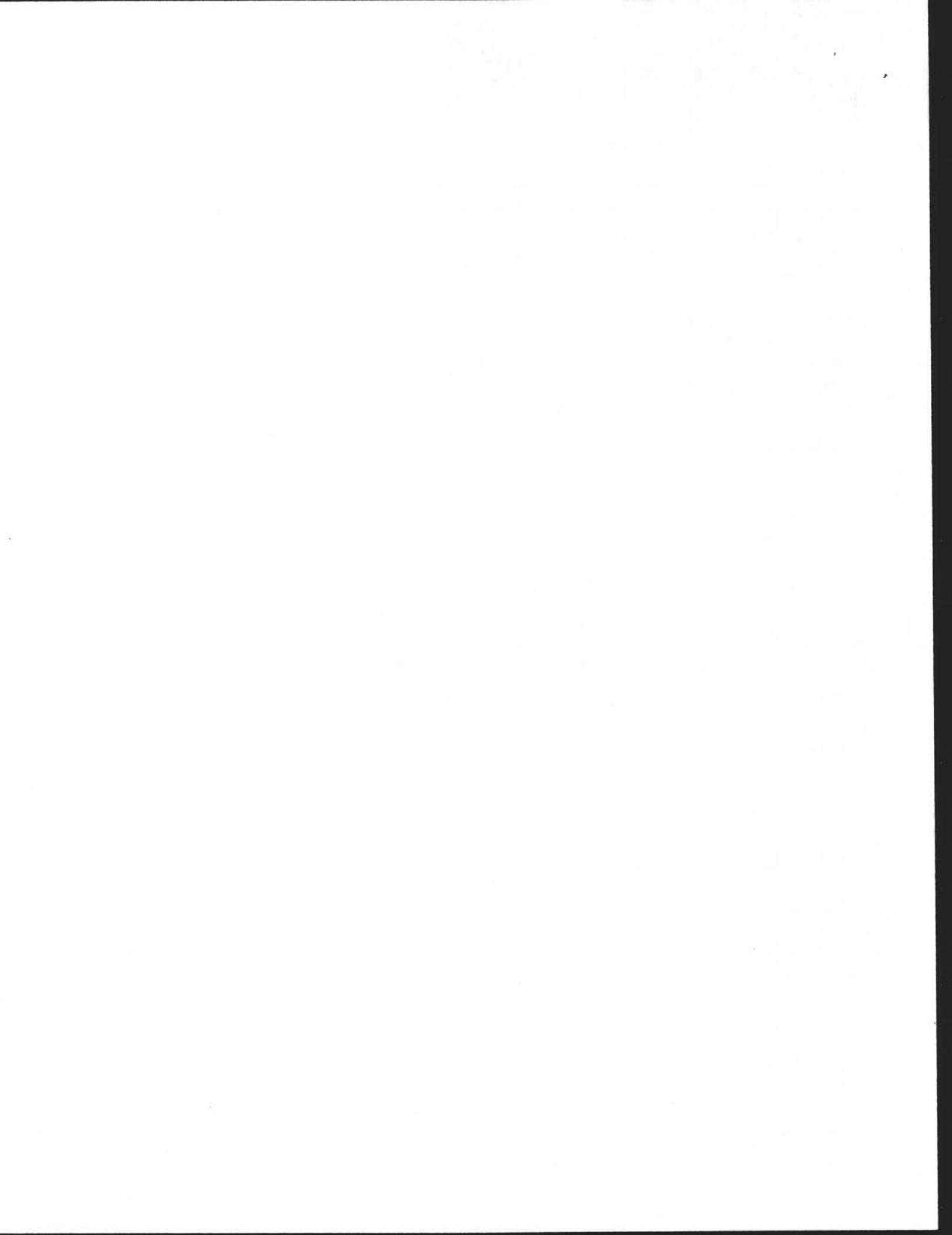
1992/94

Martin Public Schools

1. The first part of the document
describes the general situation
of the country at the time.

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AGREEMENT

THIS AGREEMENT made by and between **MARTIN PUBLIC SCHOOLS, DISTRICT NO. 6**, Allegan County, Michigan, acting by and through its Board of Education (hereinafter called the "Employer") and the **MARTIN EDUCATION ASSOCIATION** (hereinafter called the "Association");

W I T N E S S E T H:

ARTICLE 1

RECOGNITION

The Employer recognizes the Association as the sole and exclusive collective bargaining representative for all K-12 teachers employed for the regular school year.

ARTICLE 2

PROFESSIONAL SERVICES

2.1 School Year. The number of work days shall be as set forth in the School Calendar, provided, however, that if school is closed for one (1) or more scheduled work days during a contract year for reasons which do not permit such days to be counted as days of pupil instruction pursuant to applicable law, then the Employer, after consultation with the Association, shall have the right to modify or extend the School Calendar in order to provide a minimum of 180 days of pupil instruction. Any such rescheduled instructional days shall not entitle a teacher to additional compensation.

2.2 General Professional Duties. Although the parties recognize that the commitment of a teacher cannot be measured merely by time, the compensation set forth on Schedule "A" for regular professional duties is based on a professional week consisting of forty (40) hours on the school premises or at a duty-connected facility designated by the Employer. Teachers shall open their doors to students and be at their assigned duty stations at 8:10 a.m. and shall remain on duty until 3:15 p.m. Policies scheduling instruction and professional duties shall be from time to time established by the Employer, provided, however, that teachers shall be dismissed directly following the dismissal of the students on Fridays and on a school day immediately preceding a scheduled holiday or recess.

2.21 Elementary Classroom Teachers. A full-time teacher regularly assigned as a K-6 classroom teacher will have during each full school week:

- A. Approximately twenty-five (25) hours of classroom instruction;
- B. Fifty (50) minutes of student supervision prior to the opening of classes;
- C. Two and one-half (2-1/2) hours of duty-free lunch time; and
- D. Conference/Planning time. The parties agree that the aggregate time allocated to conference/planning time as specified herein shall not normally be less than 265 minutes per week except as set forth hereafter, namely:

(1) When responsibility for a class has been assumed by another teacher for special instruction such as art, library, music or physical education, except as such teacher or a substitute teacher may be reasonably unavailable, and when adjustments in

the daily schedule are made to accommodate special programs; and

(2) During scheduled recess periods.

2.22 Junior and Senior High School Teachers. A full-time teacher regularly assigned as a 7-12 classroom teacher will have during each full school week:

A. A minimum of twenty-five (25) class periods of classroom instruction.

B. Fifty (50) minutes of student supervision prior to the opening of classes.

C. Two and one-half (2-1/2) hours of duty-free lunch time.

D. Five (5) preparation periods per week.

2.23 Special Teachers. The normal work week of special teachers shall be substantially equivalent to the teachers of the grade level or levels to which assigned.

2.24 Part-time Teachers. The normal work week of part-time teachers shall be adjusted by the Employer on an individual basis in accordance with the number of hours employed and duties assigned.

2.25 General Professional Duties. In addition to the foregoing professional duties, each teacher shall, to the extent required for the proper discharge of his professional obligations, participate in faculty, departmental and curriculum meetings, in-service training programs, student activity assignments, parent-teacher and student-teacher conferences, and such other professional activities as may reasonably be required.

Except in the case of an emergency, faculty meetings, when required, may be called upon reasonable prior notice and shall ordinarily:

A. Not exceed one (1) hour in length, and

B. Be held on the second Tuesday of the month.

2.26 Work Load. It is the goal of the parties that teachers in the same pay classification shall have substantially equal work loads and productivity; however, the parties recognize that the professional work load and effort of each teacher cannot be precisely measured. Nonetheless, the parties agree that the student-teacher ratio is both a measure of work load

and an element in educational programming. Accordingly, to the extent practicable and recognizing the various elements which must be considered, including, but not limited to, such considerations as physical facilities and equipment, changes in enrollment, specialized or experimental instruction, improvement of instruction methods, instructor's recommendation, type of student, subject matter and type of class, class loads shall be maintained at levels regarded as educationally desirable within the following guidelines:

Classes	Students
K-2	22-25
3-6	23-26
7-12 Academic	24-29
Typing/Business	30-35
Ind. Arts/Art	20-30
Physical Education	35-45
Music (excluding Bands/Choirs)	25-30

If the number of students in a given class exceeds the guidelines set forth above on the fourth Friday in September and/or the first Friday of the second semester, the teacher may request a meeting with an ad hoc Review Board. The purpose of such Board shall be to review the relevant circumstances, determine the causes of the problem, and try to work out, if possible, a satisfactory solution to the problem by appropriate scheduling and personnel adjustments or such other means as the Employer shall deem reasonable in light of the relevant circumstances, including, but not limited to, utilization of teacher aides, release from non-classroom or non-instructional duties, redistribution of students in light of special student needs and requirements.

The Review Board shall consist of:

1. The Superintendent or designee,
2. The Building Principal, and
3. Two representatives from the Association.

When feasible, no class shall be assigned more students than there are student work stations in the classroom.

2.3 Professional Assignments. Each teacher shall be placed, to the extent practicable, in a position which will most effectively use the teacher's skills and experiences while providing for the present and future staff needs of the district. Such assignment shall ordinarily be within the scope of the teacher's major or minor field(s) of study.

2.31 Assignment Criteria. The professional assignment of a teacher shall be made by the Employer on the basis of the following criteria, namely:

A. The contribution which the teacher could make to students in the position.

B. The preference of the teacher for the assignment.

C. The certification, applicable academic preparation (including majors and minors), teaching experience, and performance evaluation records of the teacher compared to the certification, applicable academic preparation (including majors and minors), teaching experience, and performance evaluation records of outside candidates, both for the position to be vacated and the position to be filled.

D. The opportunity for professional growth of the teacher.

E. The benefits to be derived by the Employer in making the assignment.

F. The length of service of the teacher in the District.

2.32 Notice of Assignment. Notice of teaching and student activity curricular assignments shall ordinarily be made for the next school year on or before July 1 for those teachers who have confirmed in writing their intention to return. Teachers may state a preference for an assignment. This preference will be considered when schedules are planned. It is understood that emergency situations may dictate a change in this schedule. When this occurs an advisory committee shall be formed consisting of two teachers from the affected area, the building principal, and the superintendent. In these cases after input from this committee, the employer shall make the assignment based on the criteria listed above in 2.31.

2.33 Posting of Vacancies. When a new position is created or a permanent position becomes vacant, which is covered by this agreement and which the Board desires to have filled, the president of the Association shall be notified in writing. A notice of said vacancy shall also be posted in each lounge for one week during which time any teacher interested in filling the vacancy shall notify the administration in writing.

2.4 Student Activity Assignment. A teacher shall not have tenure in any student activity assignment. The initial assignment or re-assignment of the teacher to an activity shall be for reasons satisfactory to the Employer. A student activity may be temporarily or permanently discontinued. Assignments shall be made in accordance with the following guidelines:

2.41 Category "A". An activity designated as a category "A" assignment shall be assigned as part of a teacher's academic assignment.

2.42 Category "B". The acceptance of an assignment classified as a category "B" assignment shall be voluntary provided, however, if no teacher possessing the necessary qualification for the assignment requests such assignment, the Employer may assign such activity to a teacher who was not required to perform the assignment during the prior two (2) school years.

2.43 Category "C". The acceptance of an assignment classified as a category "C" assignment shall be voluntary provided that, if a teacher was employed with the understanding that the teacher would be assigned an activity related to his professional employment, the teacher shall accept such assignment. A category "C" assignment shall first be offered to members of the bargaining unit. If the Employer determines that there is no qualified teacher applicant, the Employer shall have the right to assign a person who is not a member of the bargaining unit. The provisions of this Agreement shall not apply to such person except that the compensation rate for any such assignment shall not exceed that set forth in Schedule "B" unless the parties mutually agree otherwise.

2.5 **Lay-Offs and Recall.** The lay-off and recall procedure shall be as herein set forth.

2.51 **Determination.** The Employer shall have the right to reduce the number of teachers in a given subject area, field or program or eliminate or consolidate positions or reduce the number of teachers for such reasons as shall be determined by the Employer. Compensation and fringe benefits shall be suspended during periods of lay-off.

2.52 **Lay-off Procedure.** The following guidelines will be utilized whenever a staff lay-off becomes necessary.

A. When it becomes apparent that lay-offs may be necessary, representatives of the Employer and the Association will meet to permit the Employer to outline the need for the proposed reduction in staff.

B. To the extent permitted by law, probationary teachers shall be laid off before tenured teachers. When possible, written notification of potential lay-off will be given to all affected tenured and non-tenured teachers at least sixty (60) days prior to lay-off.

C. The teacher with the greatest seniority shall have the right to displace a teacher with less seniority only

if such teacher is certified and qualified to perform the duties of the position to be staffed.

2.53 Recall Procedure. The Employer shall rehire teachers in the inverse order in which they were laid off provided that:

A. The teacher is certified and qualified to perform the duties of the position to be staffed.

B. The obligation to rehire a teacher shall terminate:

(1) Twenty-four (24) months following lay-off, or,

(2) Upon the failure of the teacher to sign a commitment of employment within ten (10) days from the date of notice of recall (unless an extension is granted by the Employer in writing), or

(3) Upon the teacher's employment in a full-time teaching position in another district,

whichever shall first occur.

Notice of recall shall be sent to the teacher at the last address furnished to the Employer by such teacher in writing.

2.6 Definition of Certified and Qualified. It is agreed to by both parties that:

1. Certified teachers are those who meet the following requirements:

A. Hold a degree or degrees from an accredited college or university, and

B. Hold a permanent or provisional certification from the State of Michigan, or

C. Hold an annual authorization in a Vocational Education approved program.

2. Qualified teachers are those who have:

A. Full certification except a teacher in Vocational Education approved programs may have annual authorization.

B. In determining what constitutes "qualified" the Employer shall utilize, among other things, the following factors: experience, ability, attitude, professional background and attainments, past performance, employment and personnel records, interests, attendance, willingness

to work, evaluations, length of service to the position with the district, communications and interviews.

2.7 Seniority. The Employer shall maintain an up-to-date master seniority list of all teachers and present the same to the Association by October 1 of each school year. The Association shall review this list and approve or object to it by October 15 of each school year. Once agreed to, this list shall be utilized to determine a teacher's seniority in any lay-off procedure.

The master seniority list shall be used on service dates only. Service date shall mean that date when the teacher first provided services for the Employer after the last interruption of service, if the teacher has been employed more than once by the Employer. If two (2) or more teachers have the same service date, their respective positions on the seniority list shall be determined by a drawing supervised by the representatives of the Association and the Board. A break in service of not more than twenty-four (24) calendar months or an authorized leave of absence shall not be deemed an interruption of service, but such period shall not be included in the determination of the total amount of seniority except as required by law or the terms of a leave of absence shall otherwise provide.

2.8 Administrator Returning to the Classroom. No administrator may be reassigned as a classroom teacher in the Martin Public Schools if such action causes the layoff of a classroom teacher. An administrator who is reassigned may not accrue more than two (2) years of seniority as an administrator.

2.9 Reporting of Teachers. The parties recognize that adverse weather conditions, mechanical failures, civil disorders, communicable diseases or other circumstances beyond the control of the Employer may require the dismissal of classes. As an alternative to exercising its rights under the lay-off procedure, the Employer shall have the right to:

A. Excuse a teacher who through reasons beyond the teacher's control is reasonably unable to report to work or is unable to report for work at the scheduled time, except that teachers shall be excused if school is closed because of adverse weather;

B. Permit a teacher to temporarily perform professional duties at a location other than the teacher's normal work station; or

C. Schedule meaningful in-service training programs or provide for the performance of useful professional activities, including teacher class preparation work.

ARTICLE 3

SUPPORTING SERVICES AND FACILITIES

3.1 **Equipment and Materials.** The Board recognizes that appropriate tests, 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 Board shall endeavor to keep the school properly equipped and maintained with these items.

3.2 **Teacher Facilities.** The school shall make available:

A. Adequate rest room and lavatory facilities for the use of elementary and secondary teachers.

B. One room in which no smoking will be permitted for use as a lounge by elementary and secondary faculty members.

C. Telephone and parking facilities for conducting school-related business.

ARTICLE 4

COMPENSATION AND BENEFITS

4.1 Basic Compensation

4.11 **Compensation Schedule.** The basic compensation of each teacher for the performance of regular duties shall be as set forth on Schedule "A".

4.12 **Initial Compensation.** The initial placement of a teacher on the salary schedule who was not a member of the bargaining unit during the prior work year shall be determined by the Employer on the basis of such teacher's education, experience (including military service and vocational experience), past professional performance, and the general availability of persons with similar qualifications except that a teacher shall not be placed on the salary schedule at a step higher than the aggregate of such teacher's actual teaching and related work experience.

4.13 **Academic or Certification Advancement.** Academic or certification advancement shall be made at the beginning of the first semester following advancement, provided that the teacher shall submit proof of such advancement not later than thirty (30) days after the beginning of the semester.

4.14 **Compensation Advancement.** A teacher shall advance on the salary schedule automatically at the beginning of each school year unless a teacher shall have received a definite written statement of unsatisfactory service and the recommendation of Employer of no advancement on the salary schedule prior to April 1 of the previous school year. In such event, the teacher shall have the right to a private or public hearing before the Employer's Board of Education, if requested within fifteen (15) days after receipt of such notice. For the purpose of this provision, unsatisfactory service shall include the failure of a teacher to maintain the minimum professional standards herein set forth, or the material breach by the teacher of the teacher's individual contract of employment or the provisions of this Collective Bargaining Agreement.

4.15 **Student Activities.** Student activity assignments as set forth on Schedule "B" shall be compensated as therein provided. An activity not included on Schedule "B" shall receive such compensation as established by the Employer at the time the activity is approved.

4.16 Extended School Year. A teacher required to work in excess of the number of scheduled work days set forth in the School Calendar, exclusive of those days rescheduled pursuant to Section 2.1, shall be entitled to a proportionate increase in compensation.

4.17 Deductions. The Employer shall deduct from the pay of each teacher such amounts as may be required by law, or which are expressly authorized by this Agreement or by the teacher in writing. The Employer may limit the number of deductions and may make a reasonable charge for changes in deductions provided that a teacher shall have the right to change insurance deductions without charge during the first twenty (20) days of the school year or at any time by reason of changes in marital status or dependency.

4.2 Insurance. Hospital and medical insurance shall be provided on the terms and conditions set forth on Schedule "C".

4.3 Tuition Reimbursement. This program will provide for partial reimbursement for the cost of tuition for graduate credits earned from accredited institutions. Applicants will be reimbursed at the rate of 50% of the actual per hour tuition fee, not to exceed the aggregate sum of \$350.00 per teacher, per fiscal year (July 1 - June 30). Reimbursement will not be made for credits leading to the teacher's continuing certificate, i.e., the first 18 hours.

Candidates for tuition reimbursement must request prior approval from the Superintendent of Schools. Course work must be directly related to the candidate's present teaching position, or be in an area of professional growth that could potentially benefit the school district, as determined by the administration.

Reimbursement will be processed by the business office when documentation of successful course completion and tuition paid is received, and will be charged against the fiscal year in which the reimbursement is paid to the teacher.

4.4 Movement on Salary Schedule. For the purpose of movement on the salary schedule, members who work less than a full school year in Martin under contract shall receive credit as follows:

1. No experience credit if the number of days worked during the school year is forty-six (46) or less.
2. One-half (1/2) year experience credit if the number of days worked during the school year is more than forty-six (46) and less than one hundred thirty-nine (139).

3. One year experience credit if the number of days worked during the school year is one hundred thirty-nine (139) or more.

4. Sick days will be included when computing the number of days worked.

ARTICLE 5

AUTHORIZED ABSENCE

5.1 **Purpose.** Since the absence of a teacher generally has an adverse effect on the quality of the educational program, imposes increased responsibilities on other members of the professional staff, and increases costs, it is the responsibility of each teacher to avoid unnecessary tardiness or absence. Teachers unable to report for duty because of illness or other justifiable reasons must notify their principal (or designee), not later than 6:30 a.m., unless an emergency arises and it is impossible for the teacher to give such notice. The provisions hereinafter set forth are not intended to reduce the professional compensation. Rather, they are included to meet the requirements of the educational program, and they shall be so applied and interpreted.

5.2 **Sick Leave.** Sick leave shall be administered in accordance with the following guidelines, namely:

A. Sick Leave may be used for:

(1) Any physical or mental condition which disables a teacher from rendering professional services, excluding any condition compensable by Worker's Compensation. Sick leave may be used for disability resulting from pregnancy to the extent required by law.

(2) Any communicable disease which would be hazardous to the health of students or other employees.

(3) Physical examinations or medical treatment which cannot reasonably be scheduled outside of the regular work day.

(4) Serious illness or death in the immediate family of the teacher subject to the following conditions and limitations:

a. Up to three (3) days leave for a death in the immediate family to the extent reasonably required to attend the funeral of the deceased person.

b. Up to five (5) days leave per year for serious illness in the immediate family to the extent that the presence of the teacher is reasonably required.

c. For the purpose of this provision, the term "immediate family" shall mean spouse, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, or child of the teacher. One day will be granted for grandparents, grandchild, uncle, aunt, niece or nephew.

B. Each teacher shall be credited, at the beginning of each school year, with ten (10) days of sick leave with pay. Sick leave may accumulate to one hundred thirty (130) days. The amount of unused sick leave shall be certified at least each twelve months.

C. No payment for unused leave shall be made. If a teacher shall not complete the contract period, the Employer shall be reimbursed for any days or fractions of days used in excess of the proportionate leave days earned as of the termination date.

D. Sick leave shall be charged against duty days only and shall cease to accumulate and shall not be used by a teacher during such periods as the teacher is on a leave of absence, laid off, or otherwise not regularly providing services to the District.

5.3 Personal Leave. All regularly employed teaching personnel may be granted up to two (2) personal days a year.

These personal days may only be used to take care of personal problems that could not be taken care of after school hours or on non-school days.

Personal days may not be used as vacation days or to extend a vacation or for hunting, fishing or other recreational purposes or to seek employment elsewhere.

Two (2) personal days shall be given to each regularly employed teacher without loss of salary. A maximum of one (1) personal day, if unused, may accumulate as sick leave in each school year.

The teacher must notify the building principal at least two (2) days prior to the date of the expected absence. If the teacher does not elect to state the reason for the request, the teacher shall certify in writing it is not for vacation, hunting, fishing, or recreational purposes or to seek employment elsewhere. The leave will be granted providing a substitute can be employed and detailed written lesson plans are submitted along with the leave request for the class which the substitute will teach. In case of emergencies, notification shall be given to the administration as early as possible.

The administration reserves the right not to grant more than one (1) application per elementary level and one (1) application per secondary level for personal leave for any given calendar date.

5.4 Jury Leave. A teacher shall be entitled to leave for jury service if unable to be excused from such service. The teacher shall be entitled to receive regular compensation, without deduction of leave days, less any fees paid. The teacher shall return to his duties whenever his attendance in Court is not actually required.

5.5 Disability Leave. An employee who is disabled shall be granted a leave of absence in accordance with the following guidelines:

5.51 Foreseeable Disability. If the employee knows, or reasonably should know, that the employee has a physical or mental condition which will result in disability, the employee shall:

A. Notify the Employer as to the nature and extent of the expected disability in accordance with Section 5.81.

B. Furnish the Employer a statement from the attending physician specifying in the physician's opinion:

(1) Any limitations on the performance of duties;

(2) The probable date when the employee will be significantly impaired in the performance of the employee's duties; and

(3) The probable length of time, if any, during which the employee will be disabled from performing the employee's work assignments.

C. Furnish the Employer such other information as the Employer shall determine necessary to assure the safety and welfare of the employee, students, other employees and the public.

5.52 Unforeseeable Disability. If an employee is disabled by unforeseen circumstances, and the employee desires to be granted a disability leave, the employee shall as soon as practicable furnish the Employer the information herein required for a foreseeable disability.

5.53 Duration of Leave. An employee shall be granted a leave of absence for the period of disability except that:

A. The Employer shall not be required to grant a leave for more than one (1) year unless the law requires a longer period.

B. An employee who has materially failed to comply with the disability leave provisions may be denied a leave but shall be permitted to terminate the employee's employment contract at such time as the employee would otherwise have been eligible for the commencement of a disability leave.

5.54 Compensation Benefits. An employee on a disability leave shall receive:

A. Compensation to the extent payable under the applicable sick leave provision; and

B. The continuation of the payment of any insurance premiums which have normally been paid by the Employer through the end of the calendar month in which accumulated sick leave has been depleted, the employment relationship is terminated, or the Employer's obligation to pay such benefits ends, whichever shall first occur.

5.6 Special Leave. The Employer may grant an unpaid leave to any teacher on such terms as the Employer and the teacher shall agree for reasons not otherwise provided herein. In determining whether to grant any such leave, the Employer shall consider:

A. The past performance of the teacher.

B. The staffing needs and other requirements of the Employer.

C. The length of service of the teacher and the requirement that the teacher will return to service of the Employer.

D. The purpose or purposes of the leave.

5.7 Association Leave. Upon the request of the Association, the Employer shall grant a leave of absence to a teacher for the purpose of conducting official Association business related to the administration or negotiation of this Collective Bargaining Agreement in accordance with the following guidelines, namely:

A. The absence of the teacher shall not materially interfere with the discharge of the teacher's professional responsibilities.

B. Except for good cause, a request for a leave day shall be made in writing to the Employer not less than ten (10) working days prior to the leave.

C. The Employer shall not be required to grant more than five (5) such Association leave days during each school year, or not to grant leave on any one day to more than two (2) teachers.

D. The Employer may deny a request for a leave day if it is reasonably unable to obtain an adequate substitute for the teacher.

E. The Association shall reimburse the Employer for costs of substitutes.

5.8 Leave Administration.

5.81 **Notice.** A teacher shall give the Employer notice of his desire to be granted a leave as soon as the teacher is aware of the need to be granted a leave so that the Employer will have the maximum time to provide for the teacher's absence. A leave for elective health care, jury leave, a foreseeable disability or a special leave shall be requested at least five (5) work days prior to the requested leave date unless the request requires Board action, in which case the request shall be made at least five (5) work days prior to the meeting at which the Board is to consider the request, except that a shorter notice may be permitted because of unforeseeable circumstances.

5.82 **Verification.** The teacher shall have the responsibility of verifying his eligibility for leave and any benefits due. If the Employer determines that a teacher knowingly withheld or misrepresented material information concerning the purpose or the teacher's eligibility for leave or for any leave benefits, the teacher may be disciplined, in addition to any other discipline, by the loss of all or any portion of the teacher's leave benefits due or to be due under this Agreement.

ARTICLE 6

ASSOCIATION RIGHTS AND RESPONSIBILITIES

6.1 Association Rights. The Association shall have, in addition to other rights expressly set forth herein or provided by law, the following rights:

6.11 Facilities and Equipment. The use of school buildings at reasonable hours for meetings, and the use of school equipment provided that it shall pay the reasonable cost of any required labor, materials, or supplies, and for any damage, and provided further, that such use shall not interfere with the primary educational use of such facilities or equipment.

6.12 Agency Shop.

6.121 Association Membership. Membership in the Association is not compulsory. Teachers have the right to join or not to join, maintain or drop their membership in the Association, as they see fit. Neither party shall exert any pressure on nor discriminate against any teacher by reason of his joining or refusing to join the Association.

6.122 Financial Responsibility. Membership in the Association is separate and distinct from the assumption by a teacher of his equal obligation to compensate the Association for the benefits he receives from representation. The Association is required under this Agreement to represent all of the teachers in the bargaining unit fairly and equally without regard as to whether or not any teacher is a member of the Association. The terms of this Agreement have been equally made for all of the teachers in the bargaining unit and not solely for the benefit of the members of the Association. Accordingly, it is agreed that it is fair that each teacher in the bargaining unit pay equally for benefits received and that each assume his fair share of the cost of representation.

6.123 Agency Service Fee. Each teacher who is not a member of the Association shall pay to the Association an agency service fee. The fee shall be determined by the Association and shall be equivalent to each member's proportionate share of the cost of negotiating and administering the Collective Bargaining Agreement but in no event shall it be more than the dues paid by an Association member. If during the term of this Agreement, it should be determined by a Court of competent jurisdiction that the foregoing amount is

unlawful, the amount shall be modified to such amount as shall be lawful. This provision shall not apply to teachers who were not members of the Association in the 1972-73 school year.

6.124 Deduction of Dues. A teacher may pay membership dues, or the agency service fee, as the case may be, through payroll deduction or may terminate an authorization previously given by submitting a written authorization or termination request to the Employer within thirty (30) calendar days following the beginning of the school year or the date of employment, whichever is later. Teacher authorization for the deduction of Association dues, or for the payment of the agency service fee, shall identify the teacher, the amount of each deduction, the period for which deductions are to be made, and be signed by such teacher. The Employer shall deduct the authorized amount due from each teacher's pay and transmit the total deductions to the Treasurer within fifteen (15) days following such deductions together with a listing of each teacher for whom deductions were made. The Employer shall use its best efforts to make the aforesaid deductions in the manner set forth but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Association agrees to refund such monies within twenty (20) days.

6.125 Non-Discrimination. The Association agrees that it will not discriminate against any teacher in the bargaining unit by reason of sex, race, religion, marital status, age or national origin and that any teacher who has paid an agency service fee shall be entitled to participate in all of the activities of the Association relating to the negotiation and administration of the Collective Bargaining Agreement to the same extent as any other teacher.

6.2 Association Responsibilities. The Association shall have, in addition to other responsibilities as expressly set forth herein or provided by law, the following responsibilities:

6.21 Association Representatives. The Association shall promptly notify the Employer in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice.

6.22 Concerted Activities. The Association agrees that it will in good faith cooperate with the Employer in attempting to assure that reasonable work standards, schedules and the rules and regulations of the Employer are complied with and that it will not directly or indirectly encourage, permit or

cause any concerted work stoppage, slow down, strike or other interference with the day-to-day operations of the Employer.

6.23 Association Activities. Except by the express agreement of the Employer, the performance of the duties of an employee shall not be interrupted for the purpose of conducting any Association activities whatsoever. The Association's Executive Director may confer with Association officers or individual members during the officer's or member's duty-free lunch period when such conference is requested.

ARTICLE 7

TEACHER RIGHTS AND RESPONSIBILITIES

7.1 Evaluation. The Employer acting by and through its administrators shall be responsible for the evaluation of each teacher in the performance of his professional duties. The evaluation of teachers shall conform to the following guidelines.

7.11 Evaluation Objectives. The primary purpose of teacher evaluations shall be to improve the effectiveness of a teacher in the performance of the teacher's professional duties.

7.12 Criteria. Prior to October 1st of the current school year, each teacher shall prepare a written professional growth plan consisting of year-long goals and objectives related to the teacher's assignment. This plan shall be jointly reviewed by the teacher and building principal, a copy of this plan and review shall be placed in the teacher's file.

7.13 Formal Evaluations. Each formal evaluation shall be in writing and shall be based in part on one or more observations conducted with the full knowledge of the teacher, which observation(s) shall total not less than thirty (30) minutes. A post-observation conference shall be held within ten (10) school days after the last observation on which the evaluation is based. A copy of the formal evaluation resulting from the observation(s) shall be given to the teacher at the time of the conference or within ten (10) school days thereafter. If the work of the teacher is unacceptable, the evaluator shall point out in specific terms the teacher's alleged deficiencies and identify specific ways in which the teacher is to improve. If the teacher disagrees with the evaluation, the teacher may submit within ten (10) school days a written rebuttal which shall be attached to the evaluation and placed in the teacher's personnel file.

7.14 Evaluation Frequency. A probationary teacher shall be evaluated at least once during each full semester, the first evaluation to occur on or before December 1 and the second evaluation to occur on or before April 1. A tenure teacher shall be formally evaluated every year prior to April 1.

7.15 General Procedures.

A. Other Evaluations. The Employer may provide for such additional formal and informal evaluations as it shall determine to be necessary for the proper conduct of the educational program and the utilization of its employees.

B. Exclusions. The evaluative opinions of the Employer shall not be subject to the Grievance Procedure if the procedures herein set forth have been substantially followed.

C. Involuntary Assignments. A teacher who has been assigned involuntarily to a teaching assignment outside of such teacher's certification or majors and minors may be observed but shall not be formally evaluated in the performance of such assignment.

D. Notice. Prior to the first observation of a teacher's classroom performance for the purpose of preparing a formal evaluation, the evaluator shall notify the teacher. A formal observation shall be completed within five (5) school days from and after such notice.

E. Signatures. Each teacher shall sign each evaluation upon the completion of the post-observation conference for the purpose of indicating thereon that the evaluation has been reviewed by the teacher and the evaluator.

7.2 Personnel File. The Employer shall cause an official personnel file to be established and maintained for each employee in accordance with the following guidelines:

7.21 Right to Review. A teacher shall have the right, upon prior request, to review the contents of his personnel file. A representative of the Association may accompany the teacher at the request of the teacher. The file shall be reviewed in the presence of a representative of the Employer. The credentials and references of the teacher shall not be subject to review.

7.22 Notice. A teacher shall be given written notice of the intention of the Employer to insert any materials in the teacher's personnel file which adversely reflect on the character of the teacher's professional services.

7.23 Adverse Material. Within five (5) school days following notice of the intention to insert such adverse material, a teacher may request a meeting with the Employer. Prior to the meeting, the teacher shall be furnished a copy of the material for review. If the objectionable material is not withdrawn or modified in a manner satisfactory to the teacher and the Employer, the teacher shall have the right within ten (10) school days following the conclusion of the conference to have inserted in the personnel file a statement concerning such material.

7.3 Professional Standards.

7.31 **Standards.** The parties recognize that the certification of a teacher and his contractual agreement represents a continuing representation by the teacher that he is qualified to be entrusted with the responsibility for the education of students. Although the parties acknowledge the difficulty of completely and precisely defining the minimum acceptable professional standards for each teacher, it is recognized that they include at least the following:

A. General Competence. A teacher shall maintain such level of professional competence as may be required to adequately discharge his professional responsibilities.

B. Preparation for Professional Assignments. The success of a teacher is measured by the progress of each student toward the realization of his potential as a worthy and effective citizen. It is therefore the responsibility of a teacher to work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling this obligation to the student, a teacher:

1. Shall not without just cause restrain the student from independent action in his pursuit of learning, deny the student access to varying points of view, deliberately suppress or distort subject matter for which the teacher bears responsibility, or seek to impose upon the student his own opinions.

2. Shall direct the instructional material to the assigned subject matter and not digress to matters which are not reasonably related.

3. Shall maintain such order and discipline during the conduct of instruction as shall be necessary to provide a suitable learning environment.

C. Conferences. A teacher shall be reasonably available for consultation with students, parents, members of the professional staff and others.

D. Student Evaluation. Each student shall be fairly and impartially evaluated in accordance with guidelines established from time to time by the Employer for the evaluation of students.

E. Rules and Regulations. The responsibility of a teacher for the enforcement of the rules and regulations of the District is not limited to the teacher's classroom. A teacher shall assist in the enforcement of

such rules and regulations of the District as may be from time to time promulgated and shall comply with all applicable laws, regulations, policies and directives which are not contrary to law or to the terms of this agreement.

F. Professional Conduct. A teacher shall avoid even the appearance of improper professional conduct. For such purpose a teacher:

1. Shall refrain from the use of his professional relationship with students for private advantage.
2. Shall maintain a professional demeanor in his relationship with students, parents, members of the professional staff and the Employer.
3. Shall report all outside employment to the Administration and shall refrain from holding outside employment or engaging in activities which materially interfere with the performance of his professional assignments.
4. Shall be present and prepared to perform professional assignments at the established time and place, except as the reason for such tardiness or absence could not have reasonably been anticipated or avoided, and shall promptly advise the Administration of tardiness or absence in accordance with such notification procedure as may be from time to time established by the Employer.
5. Shall take adequate precautions to distinguish between his personal views and those of the District and shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
6. Shall accept no gratuities, gifts or favors that might impair, or appear to impair, his professional judgment nor offer any favor, service or thing of value to obtain special advantage.
7. Shall not knowingly withhold or misrepresent material information concerning his professional qualifications, the discharge of his professional duties, or his eligibility to receive any benefits from the Employer, and shall promptly notify the Administration of any physical or mental condition which may temporarily or permanently impair his ability to effectively discharge his professional responsibilities.

G. Safety of Students. A teacher shall make every reasonable effort to protect students from conditions harmful to learning, health, or safety. For such purpose, a teacher shall promptly notify the Administration of any defective condition in the physical facilities of the District which may reasonably cause injury to persons or property.

7.32 Sanctions. It is recognized that to some extent each teacher must find within his own conscience the touchstone against which to test the extent to which his actions should rise above minimum standards. However, because the failure of a teacher to maintain adequate professional standards violates his obligations to the students, places an unfair burden on other members of the professional staff, makes more difficult the achievement of the educational goals of the District and constitutes a breach of a teacher's ethical and contractual obligations, the Employer has an obligation to take appropriate corrective action.

Accordingly, any teacher who fails to maintain proper standards of conduct or to discharge his professional responsibilities shall be subject to disciplinary action by the Employer, provided that no teacher shall be disciplined, discharged, demoted, reprimanded, or reduced in compensation except for reasonable and just cause.

Disciplinary action shall be taken in accordance with the following guidelines, namely:

A. Teachers will be informed of applicable rules and policies governing conduct prior to the imposition of any discipline based upon the violation of such rules and policies.

B. A teacher shall be entitled to have a representative of the Association present at a formal conference at which a teacher is to be disciplined if a record of such disciplinary action will become part of the teacher's personnel file, provided, however, that the conference need not be delayed for an unreasonable time until such representative can be present and in no event shall the Employer be restricted from taking such protective action as the Employer may determine to be necessary to protect the rights of students and others pending the holding of the formal conference. For the purpose of this provision, a formal conference is defined as one that has been prearranged.

C. Any complaint made against any teacher by any parent, student, or other person which is reduced to writing will be promptly called to the attention of the teacher. Any written complaint not called to the attention of the

teacher may not be used in any disciplinary action against the teacher. (The formal complaint form shall be used in such circumstances.)

D. It is understood and agreed that except as the seriousness of an offense in the opinion of the Employer shall otherwise require, the following progressive system of discipline shall normally be followed:

1. Discussion of problem between teacher and administrator and/or verbal warning.
2. Written warning by administrator.
3. Written reprimand by administrator.
4. Suspension with pay and benefits.
5. Suspension without pay and benefits.
6. Discharge.

ARTICLE 8

EMPLOYER RIGHTS AND RESPONSIBILITIES

8.1 Management Rights. Except as otherwise expressly provided in this Agreement, the Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon it or vested in it by the laws and Constitution of the State of Michigan and of the United States, and all rights and powers to manage and conduct the activities of the Employer and to utilize and direct its teachers which the Employer had prior to the certification of the Association.

8.2 Employer Cooperation. The Employer agrees to cooperate with the Association in the application of this Agreement and further agrees that it will not engage in any lockout or related activity.

ARTICLE 9

GRIEVANCE PROCEDURE

9.1 Definitions. A "Grievance" is a claim, based upon a teacher's, or group of teachers', belief that there has been a violation, misrepresentation, or misapplication of any provision of this Agreement. The "Grievance Procedure" shall not apply to any matter which is prescribed by law, or State regulations, or over which the Employer is without power to act. No Employer prerogative shall be made the subject of a grievance. An "aggrieved person" is the person making the claim and any person who might be required to take action in or against whom action might be taken in order to resolve the claim. A grievance may be filed by the Association only when a group of teachers with a common complaint have requested such action.

9.2 Review Levels.

9.21 Level One. A teacher with a grievance shall first discuss it with his principal, within five (5) school days from the time of the incident over which the teacher is aggrieved or has reasonable ability to have knowledge of the incident. At his option, the teacher may invite an Association representative to be present while the grievance is discussed. Every effort shall be made to resolve the grievance informally. If the grievance is not resolved, the matter shall be reduced to writing by the grievant and submitted to the principal. The grievance must be reduced to writing five (5) days from the time of the discussion between the grievant and his principal. Within five (5) school days after presentation of the written grievance, the principal shall give his answer in writing to the grievant.

9.22 Level Two. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level One, or in the event that no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Association or its representative within five (5) school days after the decision at Level One, or lack thereof, at Level One.

The Association shall make a judgment on the merits of the grievance. If the Association decides either that the grievance lacks merit, or that the decision at Level One is in the best interest of the educational system, it shall so notify the teacher and the principal, and the matter, insofar as the Association is concerned, is terminated.

If the Association decides, in its opinion, the grievance has merit, it shall refer such grievance in writing to the Superintendent, within five (5) school days after the receipt of the grievance from the grievant. Copies shall also go to the Principal.

Within five (5) school days after the Superintendent receives a grievance, he shall meet with the aggrieved teacher and a representative or representatives (maximum 5) of the Association in an effort to resolve his grievance. The decision on the grievance shall be rendered in writing within five (5) school days after such hearing; copies sent to the aggrieved, the Association, and the principal.

9.23 Level Three. If the grievance is not settled at Level Two, it may be referred in writing to the Employer within five (5) school days after receipt of the decision in Level Two. The Employer shall hold a hearing, or otherwise investigate the grievance, or prescribe such other procedures as it may deem appropriate for consideration of the grievance. The Association shall have an opportunity to present its view at this level within twenty (20) school days to the Employer, or its representative, as it may authorize. Within twenty (20) school days after receipt of the grievance, the Employer shall render a decision on the grievance and present it in writing to the aggrieved teacher, the Association, the principal, and the Superintendent.

9.24 Level Four.

A. If the grievance is not settled at Level Three, the Association may, within five (5) school days after the receipt of the Employer's decision at Level Three, request that the grievance be submitted to arbitration. The request for submission to arbitration shall be made by written notice delivered to the Employer.

B. Within ten (10) school days after the date of a written request for arbitration, a committee of the Employer, or its designated representative, and the Association may agree upon a mutually acceptable Arbitrator. If the parties are unable to agree upon an arbitrator, within the ten (10) day period herein provided, either the Employer or the Association may, within twenty (20) school days after the date of the written request for arbitration, request the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected according to the rules of the American Arbitration Association.

C. The arbitrator shall hear the grievance in dispute and shall render his decision in writing within twenty (20) school days from the close of the hearing. The arbitrator's decision shall be submitted in writing and shall set forth his findings and conclusions with respect to the issue submitted to arbitration. The arbitrator shall confine his decision to the particular case submitted to him. Both parties agree to be bound by the award of the arbitrator.

D. The arbitrator shall have no authority except to pass upon alleged violations of the express provisions of this Agreement and to determine disputes involving the application or interpretation of the express provisions of this Agreement. The arbitrator shall construe this Agreement in a manner which does not interfere with the exercise of the Employer's rights and responsibilities, except to the extent that such rights and responsibilities may be expressly limited by the terms of this Agreement.

E. The arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement and shall not substitute his judgment for that of the Employer where the Employer is given discretion by the terms of this Agreement. The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan School Laws. The termination of probationary teachers shall not be subject to arbitration.

F. Payment of the arbitrator's fees and expenses shall be divided equally between the Board and the Association. The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

G. A complaint or dispute involving the discharge or demotion of a teacher on continuing tenure shall not be subject to the arbitration procedure, but shall be presented, heard, and resolved pursuant to the provisions of Act 4, Public Acts of Michigan, 1937 (Ex. Sess.), as amended (Tenure of Teachers Act).

H. All arbitration hearings shall be held in the school district.

9.3 General Procedures.

9.31 **Form.** All grievances shall be in a form mutually acceptable to the parties. All teacher grievances, except grievances against the Association, shall separately state the position of the Association.

9.32 **Miscellaneous.**

A. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association. The Employer may request the Association's presence at any level of any grievance.

B. Levels Two and Three of this Grievance Procedure may be passed to the next level for any reason as determined by the Employer, or its representative (e.g., no authority to make a judgment, a decision has been rendered in a similar previous decision). However, a hearing must be held at one of the above levels.

C. Grievance problems shall be handled at times other than when the teacher is at work.

D. Failure at any level of this procedure to communicate the decision of a grievance within the specified time limit shall permit the Association to proceed to the next level of the procedure.

E. Failure of the Association to file the grievance in writing as specified in Level One or to forward as specified in Levels Two, Three or Four shall mean the grievance is withdrawn.

F. If a teacher elects to be represented by the Association, he must still be present at any level of the grievance procedure, where his grievance is to be discussed.

G. The filing of a grievance shall in no way interfere with the right of the Employer to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.

H. The Association is prohibited from processing a grievance on behalf of a teacher or group of teachers without such teacher's consent.

ARTICLE 10

GENERAL PROVISIONS

10.1 **Contract Representatives.** Each party shall designate in writing the name of its authorized representative to administer this Agreement.

10.2 **Notices.** Any written notice given pursuant to this Agreement shall be deemed to have been received three (3) days following its deposit in the United States mail, postage prepaid, when addressed as follows:

- | | |
|----------------|--|
| A. Employer | Office of the Superintendent
1619 University Street
Martin Public Schools
Martin, Michigan 49070 |
| B. Association | Martin Education Association
c/o Allegan UniServ Office
Suite 13
231 Trowbridge Street
Allegan, Michigan 49010 |
| C. Teacher | As set forth in the records of
the Employer. |

or to such other address as a party or a teacher shall hereafter furnish in writing.

10.3 **Successor Agreement.** The negotiation of a new Agreement shall begin upon written request of either party made not earlier than ninety (90) days prior to the expiration of this Agreement except as the parties shall otherwise mutually agree in writing.

10.4 **Scope, Waiver and Alteration of Agreement.** It is expressly agreed that no provision of this Agreement shall be altered during the term of this Agreement except upon the voluntary prior written consent of both of the contracting parties provided that nothing herein shall prohibit the Employer from adopting policies, initiating programs or entering into other agreements which are not contrary to the express terms of this Agreement and provided further that the waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms of this Agreement.

10.5 **Interpretation.** Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

If any provision of this Agreement is invalidated, the parties will meet to renegotiate such invalidated provisions.

This Agreement shall be interpreted in accordance with the following understandings, namely;

10.51 **Captions.** Captions are included only for convenience of reference and shall not modify in any way any of the provisions contained herein.

10.52 **Right to Modify.** The rights of either party or of a teacher to any benefits shall be determined solely by the terms of the Collective Bargaining Agreement in effect at the time such benefits are claimed, it being expressly intended that the parties shall have the unrestricted right to delete, add, or modify any provision of this Agreement in a subsequent agreement, and any benefit in this Agreement shall be subject and subordinate to any such subsequent change.

10.53 **Subordination.** Any individual contract or letter of agreement between the Employer and a teacher for the performance of duties which are subject to the terms of this Agreement shall be subject and subordinate to the provisions hereof. Such individual contract shall be signed by the Board, or its designee(s), and the teacher within ten (10) days of the start of the school year or within ten (10) days after ratification of a successor agreement, whichever is later. If negotiations are still in progress, it shall be subject to the terms and agreement of the Master contract.

10.54 **Prior Practices.** The Agreement shall supersede any existing rules, regulations, or practices of the Employer which shall be contrary to or inconsistent with its terms.

10.6 **Definitions.** Except as otherwise expressly provided in this Agreement, the words and phrases hereinafter set forth shall have the following meaning:

10.61 **Day** shall mean a calendar day.

10.62 **Period** shall mean a unit of instruction, recess or other unit established by the Employer for the division of the school day.

10.63 **Teacher** shall mean all K-12 certified teachers employed for the regular school year, excluding substitute teachers, teacher and library aides, the guidance director, evening and summer school teachers, nurses, and administrative and clerical personnel. Reference to male teachers shall include female teachers.

10.64 **Part-time Teacher** means a teacher regularly employed for less than full work week or a full work day. The fringe benefits and leave of a part-time shall be substantially proportionate to the number of hours employed per week.

10.65 **Special Teachers** means librarian, speech therapists, art and music teachers, and physical education instructors.

10.7 **Duplication of Agreement.** Copies of this Agreement shall be duplicated at the expense of the Employer and shall be given to each teacher who is employed in the bargaining unit during the term of this Agreement. In addition, five (5) copies shall be furnished to the Association.

10.8 **Effective Date and Termination.** This Agreement shall commence as of the date of its execution by both parties and shall remain in full force and effective until midnight June 30, 1994 except as a provision shall by its express terms extend for a longer period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of _____, 1992.

EMPLOYER:

MARTIN PUBLIC SCHOOLS,
DISTRICT No. 6
ALLEGAN AND BARRY COUNTIES,
MICHIGAN

By: _____
Art Shook
Its: President

By: _____
Barbara A. Keyzer
Its: Secretary

ASSOCIATION:

MARTIN EDUCATION ASSOCIATION

By: _____
David Barrett
Its: President

By: _____
Donald A. James
Its: Chief Spokesperson

SCHEDULE "A" - BASIC COMPENSATION

Section 1. Basic Compensation Schedule: 1992-93

<u>Step</u>	<u>Index</u>	<u>BA</u>	<u>BA+18</u>	<u>MA</u>	<u>MA+15</u>
1	0	\$ 21,957	\$ 22,835	\$ 23,714	\$ 24,592
2	1.04	22,835	23,748	24,663	25,576
3	1.08	23,714	24,662	25,611	26,559
4	1.12	24,592	25,575	26,560	27,543
5	1.16	25,470	26,489	27,508	28,527
6	1.20	26,348	27,402	28,457	29,510
7	1.24	27,227	28,315	29,405	30,494
8	1.285		29,343	30,472	31,601
9	1.33		30,371	31,540	32,707
10	1.375		31,398	32,607	33,814
11	1.42		32,426	33,674	34,921
12	1.465		33,453	34,741	36,027
13	1.51		34,481	35,808	37,134
14	1.555		35,508	36,875	38,241
16-20	2%	STEP 8	36,095	37,484	38,873
21-25	4%	STEP 8	36,682	38,094	39,505
26-30	6%	STEP 8	37,269	38,703	40,137
31+	8%	STEP 8	37,855	39,313	40,769

Section 2. Longevity. A teacher who has completed 16 years or more of service in the District shall be eligible to receive longevity pay in accordance with the following schedule, namely:

2%	16-20 years
4%	21-25 years
6%	26-30 years
8%	31+ years

The applicable percentage shall be applied to Step 8 of the eligible teacher's column placement.

SCHEDULE "A" - BASIC COMPENSATION

Section 2. Basic Compensation Schedule: 1993-94

<u>Step</u>	<u>Index</u>	<u>BA</u>	<u>BA+18</u>	<u>MA</u>	<u>MA+15</u>
1	0	\$ 22,835	\$ 23,748	\$ 24,662	\$ 25,575
2	1.04	23,749	24,698	25,649	26,598
3	1.08	24,662	25,648	26,635	27,621
4	1.12	25,575	26,598	27,621	28,644
5	1.16	26,489	27,548	28,608	29,667
6	1.20	27,402	28,498	29,594	30,690
7	1.24	28,315	29,448	30,581	31,713
8	1.285		30,516	31,691	32,864
9	1.33		31,585	32,800	34,015
10	1.375		32,654	33,910	35,166
11	1.42		33,722	35,020	36,317
12	1.465		34,791	36,130	37,467
13	1.51		35,859	37,240	38,618
14	1.555		36,928	38,349	39,769
16-20	2%	STEP 11	37,603	39,049	40,495
21-25	4%	STEP 11	38,277	39,750	41,222
26-30	6%	STEP 11	38,951	40,450	41,948
31+	8%	STEP 11	39,626	41,151	42,674

Section 2. Longevity. A teacher who has completed 16 years or more of service in the District shall be eligible to receive longevity pay in accordance with the following schedule, namely:

2%	16-20 years
4%	21-25 years
6%	26-30 years
8%	31+ years

The applicable percentage shall be applied to Step 11 of the eligible teacher's column placement.

SCHEDULE "B" - STUDENT ACTIVITY ASSIGNMENTS

<u>POSITION</u>	<u>COMPENSATION</u>	
	<u>1992/93</u>	<u>1993/94</u>
Category A:		
Band Director	\$ 3,896	\$ 4,052
Yearbook Advisor	372	387
Category B:		
Curriculum Review Member/ OBE Committee Member	\$ 419	\$ 436
Elementary Health/Science Coordinator	216	225
Department Heads	195	203
Class Plays	414	431
12th Grade Advisor	506	526
11th Grade Advisor	963	1,002
10th Grade Advisor	457	475
9th Grade Advisor	296	308
8th Grade Advisor	216	225
7th Grade Advisor	216	225
National Honor Society	202	210
High School Student Council Advisor	468	487
Jr. High Student Council Advisor	300	312
Elementary Student Council Advisor	300	312
O/M Coaching (limit 6)	99/team	103/team
Quiz Bowl	407	423
Chaperones (7-12) (excludes paid advisor)	24	25
6th Grade Camp (limit 1)	\$50 or one (1) comp day	
Category C:		
Varsity Football	\$ 2,456	\$ 2,554
Varsity Football Assistant	1,558	1,620
J.V. Football	1,842	1,916
J.V. Football Assistant	1,264	1,315
Boys' Basketball - Varsity	2,456	2,554
Girls' Basketball - Varsity	2,456	2,554
Boys' Basketball - J.V.	1,558	1,620
Girls' Basketball - J.V.	1,558	1,620
Boys' Basketball - 9th Grade	1,264	1,315
Boys' Basketball - 8th Grade	1,264	1,315
Boys' Basketball - 7th Grade	1,264	1,315
Girls' Basketball - 8th Grade	1,264	1,315
Girls' Basketball - 7th Grade	1,264	1,315
Boys' Varsity Track	1,558	1,620
Girls' Varsity Track	1,558	1,620
Jr. High Track	982	1,021
Volleyball	2,456	2,554
J.V. Volleyball	1,558	1,620
Volleyball - 9th Grade	1,226	1,275
Wrestling	2,456	2,554
Varsity Baseball	1,558	1,620
Varsity Baseball Assistant	835	868
Varsity Softball	1,558	1,620
Varsity Softball Assistant	835	868
J.V. Baseball	982	1,021
J.V. Softball	982	1,021
Varsity Cheerleading	1,484	1,758
J.V. Cheerleading	935	1,108

SCHEDULE "C" - FRINGE BENEFITS

A. For employees needing health insurance

SUPER MED I with MESSA Care Rider	60%
Long Term Disability	Plan I
	90 calendar days modified fill
	\$2,500 maximum
	Social Security freeze
	Alcoholism/Drug Addiction - 2
	years
Delta Dental	A 03 (75/50/50: \$1,000)
Negotiated Life	\$10,000 AD & D
Vision	VSP-2

B. For employees not needing health insurance

Delta Dental	A 03 (75/50/50: \$1,000)
Vision	VSP-2
Negotiated Life	\$10,000 AD & D
Long Term Disability	60%
	Same as Plan A

\$90.00 per month into an annuity program for the teacher.

Conditions and Limitations. The Fringe Benefit Schedule shall be subject to the following conditions and adjustments, namely:

1. The Employer shall have the right to select the insurance carrier. The carrier selected by the Employer for the current contract is MESSA.
2. The Board shall not be obligated to pay any increase in monthly premium contributions after June 30, 1994.

**MARTIN PUBLIC SCHOOLS
C A L E N D A R
1992-93**

AUGUST

27	New Teacher Day	
28	Teacher Work Day	students 1
31	Students First Day - 1/2 day	teachers 2

SEPTEMBER

1-4		
7	NO SCHOOL - Labor Day	
8-11		
14-18		
21-25		students 21
28-30		teachers 21

OCTOBER

1-2		
5-9	5th: K-12 OPEN HOUSE 6-8 PM Teacher dismissal following bus departure	
12-16		
19-23	19th: Inservice Day - No Students	students 21
26-30		teachers 22

NOVEMBER

2-6		
9-10		
11	Full Day Students: Parent/Teacher Conf. 5-8 PM Teacher dismissal following bus departure	
12	1/2 Day Students: Parent/Teacher Conf. 1-4 PM, 5-8 PM Teacher dismissal following bus departure	
13	NO SCHOOL	
16-20		
23-25		
26-27	NO SCHOOL - Thanksgiving	students 18
30		teachers 18

DECEMBER

1-4		
7-11		
14-18		students 14
21-31	NO SCHOOL - Christmas	teachers 14

JANUARY

1	NO SCHOOL - Christmas	
4-8		
11-15		
18-19		students 16
20-22	1/2 Day - Final Exams END OF FIRST SEMESTER	teachers 16

SUB TOTAL		Students 91
SUB TOTAL		Teachers 93

JANUARY
25-29

students 5

FEBRUARY

1-5
8-12
15-18
19
22-26

NO SCHOOL - Teacher In-Service

students 19
teachers 20

MARCH

1-5
8-12
15-19
22-26
29-30
31

End of 3rd Marking Period

students 23
teachers 23

Full Day Students: Parent/Teacher Conf. 5-8 PM
Teacher dismissal following bus departure

APRIL

1
2
5-9
12-16
19-23
26-30

1/2 Day Students: Parent/Teacher Conf. 1-4 PM, 5-8 PM
Teacher dismissal following bus departure

NO SCHOOL

NO SCHOOL - Spring Vacation

students 16
teachers 16

MAY

3-7
10-14
17-21
24-28
31

NO SCHOOL - Memorial Day

students 20
teachers 20

JUNE

1-3
4,7,8
9

1/2 Days - Exams
Records Day

students 6
teachers 7

SUB TOTAL
SUB TOTAL

Students 89
Teachers 91

GRAND TOTAL

Students 180
Teachers 184

If snow make up days are required, the school year will be extended as needed. The 1993-94 school year calendar will be based on the 1992-93 calendar.

**MARTIN PUBLIC SCHOOLS
C A L E N D A R
1993-94**

AUGUST

26	New Teacher Day	
27	Teacher Work Day	students 2
30	Students First Day - 1/2 day	teachers 3
31		

SEPTEMBER

1-3		
6	NO SCHOOL - Labor Day	
7-10		
13-17		
20-24		students 22
27-30		teachers 22

OCTOBER

1		
4-8	4th: K-12 OPEN HOUSE 6-8 PM Teacher dismissal following bus departure	
11-15		
18-22	18th: Inservice Day - No Students	students 20
25-29		teachers 21

NOVEMBER

1-5		
8-9		
10	Full Day Students: Parent/Teacher Conf. 5-8 PM Teacher dismissal following bus departure	
11	1/2 Day Students: Parent/Teacher Conf. 1-4 PM, 5-8 PM Teacher dismissal following bus departure	
12	NO SCHOOL	
15-19		
22-24		
25-26	NO SCHOOL - Thanksgiving	students 19
29-30		teachers 19

DECEMBER

1-3		
6-10		
13-17		students 13
23-31	NO SCHOOL - Christmas	teachers 13

JANUARY

1-2	NO SCHOOL - Christmas	
3-7		
10-14		
17-18		students 15
19-21	1/2 Day - Final Exams END OF FIRST SEMESTER	teachers 15

**SUB TOTAL
SUB TOTAL**

**Students 91
Teachers 93**

JANUARY

25-29

students 5
teachers 5**FEBRUARY**

1-4

7-11

14-17

18

21-25

NO SCHOOL - Teacher In-Service

students 19
teachers 20**MARCH**

1-4

7-11

14-18

21-25

25-29

30

End of 3rd Marking Period

students 23
teachers 23Full Day Students: Parent/Teacher Conf. 5-8 PM
Teacher dismissal following bus departure

31

1/2 Day Students: Parent/Teacher Conf. 1-4 PM, 5-8 PM
Teacher dismissal following bus departure**APRIL**

1-8

11-15

18-22

25-29

NO SCHOOL - Spring Vacation

students 15
teachers 15**MAY**

2-6

9-13

16-20

23-27

30

31

NO SCHOOL - Memorial Day

students 21
teachers 21**JUNE**

1-3

6-8

9

1/2 Days - Exams
Records Daystudents 6
teachers 7**SUB TOTAL****SUB TOTAL****Students 89**
Teachers 91**GRAND TOTAL****Students 180**
Teachers 184

If snow make up days are required, the school year will be extended as needed.

LETTER OF UNDERSTANDING

TRANSITION GUIDELINES: ACISD SPECIAL NEEDS STUDENTS

In order to assist special needs students in making a successful transition from placements in special education classes only to both regular and special classes pursuant to placement recommendations made by an Individualized Educational Planning Committee, the following procedures will be implemented:

1. The responsible building administrator will normally recommend the placement of an eligible student in the smallest available and appropriate regular education class except for good cause shown.

2. When requested by the regular classroom teacher in whose class(es) a special needs student is placed, the responsible building or district administrator shall make time available for the regular classroom teacher to consult with ACISD staff and with special education teacher(s) primarily responsible for the special needs student.

3. If an instructional aide is assigned to a specific special education program or student as a result of an IEPC recommendation, and such person is absent, the district shall provide a substitute if reasonably available.

4. No regular classroom teacher in whose class(es) a special needs student is placed shall be required to administer prescription drugs, undertake certain procedures such as suctioning, catheterization or the like, or to attend to matters of personal hygiene.

"Special needs students" as used herein shall refer to those resident students currently under the jurisdiction of the Allegan County Intermediate School District or one of its constituent school districts.

Dated: _____, 1992

MARTIN PUBLIC SCHOOLS
ALLEGAN AND BARRY
COUNTIES, MICHIGAN

MARTIN EDUCATION ASSOCIATION

By: _____
Iris Williams
Its: Superintendent

By: _____
David Barrett
Its: President

