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Master Agreement

1969-1970

Algonac Board of Education

MEA

1216 Wendale

East Lansing, Mich. 48823

8/27/69 - 6/30/70

A G R E E M E N T

B E T W E E N

A L G O N A C E D U C A T I O N A S S O C I A T I O N

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A L G O N A C B O A R D O F E D U C A T I O N

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ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as certified through appropriate statutes, for all certificated teaching personnel under contract; Excluding: Superintendent; Assistant Superintendents; Administrative Assistant to Superintendent; Director of Special Education; Principals; Assistant Principals; and Curriculum Coordinator. The term "teacher" , when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement.

C. Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the second regular salary check of the teacher each month for ten months, beginning in September and ending in June of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June.

D. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Association an amount equal to membership dues payable to the Association, the NEA and the MEA, provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in paragraph C of this article. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deductions as provided in paragraph C, the Board shall immediately cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this article is just and reasonable cause for discharge from employment.

E. With respect to all sums deducted by the Board pursuant to authorization of the employee, whether for membership dues or equivalent fee, the Board agrees promptly to remit to the Association that portion allocated to the Association and to remit the balance for both the NEA and the MEA, to the Michigan Education Association, 1216 Kendale Boulevard, Box 673, East Lansing, Michigan, 48823, accompanied by an alphabetical list of teachers for whom such deductions have been made, categorizing them as to membership or nonmembership in the Association, and indicating any changes in personnel from the list previously furnished. The Association agrees promptly to advise the Board of all members of the Association in good standing from time to time and to furnish any other information needed by the Board to fulfill the provisions of this article, and

and not otherwise available to the Board.

F. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE II

TEACHER RIGHTS

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover 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 any 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.

B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board or a mediator from such Agency.

C. The Association and its members shall have the right to use school building facilities for meetings subject to Board policy. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Bulletin boards and mail boxes shall be made

available to the Association and its members.

D. The Board agrees to furnish to the Association in response reasonable requests from time to time, all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers.

E. The Association president or a designated member (either/or) shall be allowed release time, during school hours, to conduct Association business. Such allotted time shall not interfere with classroom teaching assignments. When the Association president conducts Association business on school time, he will notify the school principal.

F. At the beginning of every school year, the Association shall be credited with seven (7) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours of the date for intended use of said leave.

ARTICLE III

A. The teachers' normal working hours in all schools shall be from 8:00 a.m. to 3:30 p.m.

B. The teachers recognize their professional responsibility to attend a reasonable number of faculty, committee, and other school-related meetings.

C. The Board agrees to give all teachers a duty-free, uninterrupted lunch period of thirty (30) minutes.

D. Elementary teachers will be provided a fifteen (15) minutes relief per day.

E. Secondary school teachers shall, in addition to their lunch period, have at least one (1) preparation period per day; the period to be equal to a regular class period. Sixth grade teachers in the intermediate school shall be considered as secondary teachers.

F. The Board agrees to have standardized tests corrected by machine or other means.

G. A forty (40) hour work week shall be established so that teachers may have adequate preparation time for their classes. Teachers shall use the non-instructional time in their classroom to help individual students whenever necessary and correct the work done by students for grading purposes. The forty (40) hour work week shall include all time spent in the classroom, grading papers at home, preparation time, helping students in the classroom, preparing lessons at home, answering parents or citizens questions in regards to students, school programs, and class projects.

All teachers shall prepare weekly lesson plans for each class, so that a good lesson is presented every day, and in case of absence, a plan is available for the substitute teacher. Teachers so requested shall hand in lesson plans on Friday of each week; the plans shall be returned to them on the following Monday morning with the principal's constructive comments and/or initials. In the event of teacher absences, substitutes shall carry out the regular teacher's lesson plans. Teachers shall be in their assigned classrooms or workrooms for students and planning as much as possible.

H. Because the Association and the Board of Education recognize that professional competence shall be maintained and increased, it is agreed that each teacher and administrator shall be encouraged to take college work to keep abreast of changes in their field of teaching.

ARTICLE IV

A. The normal weekly teaching load should be fair and equitable for all teachers with adequate preparation time. The normal weekly teaching load of the junior and senior high schools will be twenty-five (25) teaching periods and five (5) unassigned preparation periods of fifty-five (55) minutes plus five (5) minutes passing time or the equivalent thereof. The principals and their staffs of each building shall cooperatively work out any deviations from the norms herein set forth (i.e., modular scheduling, flexible scheduling, team teaching, etc.).

B. Since pupils are entitled to be taught by teachers who are working within their areas of competence, teachers should not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor field of study.

C. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignments in the secondary school grades will be notified and consulted by their principals as soon as practicable and prior to June 15. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher request such change.

D. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the

primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

E. The normal weekly teaching load should be fair and equitable for all teachers, with adequate preparation time. The principal and the staff shall cooperatively work for a program of education that will best meet the needs of the students in their school.

The maxium secondary daily student load per teacher will be no larger then 175 students per day with no class to exceed forty (40).

The maxium K-8 daily student load per teacher will be no larger than forty (40), provided when student load exceeds thirty-five (35), the teacher, if she so requests and an Association representative may discuss with the principal, the reasons therefor, and make suggestions in connection therewith.

In the case of Kindergarten teachers, this load shall be no greater than eighty (80) students per day and shall not exceed forty (40) in any class.

Any class which combines elementary levels shall not exceed thirty-five (35).

Physical education teachers shall not have more than 200 students per day and no more than fifty (50) in a class.

Chorus and Band shall not be limited.

F. 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 shall undertake as soon as possible to implement all joint decisions thereon made by its representative and the Association. The Board will endeavor at all times to keep the school reasonably and properly equipped and maintained.

G. Coaches may drive a school bus within the boundaries of the school district.

H. Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment. The Board agrees to pay for chauffeur licenses if they are necessary according to law.

I. The Board shall make available in each school adequate lunchroom, restroom and lavatory facilities exclusively for school personnel and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted with the exception of the Harsen's Island school. The present facilities at all schools are acceptable as they now stand.

J. Telephone facilities shall be made available to teachers for their reasonable use.

K. Adequate parking facilities shall be made available to teachers for their exclusive use.

L. The private and personal life of any teacher is not within the appropriate concern or attention of the Board.

The Algonac Education Association agrees that its members shall act in a highly ethical and moral manner at all times and shall support the administration in maintaining these standards.

M. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status, or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color, or national origin, and to seek to achieve full equality of educational opportunity to all pupils.

N. Individual teacher contracts based on special certificates and issued to new teachers will be subject to termination at the end of the current school semester when a qualified teacher can be found to fill the position. The position will be posted until a qualified teacher is found. If in the event a teacher having a bachelors degree from an accredited college or university, and a provisional or permanent certificate applies for a position held by a special certificated person is not hired, the Association will be notified as to the reasons thereof.

ARTICLE V

VACANCIES AND PROMOTIONS

A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least five (5) days.

B. Any qualified teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and the attainments of all applicants and the length of time each has been in the school system of the district. The Board declares its support of a policy of promotions from within its own teaching staff, including promotions to supervisory and executive levels.

ARTICLE IV

TRANSFERS

A. Since the frequent transfers of teachers from one school to another is disruptive of the educational process and interfered 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, lists of available positions in other schools shall be posted in the same manner as provided in Article V.

C. All teachers shall know of transfer made after the close of the school year shall be made by mutual consent.

ARTICLE VII

TEACHER EVALUATION

A. The performance of all teachers shall be evaluated in writing. Probationary teachers shall be evaluated at least three times during the school year; one month following the teacher's commencement of service, three months after the teacher's commencement of service, and ninety days prior to the end of the probationary school year.

Tenure teachers shall be evaluated at least once every year. Tenure teachers whose services are being considered for termination under provisions of the tenure act shall receive a registered letter of notification and statement of charges from the superintendent and advised of their rights under the tenure act for a hearing and appeal. The Association shall receive a copy of such notification, at the teacher's request. Teachers who are so notified may be suspended with pay pending a final determination by the Board after completing a hearing as provided in the tenure act.

B. Evaluations shall only be conducted by a building principal or assistant principal or other full-time administrator possessing a master's degree and three (3) years successful teaching experience at the teacher's level of performance. Each observation shall be made in person for a minimum of thirty (30) minutes. All monitoring or observation of the performance of a teacher shall be conducted openly and with full knowledge of the teacher.

C. A copy of the written evaluation shall be submitted to the teacher at the time of personal interviews or within ten days thereafter; one to be signed and returned to the administration,

the other to be retained by the teacher. In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personal file. Evaluative procedures and forms shall be developed by the Board with the assistance of the Association.

D. The Board agrees to provide the Association the names, phone numbers, and addresses of the new teachers for the first general teachers meeting, if available at that time.

E. No later than records day during the first semester, the Association president may discuss informally with the building principal the classroom performance of the probationary teachers who might be subject to dismissal at the close of the year.

F. A copy of a teacher's evaluation shall be furnished to the teacher, and upon the teacher's request to the Association. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the superintendent. In the event a probationary teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing.

ARTICLE VIII

PROTECTION OF TEACHERS

A. The Board will give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board will endeavor to help the teachers in handling any suspected emotionally disturbed students when they are called to the attention of the principal.

B. Any case of assault upon a teacher while in the performance of all teachers assignments shall be promptly reported to the building principal. The district shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authority.

C. If any teacher is sued by reason of disciplinary action taken by the teacher against a student, the Board will provide all reasonable assistance to the teacher in his defense.

D. The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher who may be assaulted while in the performance of all teaching assignments.

Loss must be reported immediately after the assault and not later than twenty-four (24) hours.

E. Any complaints by the parents of a student, to the principal, shall be promptly called to the attention of the teacher, if the principal believes the complaint to be of a serious matter.

If a complaint is judged to be serious, no action shall be initiated until a parent-teacher-principal conference has taken

place. If no satisfaction is received from this conference, the administration shall be called upon to help solve the problem in this order: building principal, superintendent, school board.

F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property.

ARTICLE IX

NEGOTIATION PROCEDURES

A. The Superintendent of Schools will continue an open door policy with respect to informal discussions with teachers.

B. At least ninety (90) days prior to the expiration of this agreement, upon request of either party, negotiations will be undertaken for an agreement covering the 1970-71 school year.

C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board.

ARTICLE X

GRIEVANCE PROCEDURE

A. A grievance is a complaint by a teacher or the Association which draws into question the interpretation or meaning of the provisions of this Agreement. Complaints also covered by the Michigan Tenure of Teachers Act are excluded from this grievance procedure.

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 15 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.

B. All grievances shall be handled by the following procedure:

Step 1. The teacher shall first promptly discuss the complaint with the principal in an attempt to resolve the complaint informally.

A teacher not satisfied with a personal conference with his principal may take his complaint to the Algonac Education Association for consultation. By mutual consent, the teacher and Association representative may again visit the principal not later than five (5) calendar days after the act complained of in a further effort to resolve the complaint.

Step 2. If the complaint is not resolved at Step 1, it shall be reduced to writing as per attached schedule A, clearly stating the claimed for the grievance and shall be signed by the teacher

or the Association and presented to the principal within seven (7) calendar days after the act complained of.

Within five (5) calendar days after receiving the written grievance, the principal shall communicate his decision in writing, together with the supporting reasons to the teacher lodging the grievance and to the Association.

Step 3. Within five (5) calendar days after delivery of the principal's decision, the grievance may be appealed to the Assistant Superintendent by the aggrieved teacher or by the Association. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 2.

Within ten (10) calendar days after delivery of the appeal, the Assistant Superintendent shall investigate the grievance and shall communicate his decision in writing, together with the supporting reasons to the aggrieved teacher, to the Association and to the principal. As part of his investigation, the Assistant Superintendent shall give the person or persons who presented the grievance at Step 2 an opportunity to be heard in the presence of an Association representative.

Step 4. Within five (5) calendar days after delivery of the Assistant Superintendent's decision, the grievance may be appealed to the Superintendent by the aggrieved teacher or the Association. The appeal shall be in writing and shall set forth specifically the act or condition and grounds on which the grievance is based and shall be accompanied by copies of

previous decisions.

Within ten (10) calendar days after delivery of the appeal, the Superintendent shall investigate the grievance and shall communicate his decision in writing, together with the supporting reasons to the aggrieved teacher, to the Association, to the Assistant Superintendent, and to the principal. As part of this investigation, the Superintendent shall give the aggrieved employee and a representative of the Association an opportunity to be heard.

Step 5. Within five (5) calendar days after delivery of the Superintendent's decision, the grievance may be appealed to the Board of Education by the Association. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by copies of previous decisions.

Within twenty (20) calendar days after delivery of the appeal, the Board shall give the aggrieved employee and the Association an opportunity to be heard. The Board shall render its decision in writing, together with the supporting reasons, within thirty (30) calendar days after the delivery of the appeal.

Step 6. Advisory arbitration will be granted. The costs will be shared equally by the Board and the Association. The arbitrator will be selected from the American Arbitration Association. Both sides will pay their own people in connection with the arbitration proceeding. No release time nor emergency leave time will be granted to teachers involved in the case. No new evidence may be presented. Request for arbitration must be filed within thirty (30) calendar days after decision has been rendered at Step 5.

C. If a grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.

D. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of the procedure within the time which would have been allotted had the decision been given. Failure to file a written grievance within the time specified in Step 2 shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision and shall bar further appeal. Time limits may be extended in any specific instance by mutual agreement.

E. 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 teachers shall be the sole responsibility of the Association.

SCHEDULE A

PROFESSIONAL GRIEVANCE REPORT

School District _____ Grievance Number _____

School _____ Date of Violation _____

Date of Grievance _____

Subject to provisions of the professional negotiations agreement between the Board and the Association, I hereby authorize the representative or representatives of the Association recognized by the Board as my collective bargaining representatives to process this request or claim arising therefrom in this or any other stage of the professional grievance procedure.

STATE OF GRIEVANCE

REMEDY REQUESTED

Approved for processing

Date

Signature of Grievant (Use reverse side for additional signatures if more than one grievant)

Principal's Disposition

Date: _____

Signature of Principal

Association's Disposition

Date: _____

Satisfactory ____ Unsatisfactory ____

Superintendent's Disposition

Date: _____

Signature of Superintendent

Association's Disposition

Date: _____

Satisfactory ____ Unsatisfactory ____

ARTICLE XI

TEACHERS' AUTHORITY

Classroom discipline is basically a professional responsibility of the teacher. Classroom discipline exercised in accordance with Board policies, procedures and rules will utilize all administrative and consultant assistance as well as pupil personnel services so that every effort is made to provide an education for all children, including the reluctant, and the less able. Teachers will exhibit respect for the human dignity of students. Student records will be available to teachers in accordance with current procedure.

A. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. A teacher may use such force as is necessary to protect himself or to prevent injury to another student.

B. A teacher may temporarily exclude a pupil from one class when the grossness of the offense, the persistence of the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish upon request of the principal and as promptly as his teaching obligations will allow, full particulars of the incident.

ARTICLE XII

PROFESSIONAL STUDY COMMITTEE

A. A professional study committee shall be organized and composed of teachers and administration upon the recommendation of the Superintendent of the Association to study and make written recommendations to the Board of Education on areas of Curriculum and In-Service Training. The Association agrees to provide the necessary personnel for the following committees.

ARTICLE XIII

STUDENT TEACHER POLICY

A. A Board will furnish to the Association copies of the agreement and the philosophy of the teacher training institutions with regard to externs, interns, associates, and student teachers.

B. The Board agrees not to use interns as substitutes, with the exception of the use of interns as substitutes for the particular teacher to whom the intern is assigned.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:30 a.m. to report unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.

B. Teachers will not be required to report for duty when inclement weather prohibits opening of school for the children. A telephone relay system shall be established so teachers shall have adequate notice of such cancellation. The Superintendent shall make the decision to close or alter school operations because of inclement weather. The decision shall be made as near to 7:00 a.m. as possible.

- 1st notification shall be to W.J.R. Radio
- 2nd notification shall be to W.S.M.A. Radio
- 3rd notification shall be to W.H.L.S. Radio
- 4th notification shall be to all principals
- 5th notification shall be given by principals to AEA building representatives.
- 6th notification shall be given by AEA representatives to the teachers

At the beginning of the school year a meeting shall be called by the principals to set up the telephone relay system with the AEA building representatives.

C. The following criteria shall exist should a substantial and unforeseen change in student enrollment or other conditions develop, making it necessary for general reduction of teachers employed by the Algonac Community Schools. The list shall be applied beginning with the first item and proceeding down the rank order as far as necessary to determine the highest

qualification between two individuals.

1. Certification
2. Experience in the position in the Algonac Community Schools.
3. Total experience in the position
4. Total experience in teaching in the Algonac Community Schools.
5. Total experience in teaching
6. Training
7. Permanent certification.

D. A teacher who must move from building to building during the course of his teaching assignment will use a school car when one is available. If, however it is necessary to use their own car the teacher shall be reimbursed .10¢ per mile.

Also a teacher on an authorized education trip out of the district shall use a school car when available. In the event that a car is not available, the teacher shall be reimbursed at the above rate. A teacher choosing not to use a school car when it is available will not be compensated for their own mileage.

ARTICLE XV

ADDITIONAL COMPENSATION FOR EXTRA DUTIES

A. The Board of Education shall grant extra pay to those who are selected by the Superintendent of Schools to perform the following extra-curricular (beyond the school day) duties.

B. People selected have the option of accepting or rejecting extra-curricular duties.

C.	Percentage based upon the years of experience in the activity.
<u>Athletics</u>	
Baseball, Head Coach, High School	6
Baseball, Reserve, High School	5
Basketball, Head Coach, High School	10
Basketball, Reserve, High School	6
Basketball, 9th Grade	5
Basketball, 7th and 8th grade	4 & two coaches
Cheerleader, High School	4
Cheerleader, Junior High	3
Football, Head Coach, High School	10
Football, Varsity Assistant, High School	6
Football, Reserve, High School	6
Football, Reserve Assistant, High School	5
Football, 9th Grade	5
Football, 7th and 8th Grade	4 & two coaches
Girls Athletic Association, High School	3
Golf, High School	6
Tennis, High School	6
Track, Head Coach, High School	6
Track, Assistant Varsity, High School	5
Track, Junior High	4
Wrestling, High School	6
<u>Miscellaneous</u>	
Band Director, High School	7
Class Advisors: 9th Grade	3
10th Grade	3
11th Grade	4
12th Grade	3
Senior Play	2
School Paper, High School	4
School Paper, Assistant, High School	2
Student Council, High School	4
Vocal Director, High School	3
Yearbook, High School	3

ARTICLE XVI

SABBATICAL LEAVE

A. After seven (7) consecutive years of employment a teacher may apply for sabbatical leave. Permission may be granted to no more than 1% of the teaching staff unit each year. One-fourth the regular salary will be paid. Teachers shall return to the school district for a minimum of two years following a sabbatical leave. In the event a teacher does not stay in the school district for two years, he shall within two years, repay the Board that part of his sabbatical leave salary which the unexpired period of service bears to two years. The teacher agrees to furnish the Board of Education with the promissory note specifying the repayment terms.

B. Criteria for the selection of the teacher(s) to be recommended to the Board shall incorporate the following:

1. Date of filing and application.
2. Purpose of the leave.
3. Seniority of professional service in the system.
4. Professional growth of the staff member.
5. Potential benefit to the school system.
6. Demonstrated dedicated service to the school system.

ARTICLE XVII

UNPAID LEAVE IF ABSENCE

A. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he would have been had he taught in the district during such period.

B. Maternity leave of up to five (5) years shall be granted, commencing not later than the end of the sixth (6) month of pregnancy, except that when this date falls within one school month of the end of the semester, the teacher may be permitted to complete the semester. Return from such leave will be no earlier than six (6) weeks after the termination of the pregnancy. A female teacher adopting a child may receive similar leave which shall commence upon entry of an order terminating the rights of the natural parents by the probate court. A teacher wishing to return must apply six months before the end of the school year. She will be given a position of like status in terms of salary and sick leave and shall be paid therefore at the half-step on the salary schedule immediately higher than the step applicable to her at the beginning of such leave.

ARTICLE XVIII

ILLNESS OR DISABILITY

A. At the beginning of each school year, each teacher shall be credited with a ten (10) day sick leave allowance to be used for absences caused by illness or physical disability of the teacher. The unused portion of such allowance shall accumulate from year to year without limitation.

B. At such time as the Association's Sick Leave Bank shall fall below 75 days, the Association shall be allowed to assess a maximum of one(1) day per year, per teacher for the bank. Upon mutual agreement, the Board and the Association may request for an additional consideration once during the school year. This shall cover physical illness only. Mental illness shall not be covered.

C. A committee of one representative from each building shall be appointed to make the decision as to who shall receive sick leave from the common bank.

D. Absence due injury or illness incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days, provided that the Board shall pay to such teacher the difference between his salary and benefits received under the Michigan Workmen's Compensation Act for the duration of such absences.

E. As of this date May 27, 1969 there are 264 days in the Algonac Education Association's Sick Bank.

ARTICLE XIX

RETIREMENT COMPENSATION

A. In recognition of years of service to the system, the Board agrees to adopt the following policy in regards to retirement compensation:

A teacher must have minimum of ten (10) years of service in the system to qualify for compensation and the total sum paid the retiring teacher shall be \$1,000.00 for the school year 1969-70. The retiring teacher must qualify in accordance with the Michigan Public School Employee's Retirement System.

ARTICLE XX

SCHOOL CALENDAR 1969-1970

A. August 27	New Teacher's conference
August 28,29	Pre-school conference
September 1	Labor Day
October 16,17	Institute Days
November 27,28	Thanksgiving recess
December 19 end of day	Christmas recess
January 5	Classes resume
January 23	Records Day
March 26	Easter Vacation begins
April 6	Classes Resume
June 1	Memorial Day Recess
June 10	Pupils Last Day
June 11	Teachers Last Day
Teachers on duty - 186 days	Pupils in session - 180 days

B. We recommend that the Curriculum Council make every effort to provide an in-service program during part of the Institute Days of October 16 and October 17, for the Algonac System. Teachers may attend either the M.E.A. or the local programs.

ARTICLE XXI

PERSONAL, PROFESSIONAL, AND BEREAVEMENT LEAVE

A. Absences due to death in the teacher's family shall be deemed legitimate use of accumulated sick leave days up to five (5). For the purpose of the Article the term "family" shall be defined as:

- | | | |
|------------------|-------------|-------------------|
| 1. Mother | 5. Spouse | 9. Brother-in-law |
| 2. Father | 6. Children | 10. Sister-in-law |
| 3. Mother-in-law | 7. Brother | 11. Grandmother |
| 4. Father-in-law | 8. Sister | 12. Grandfather |

In the event that the teacher's personal business days do not cover the length of time for funerals of the individuals other than the teacher's family, additional one-day leaves may be granted and charged against the teacher's accumulated sick leave days. Such days are limited to a total of five (5).

B. Building principals at their discretion, may send teachers to conferences and workshops without having such time charged to teacher's sick leave or personal business leave days.

C. At the beginning of every school year each teacher shall be credited with (2) days to be used for the teacher's personal business. A personal business day may be used for any purpose, at the discretion of the teacher. A teacher planning to use a personal leave day or days shall notify his principal at least one day in advance, except in cases of emergency. Personal leave requested for a school day immediately before or after a holiday, week-end, or vacation period may be granted at the discretion of the building principal. Personal business days may accumulate

as a part of the sick leave.

D. A teacher subpoenaed for jury duty or to give testimony before any judicial or administrative tribunal, or in arbitration, negotiation, mediation, or fact finding proceeding shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. A teacher subpoenaed shall notify his principal as soon as possible.

ARTICLE XXII

INSURANCE PROTECTION

The Board agrees to furnish to all teachers the following insurance protection:

A. The Board agrees to provide full family health care insurance benefits in the form of Blue Cross-Blue Shield M75 health insurance to all teachers currently enrolled for this protection and for all future teachers in the Algonac Community School System. The Board will also continue to provide MEA Major Medical health insurance for not more than 15% of those employees who wish to select such insurance.

B. A teacher may elect to convert his health care benefits in full or in part to life insurance benefits under the following conditions:

1. The total amount spent by the Board will not exceed \$28.00 per month.
2. Written proof of coverage under another group contract will be presented by the teacher.
3. The balance of a single subscribers benefits may be applied to a life insurance protection, or toward a tax sheltered annuity program. The total cost of the benefits will not exceed \$28.00 per month.
4. The Board shall select the carrier for the life insurance and the tax sheltered annuity program.

C. Premiums in behalf of the teacher shall be made on a twelve (12) month basis from September 1 to September 1.

ARTICLE XXIII

SALARY SCHEDULE

A. All teachers employed by the Board for the 1969-1970 school year be placed on the appropriate step of the salary schedule.

B.	<u>Years</u>	<u>M.A.</u>	<u>B.A.</u>	<u>Non-degree</u>
	0	7,950	7,350	6,400
	1	8,400	7,700	6,800
	2	8,850	8,100	7,000
	3	9,300	8,500	7,400
	4	9,750	8,900	----
	5	10,200	9,300	----
	6	10,650	9,700	----
	7	11,100	10,150	----
	8	11,550	10,600	---
	9	12,000	11,050	---
	10	12,450	11,500	----

C. Salary payments to the teachers shall have the following options:

I. The teachers be paid in twenty-six(26) installments, the last June check to be balance of contract.

II. The teacher shall be paid in twenty (20) equal installments.

All deductions shall be authorized in writing by August 29.

Deductions authorized at that time cannot be changed until December

15. The first pay will be on September 5, 1969. Final pay for twenty (20) weeks plan shall be June 11. No pay on May 29 for plan "B".

D. The Board will allow new teachers up to seven (7) years of outside experience credit on the salary schedule.

E. Teachers entering the system at mid year; (i.e., with one-half of the school year or more remaining and continuing on with this system) shall be credited with one-half of the step increment on the salary schedule. This shall apply to teachers presently employed as well as newly hired teachers.

ARTICLE XXIV

BOARD'S RIGHTS AND RESPONSIBILITIES

A. Except as modified by the specific terms of this agreement, the Board retains all rights and powers to manage the Algonac Community Schools and to direct its employees. The Association recognizes these management rights and responsibilities as conferred by the laws and Constitution of the State of Michigan and as are inherent in the rights and responsibilities to manage the Algonac Community School System.

B. During the term of this agreement the Association will agree to abide by Public Act 336 of 1947, as amended by Michigan Public Act 379 of 1965.

C. The Association will not enter into or encourage a strike during the duration of this contract.

D. This agreement shall supersede all rules, regulations, or practices of the Board which shall be contrary to 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.

E. If any provision of this agreement or any application of this 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 XXV

DURATION OF AGREEMENT

This Agreement shall be effective as of August 27, 1969, and shall continue in effect until the thirtieth (30) day of June, 1970. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

EDUCATION ASSOCIATION

By _____
Its President

BY _____
Its Secretary

BY _____
Chairman, Negotiating Comm.

BY _____
Negotiating Committeeman

BY _____
Negotiating Committeeman

BY _____
Negotiating Committeeman

BY _____
Negotiating Committeeman

BOARD OF EDUCATION

By _____
Its President

BY _____
Its Secretary

BY Ralph W. Bond
Member

BY _____
Member

BY _____
Member

BY _____
Member

BY _____
Member

Dated this _____ day of _____, 1969

ALGONAC COMMUNITY SCHOOLS
5200 TAFT RD.
ALGONAC, MICHIGAN 48001

RECEIVED (5)

DEC 9 1969

OFFICE OF
PROFESSIONAL NEGOTIATIONS