

OFFICE OF PROFESSIONAL NEGOTIATIONS **FILE**  
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**BETWEEN**

**THE ALPENA BOARD OF EDUCATION**  
Alpena, Michigan

**AND**

**THE ALPENA PUBLIC SCHOOL TEACHERS**

Alpena  
BoE & Ed  
(and Pleague Dist  
County)

August 28, 1967

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**A G R E E M E N T**

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## A G R E E M E N T

THIS AGREEMENT, entered into this 28th day of Aug. 1967, A.D. by and between the ALPENA PUBLIC SCHOOLS, ALPENA AND PRESQUE ISLE COUNTIES, MICHIGAN, hereinafter called the "Board", and the ALPENA SEGMENT OF THE ALPENA-ALCONA EDUCATION ASSOCIATION, hereinafter called the "Association".

### PREAMBLE

WHEREAS The Board and the Association recognize and declare that providing a quality education for all the youth served by the Alpena Public School District is their mutual aim, and

WHEREAS It is in the interests of both parties to promote the best educational opportunity possible for all pupils consistent with community expectations, school community relations, and the resources of the community, and

WHEREAS The Board has a statutory obligation pursuant to Act 379 of the Michigan Public Acts of 1965 to bargain with respect to rates of pay, wages, hours of employment or other conditions of employment, and

WHEREAS The Board and the Association are mutually committed to the necessity of equal educational opportunity for all pupils of the Alpena Public School District with no exclusion from any program on the basis of race, religion, creed, social or economic status, and

WHEREAS The Association has been duly selected by a majority of teachers as the exclusive representative of teachers for purposes of dealing with the Board on matters of teacher concern, and

WHEREAS The grievance procedure affords the sole and exclusive remedy for complaints and grievances under the Agreement, and the sole method of expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, and Board shall not consider grievance complaints of teachers in any other manner and



WHEREAS The parties, following extended and deliberate professional negotiations, have reached certain understandings concerning salaries and teaching conditions, and

WHEREAS The parties desire to incorporate such agreements and certain other matters into a formal contract, and believe that such action is in the best interests of community, children, school system, and teachers;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. RECOGNITION CLAUSE:

The Board recognizes the Association as the sole and exclusive bargaining representative for all contracted professionally certified elementary and secondary teachers and community college instructors, including special education teachers, librarians and counselors, excluding administrators. The Board, or its designated representatives, will meet with the representatives of the Association for the purpose of bargaining collectively in respect to wages, hours and other terms and conditions of employment.

II. GRIEVANCE PROCEDURE:

A. Definitions:

1. A "grievance" is a complaint based upon apparent wrongs or inequities involving the interpretation and application of the provisions of this Agreement.

2. The term "teacher" includes any individual or group who is a member of the bargaining unit covered by this Agreement.

3. The term "days" shall mean days school is in session.

B. Purpose:

The primary purpose of this procedure is to secure, as near to the initial step as possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing herein contained shall be construed as limiting the right of any

teacher with a problem to discuss the matter informally with the appropriate member of the administration.

C. Structure:

1. There shall be one Association Representative assigned to each school to be selected in a manner determined by the Association.

2. The Association shall establish a Professional Committee of nine (9) to twelve (12) members which shall be broadly representative and which shall serve as the Association Grievance Committee. In the event that any Association Representative or any member of the Professional Committee is a party in interest to any grievance, he shall disqualify himself and a temporary substitute shall be named by the Association.

D. Procedure:

The number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. If the grievance is filed on or after June 1, the time limits may be reduced in order to affect a solution prior to the end of the school year or as soon thereafter as is practicable.

1. Step One

A teacher with a problem shall discuss it with his immediate supervisor or principal within five (5) school days of the alleged violation of contract. He may discuss the situation: (a) individually or (b) together with his Association Representative, with the objective of resolving the matter informally.

2. Step Two

In the event the matter is not resolved informally, the problem stated in writing, may be lodged with or submitted as a grievance to the principal of the school in which the grievance arises within ten (10) days following the first meeting with the principal or supervisor.

(a) A grievance may be lodged and thereafter discussed with the principal:

- (1) by a teacher accompanied by an Association Representative;
- (2) through an Association Representative if the teacher so requests;
- (3) by an Association Representative in the name of the Association.

(b) The written grievance(s) should be specific. They should name and be signed by the employee(s) involved. They should contain a statement of the facts upon which the grievance(s) is/are based, with respect to wages, hours, and other terms and conditions of employment, and should state the remedy requested.

(c) Within ten (10) school days after receiving the grievance, the principal shall state his decision in writing, together with the supporting reasons, and shall furnish one (1) copy to the teacher(s) and two (2) copies to the Professional Committee.

### 3. Step Three

In the event that the aggrieved person is not satisfied within ten (10) days of receipt of the decision, the Professional Committee shall decide whether or not there is a legitimate grievance. If the Professional Committee decides that no grievance exists, and so notifies the claimant, the teacher may continue to process his claim without Association support. If the Professional Committee decides there is a legitimate grievance, it shall immediately process the claim with the Superintendent of Schools. Within ten (10) days from receipt of the grievance, the Superintendent shall render a decision as to the solution.

### 4. Step Four

In the event the aggrieved person is not satisfied with the disposition of his grievance at Step Three, or if no decision has been rendered within ten (10) days from date of receipt of grievance by the Superintendent of Schools

he may refer the grievance through the Professional Committee, to the Board of Education. Within ten (10) days from receipt of the written referral by the Board, the Board shall meet with the Professional Committee for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered within ten (10) days.

#### 5. Step Five

In the event the grievance is not satisfactorily resolved at Step Four, or if no decision is reached within the ten (10) day period, the grievance shall immediately be transmitted to the State Labor Mediation Board.

#### E. Rights to Representation:

When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance process.

#### F. Miscellaneous:

1. A grievance may be withdrawn at any step without prejudice.
2. No reprisals shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
3. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.

### III. PROFESSIONAL SALARY:

A. The purpose of the salary schedule is to secure and retain quality teaching staff, to encourage improvement of teachers while in service, to give credit for training and experience, and to stimulate the continuous growth of all teachers. It further provides a definite basis for determining budget requirements.

B. Salaries shall be paid in twenty-six (26) equal payments every-other Friday. It shall be the intent that checks will be available in sealed envelopes on the last day of school

during the week of a scheduled pay day. Salary checks will be withheld until the requirements concerning professional staff records and reports have been met. Deadlines on these records and reports occur twice a year—once at the beginning of the school term and once at the conclusion of the school year.

C. Non-degree 1967-1968 Teacher Salary Schedule:

	C	D	E	F
Step	60-74	75-89	90-104	105+
1	3,193	3,502	3,811	4,120
2	3,399	3,708	4,017	4,326
3	3,605	3,914	4,223	4,532
4	3,811	4,120	4,426	4,738
5	4,017	4,326	4,635	4,944
6	4,223	4,532	4,841	5,150
7	4,429	4,738	5,047	5,356

1. Non-degree teachers and/or teachers who hold Life Certificates receive One Hundred Dollars (\$100.00) per year after reaching the maximum on the salary schedule provided they earn six (6) hours each year.

2. Upon reaching the seventh (7th) step in each of the four (4) non-degree categories, the teacher will have reached the maximum allowed. When the required number of hours are earned which enables the staff member to move into the degreed category, he shall be placed at the seventh (7) step.

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D. Degreed 1967-1968 Teacher Salary Schedule:

Effective Date August 28, 1967:

Step	BA/BS	BA/BS +15	BA/BS +30 Sem. Hrs.	MA/MS	MA/MS +30 Pts.	Specialists
1	6,100	6,283	6,405	6,588	6,893	7,076
2	6,374.50	6,557.50	6,679.50	6,862.50	7,167.50	7,350.50
3	6,649	6,832	6,954	7,137	7,442	7,625
4	6,923.50	7,106.50	7,228.50	7,411.50	7,716.50	7,899.50
5	7,228.50	7,411.50	7,533.50	7,716.50	8,021.50	8,204.50
6	7,533.50	7,716.50	7,838.50	8,021.50	8,326.50	8,509.50
7	7,838.50	8,021.50	8,143.50	8,326.50	8,631.50	8,814.50
8	8,174	8,357	8,479	8,662	8,967	9,150
9		8,692.50	8,814.50	8,997.50	9,302.50	9,485.50
10		9,028	9,150	9,333	9,638	9,821
11		9,394	9,516	9,699	10,004	10,187
<u>12</u>			9,882	10,065	10,370	10,553
13					10,736	10,919



E. Elementary Interns shall be paid a stipend to be determined by the EIP Director from the Michigan State University and the administration of the school district concerned within the framework of the fiscal arrangements stipulated for the EIP Program.

F. In order that each teacher may be correctly located on the new salary schedule, staff members must provide evidence of the hours they have earned past their BA/BS and MA/MS degrees. When this data has been provided, a new contract reflecting the change in status will be issued.

1. An up-to-date transcript of credits showing total number of hours earned from each institution attended is required. Thereafter it will only be necessary to present a credit slip which will be photostated and attached to the transcript of credits.

2. Payment for credits earned toward placement on the salary schedule will be retroactive thirty (30) days from receipt of transcript.

3. A grandfather clause shall be included on the 1967-68 salary schedule whereby a Permanent Certificate and/or a Life Certificate with a BA/BS degree is for a one (1) year period, ending 1 September 1968, equivalent to ten (10) semester hours. The next five (5) toward the total of fifteen (15) hours of the BA+15 scale must be graduate credit. At the end of the 1967-68 school year a staff member holding a Permanent or a Life Certificate who has not earned five (5) additional hours of graduate credit will be frozen at the final step on the BA/BS scale.

4. To qualify for compensation under this schedule, it is required that such training be directly related to the instruction program.

5. A form has been developed establishing the procedure for evaluation of criteria for placement on the MA/MS +30 point category, as follows:

Points	Area
1	Each semester hour of graduate credit. To qualify, credit should be directly related to the instructional program.
1	Each semester hour of undergraduate credit (maximum 5 hours). To qualify, credit should be directly related to the instructional program.
1	Major Committee. A committee which would meet for the entire school year at regular intervals, e.g., Curriculum Committee, Personnel Policies.
1/3	Minor committee or sectional chairman of a professional meeting. Would meet for a specified duration or purpose, e.g., special building committee, American Education Week committee, Michigan Week committee, building press representative, local reading council.
1	Educational Travel. Prior approval by the building principal. Extended educational travel which is closely coordinated with the teacher's instructional program may be granted additional 1 to 5 points on the point system as evaluated by the point evaluation committee.
1	Organization Officer who spends a major portion of time in a position of educational leadership. (Member of Executive Committees.)
1	Work experience appropriate to teaching field. Prior approval by the building principal.

- 1/3 Membership in an organization in subject field of the teacher. (Credit not to exceed one organization per year, maximum credit will not exceed 2 points in this area.)
- 1/3 Community service--nonpaid (maximum 1 point.) To be evaluated by evaluation committee, e.g., United Fund, March of Dimes, Civic Theater, Civic Orchestra, Besser Chorus, Choral Society.
- 1/3 Publications in a professional magazine.
- 1 Research--prior approval
- 2/3 Senior or Junior Class Sponsor.
- 1/3 Sophomore or Junior High School Class Sponsor.
- 1/3 Commencement and Class Night
- 1 Club Sponsor. (Maximum 5 pts.)
- 1/3 Chairman of Mother's Night and Style Show; Science Fair; Book Fair; Art Show
- 1/3 Critic teacher--per student teacher. (Not to exceed a total of 3 points.)
- 1/3 to 1 point to be given for Miscellaneous--as designated by the evaluation committee.

No more than ten (10) points may be counted other than academic credit toward the MA+30 step of the salary schedule.

Points will be evaluated prior to September 30 and February 28 of each school year by a committee made up of

the Superintendent (or his representative), the building principal, the Association's building representative, and a member of the Professional Committee. Application for point credit must be made within one year after said credit has been earned.

G. Credit shall be given for full-time military experience up to four (4) years and six (6) years teaching experience up to a combined maximum of six (6) years.

#### H. Advanced Training:

Teachers who earn graduate credit from an accredited institution will be given expense money amounting to fifteen (15) dollars per semester credit hour for courses taken on campus and ten (10) dollars per semester credit hour for courses taken off campus up to a maximum of six (6) semester hours. No more than four (4) of these credit hours may be earned during the regular school year. To qualify for reimbursement the teacher must obtain prior written consent from the building principal. Work applying directly toward a graduate degree shall be approved. Payment will be made in May of each year for work completed prior to March 1.

#### I. Special Job Classification:

It is not intended that teachers under temporary appointment shall necessarily receive the full benefit of this salary schedule for special job classifications. In this manner the pay rate of a lay person teaching a community school course, a professional teacher who would teach a non-credit course, a professional teacher who would teach a high school credit course, and one teaching a summer school course can be readily discovered. This section is subject in all respects to the laws of the State of Michigan and the Federal Government.

Classification 1: \$3.00

Professional staff members who help supervise community school activities and lay people who teach non-credit courses, or community school courses.

Classification 11: \$3.50

Professional staff members who teach non-credit courses, community school courses, or tutor homebound pupils.

Classification 111: \$4.00

Full-time technical education or vocational instructors who are certified but do not have a degree.

Classification IV: \$5.00

Part-time technical education or vocational instructors who are certified but do not have a degree.

Classification V: Proration of Salary

All professional staff members who teach high school credit courses, college credit courses, or summer remedial or enrichment courses shall receive an eighty percent (80%) prorated share of their existent teaching salary. This shall be determined by the amount of additional teaching load, based upon a fifteen-hour (15) college and twenty-five-hour (25) K-12 standard. This salary will be established upon a forty (40) week school year.

Classification VI

For negotiated agreements with business, industry, or other agencies, or for payment of teacher services, where research

is needed to develop a whole new instructional program, the rate of Five Dollars (\$5.00) per clock hour will apply for each hour for study and research as may be allowed.

J. Paid Extracurricular Duties 1967-68 Schedule:

1. Teachers carrying a full teaching load shall receive extra pay for the assignments listed herein. Teachers receiving such extra pay are also expected to perform their share of the extracurricular duties for which no pay is given.

2. The extra pay is to be based on the step of the salary schedule corresponding to the number of years of experience the individual has in that specific duty.

Percentages Paid For Extracurricular Duties

12%	College Basketball Head Varsity Coach
10%	High School Athletic Director High School Football Head Varsity Coach High School Basketball Head Varsity Coach
10%	High School Instrumental Music Director
8%	College Baseball Head Varsity Coach
7%	High School Football First Assistant Coach High School Football Trainer High School Basketball First Ass't Coach College Basketball Assistant Coach High School Track Head Varsity Coach High School Baseball Head Varsity Coach High School Wrestling Head Varsity Coach High School Boys Gymnastics Varsity Coach High School Girls Gymnastics Varsity Coach



- 6% High School Vocal Director  
Junior High School Instrumental Directors  
College Vocal Director
  
- 5% High School Football Assistant Coach  
High School Basketball Freshman Coach  
High School Basketball Freshman Ass't. Coach  
College Track Varsity Coach  
High School Tennis Head Varsity Coach  
College Tennis Head Varsity Coach  
High School Golf Head Varsity Coach  
College Golf Head Varsity Coach  
High School Cross Country Head Varsity Coach  
College Cross Country Head Varsity Coach  
High School Debate  
High School Anamakee  
High School Boys Swimming Coach  
High School Girls Swimming Coach
  
- 4.5% Junior High Football Coaches .  
Junior High Basketball Coaches
  
- 4% High School Track Assistant Coaches  
High School Baseball Assistant Coaches  
High School Wrestling Assistant Coaches  
Junior High School Vocal Director  
College Newspaper Advisor  
College Debate Coach  
College Drama Director
  
- 3.5% High School Forensics  
High School Drama
  
- 3% Junior High School Football Coordinator  
Junior High School Basketball Coordinator  
Cheerleader Coach

Staff members assigned duties involving care and repair of in-

structional equipment after school hours shall be paid Two Hundred and Seventy-Five Dollars (\$275.00) per year.

Department Chairmen assigned by the Superintendent of Schools shall receive extra pay of five (5) percent. Staff members who must acquire additional certification, in order to teach vocational courses, shall receive compensation based on a formula of \$100.00 per year for each year of business or industrial experience required for vocational certification, or the appropriate prorated amount for less than full-load vocational instruction.

Teachers who chaperon at specific assigned responsibilities in connection with activities conducted after school hours, which are sponsored by the school but not directly related to the instructional program will be paid a total of Ten Dollars (\$10.00) per event if greater than 2-1/2 hours are required to discharge these duties. For events less than 2-1/2 hours duration, the Three Dollar (\$3.00) per hour rate will be paid. The funds for payment of this activity will not be paid by the Board, but must be absorbed by the supporting group or agency.

#### K. Tutoring:

1. Teachers desiring to make their services available as tutors should place their names with the Assistant Superintendent in charge of Elementary Curriculum. From the names of these teachers, lists of available tutors will be compiled.

When a parent desires tutoring services, he should be instructed to contact the Assistant Superintendent in charge of Elementary Curriculum.

2. Under no circumstances shall a regular classroom teacher assume a paid tutoring responsibility for a

pupil regularly enrolled in his classroom.

3. Although the need for tutoring is usually the outcome of a conference in which the parents, teachers, and principal are involved, the responsibility of obtaining a tutor is the obligation of the parents.

4. Recommended salaries for tutoring will be determined according to Classification II, Special Job Classification Scale.

L. Travel Payment:

A rate of nine (9) cents per mile will be paid to teachers who are required to use their personal automobiles for authorized travel.

M. Contracted Part-time Professional Employees:

All contracted part time professional employees shall share proportionally in all teacher benefits.

IV. CONDITIONS OF EMPLOYMENT:

A. Health Examinations:

1. The Board of Education reserves the right to request examinations upon written request. When a special examination is requested by the Board of Education, the expense will be paid by the Board.

2. The Board of Education provides the medical form to be used for the examination.

B. Classroom Teacher Pupil Ratio:

1. The Superintendent of School's recommenda-

tion for limits on teacher-pupil ratio shall consist of the best professional knowledge as to desirable teacher-pupil ratio, tempered by the willingness of district residents to provide sufficient staff for such loads. The desired maximum for teaching ratio at any level shall be consistent with the philosophy of the school system, which states that it is the objective of the schools to provide opportunities and experiences for each individual to develop within the limits of his capacity.

2. As a guide, the teacher-pupil ratio must be in close accord with the following figures:\*

Elementary - 27 : 1

Junior High School - 28 : 1

Senior High School - 28 : 1

College dependent upon schedule

\* Modern educational theory allows for both large and small group instruction. In relation to elementary class size, it is the intent to adjust loads so that all classes conform closely to the above guide. In the event this is impossible and it becomes necessary to maintain a load of thirty-five (35) or more students in any particular elementary classroom, it shall be the intent of the Board of Education to provide teacher-aide assistance to teachers assigned such classes.

### C. Teacher Work Schedule:

1. The Board and the Association recognize and agree that a teacher's responsibility to the students, community and profession generally, entails the performance of duties and the expenditure of time and service beyond classroom duty hours.

2. All special teachers with the exception of

instrumental music teachers are to observe the same work schedule as classroom teachers during the closing weeks of school. Classes are to be met on a regularly scheduled basis through Wednesday of the final week.

3. The regular work schedule on a ten-month basis shall be in accordance with the Alpena Public School Calendar which is included in the Master Contract.

4. EIP Student Status:

(a) Elementary Interns may be expected to perform tasks, attend classes, and consult with program personnel at times other than those included in the Master Contract as a part of their preparation program, as determined by EIP personnel.

(b) The Elementary Internship shall be considered a training situation and as such does not constitute a permanent teaching position for the Intern. Upon completion of the program, the Intern shall be considered for a regular teaching position in the Alpena Public Schools. Upon such employment with the Alpena Public School District the internship shall be equated as one year of teaching experience.

D. Assignment and Placement:

1. "Placement" herein refers to the administrative unit in which the teacher will perform a specific assignment.

2. The principles governing assignment and placement should include the following:

(a) Current staff members, whose building assignment will be changed, shall receive notification of their

assignment for the coming school year fifteen (15) days prior to the closing of the preceding year. The Superintendent of Schools reserves the right to assign staff as required; however, teacher wishes shall be considered insofar as possible.

(b) Placement and assignment are made with primary concern for the needs of the students within the framework of the experience, background and interests of the teacher.

(c) Probationary teachers will be placed and assigned in situations where they will have an opportunity to become successful teachers.

(d) Teachers will not without good reason and consent be assigned teaching responsibilities outside their field of preparation. If this condition becomes temporarily necessary, however, the teacher will be evaluated only on the basis of his major or minor field of teaching.

(e) Assignment of extracurricular duties is the responsibility of the building principal and shall be carried out with careful consideration being given to the teacher-pupil ratio and the experience, interests, and abilities of the individual.

(f) The Superintendent of Schools has the authority to hire staff from outside the system as required.

3. Each building principal will assign qualified teacher helpers to all teachers new to the building. The principal responsibility of the teacher helpers will be to assist the teacher in the following ways:

(a) Go over the school's policy handbook with the probationary teacher and explain what is expected in this school system in such areas as reports, grading, dis-



cipline, prompt attendance, assuming homeroom responsibilities, etc.

(b) Indicate the expected personal standards for the profession in this community.

(c) Help familiarize the probationary teacher with his system handbooks so that he understands their contents including philosophy and suggestions.

(d) Explain to the teacher the manner and extent to which he is expected to develop his teacher plan book and lesson plans.

(e) Discuss the appraisal form and answer questions about the appraisal procedure.

#### E. Promotion:

##### 1. Administrative:

(a) It shall be the policy of the Board to fill each administrative vacancy with the candidate who by reason of training, experience and personal qualities has the best qualifications for the position;

(b) Teachers within the system will be given preference when all the qualifications of local and outside applicants are determined to be equal by the Superintendent of Schools;

(c) Notification of administrative vacancies will be made by the administration to the various building representatives of the Association;

(d) The notification of vacancy will include a general description of the requirements for the positions;

(e) Staff members will have ten (10) days after the effective date of the listing in which to apply;

(f) All candidates shall be screened by a committee consisting of the Superintendent of Schools and his designated representatives;

(g) The Superintendent of Schools shall select one person for each position and recommend that person for approval by the Board;

(h) The Board may reject one or several nominations by the Superintendent of Schools but it may employ an administrator only on the recommendation of the Superintendent of Schools.

## 2. Department Head:

(a) It shall be the policy of the Board to fill each department head vacancy with the candidate who by reason of training, experience and personal qualities has the best qualifications for the position;

(b) The Board, as a general policy, shall attempt to make promotions from within the department, upon the recommendation of the Superintendent of Schools;

(c) Notification of department head vacancies will be made by the administration to the various building representatives of the Association;

(d) All candidates shall be screened by the principal, in cooperation with a screening committee consisting of the Superintendent of Schools and his designated representative;

(e) The Superintendent of Schools shall

nominate one person for each position and recommend that person for approval by the Board of Education;

(f) The Board may reject one or several nominations made by the Superintendent of Schools, but may employ a department head only on the recommendation of the Superintendent of Schools.

#### F. Transfer

1. Notification of teaching vacancies will be made by the administration to the various building representatives of the Association.

2. The notification of vacancy will include a general designation of the requirements for the position, if necessary.

3. Staff members will have ten (10) days after the effective date of the listing in which to apply.

4. Any certified employee within the system, who has the qualifications called for by a position, may apply.

5. Transfers and reassignments of staff members may be initiated by the administration in order to further the best interests of the total educational system.

6. Procedures to be followed in securing a transfer:

(a) By request of the staff member:

(1) A staff member desiring a transfer shall submit a written request clearly stating his reasons for desiring the transfer to his building principal. The principal shall forward the request to the Superintendent. (An excep-

tion to this procedure is the use of "Intention Slips" which are completed every January.)

(2) The teacher may arrange a conference between himself and the Superintendent of Schools.

(3) The Superintendent of Schools may consult with both the receiving and the present building principal of the staff member desiring the transfer.

(4) The personnel office will then make the necessary arrangements for a personal interview between the teacher and the prospective receiving principal.

(5) The prospective transferee need not forward his credentials to the prospective receiving principal (see 7 (b) below.)

(6) Teachers within the system will be preference when all the qualifications of the local and outside applicants are determined equal by the Superintendent of Schools.

(7) The staff member desiring the transfer shall be advised in writing by the Superintendent as to the decision made on his behalf.

(b) The receiving principal shall effect the initial signing of the transfer form and transmit it to the next person involved.

(c) By request of the building principal or other administrative personnel:

(1) A principal may initiate a request for the transfer of a staff member. The transfer must first be discussed with the individual concerned before action can be taken.

(2) The procedure for principal-initiated transfer is substantially the same as for teacher-initiated transfer.

7. General Principles and Considerations in Regard to Transfers:

(a) Any staff member desiring a transfer shall make himself aware of the qualifications of the position for which he is applying.

(b) The prospective receiving principal shall avail himself of the credentials of the staff member requesting a transfer.

(c) All transfers must be logical and reasonable in view of the employee's training and experience. The welfare of the entire educational system, and particularly the needs of the students, take precedence over the individual problems or interests of hopeful transferees.

(d) Any transfer which is involuntary will be made only after a meeting between the teacher involved and the Superintendent of Schools or his designee, at which time the teacher will be notified of the transfer and the reason for such transfer. A list of open positions in other schools will be made available to all teachers being involuntarily transferred. If qualified, and not in conflict with the instructional requirements and best interests of the school system and the pupils, preference will be given in filling such positions to current staff members.

(e) The Superintendent of Schools' decision shall be final in all transfer cases.

(f) A separate teacher vacancy listing, noting official openings, shall be posted on the office bulletin board

at those times as such listings are forwarded to the college and university placement offices.

(g) A staff member not selected for a transfer shall be notified of the action prior to the appointment. Upon request such staff member may meet with the Superintendent or his designee to discuss the decision. A written summary of the conference shall be provided upon the request of the teacher.

#### H. Departmental Organizations:

1. Active membership in departmental organizations is strongly encouraged for all staff members.

2. Teachers are encouraged to participate and hold office in departmental and professional organizations and conferences.

To regulate attendance at departmental meetings, which take place during school hours, the following procedures shall be used:

(a) Written request shall be submitted to the building principal for approval and forwarded to the Superintendent. The Superintendent, at his discretion, shall have the authority to grant such requests without loss of pay, with loss of pay equivalent to wages paid a substitute teacher, or with full loss of pay.

(b) Definite understanding concerning the nature and conditions of the absence must be determined before the staff member leaves to attend such meetings.

(c) If authorized, transportation, lodging, and registration expenses may be paid in accordance with the adopted travel reimbursement policy, if said teacher



is not otherwise reimbursed.

3. In considering whether to grant permission for a teacher to attend a departmental meeting which will result in the teacher's absence from the classroom the Superintendent shall take the following factors into account:

- (a) The benefit which would result to the teacher;
- (b) The benefit which would result to the school system;
- (c) Prior teacher concern with this aspect of teaching
- (d) Budget allocation for this purpose.

4. When one teacher is selected to represent a number of teachers who could benefit by this experience, the teacher selected would be expected to report back to the larger group.

5. Selected representatives may be released for other professional meetings during the year, subject to the approval of the Superintendent.

#### I. Noon-Hour Supervision:

All teachers shall be given duty-free lunch periods of at least thirty (30) minutes except in emergency situations, e.g., tornado warnings, fires, serious accidents, etc. Where teachers do not have access to full cafeteria service, the time limits for duty-free lunch shall be extended at the discretion of the Superintendent. Staff members shall be expected to be on duty at least five (5) minutes prior to the return of their pupils.

#### J. Absences and Leaves:

##### 1. Institute Days:

If for any reason the teacher finds it impossible to

attend institute programs, it is the responsibility of the teacher to report that fact to his principal. All provisions of the absence and leave policies apply to institute days. If absence occurs for other than the reasons covered by the above absence policy, loss of pay will result.

## 2. Emergency Illness Absence Days:

Teachers required to be absent because of an emergency illness of a member of the immediate family may draw their regular salary, not to exceed four (4) days in any one year. The emergency illness absence days shall be deducted from sick leave days.

The term "immediate family" shall be defined to include spouse, children, father, mother, sister, brother, grandparents, father-in-law, mother-in-law, sister-in-law, and brother-in-law of the teacher. Additions may be included at the discretion of the Superintendent of Schools.

## 3. Bereavement Absence:

Teachers absent from duty because of the death of a member of the immediate family, or a relative with whom they may at that time be living, may draw a regular salary not to exceed five (5) days. These days are independent of sick leave days and are non-cumulative. In special instances of close relationship or special obligations, teachers may be released at the discretion of the Superintendent.

## 4. Maternity Leave:

A teacher may be granted a maternity leave of absence without pay.

(a) A teacher shall request a leave of absence as soon as possible but no later than the third month

of pregnancy. In the event that this occurs during the year, the leave shall become effective at the end of the sixth month. The teacher may be allowed to teach longer at the discretion of the Superintendent.

(b) A teacher shall have the privilege of returning to her teaching duties from a maternity leave ninety (90) days following the birth of the child, upon presentation of a formal request to the Superintendent.

(c) A member of the teaching staff returning from a maternity leave may expect to be assigned to the same position or to one for which she is qualified. Should there be no such vacancy existing at the time of the indicated return to service, she will be offered the next open position for which she is qualified.

(d) Policies regarding maternity leave shall be applicable to the substitute teachers also.

(e) Pregnancy shall not be considered as sick leave within the interpretation of sick leave policy.

#### 5. Adoptive Leave:

A one year's leave of absence will be granted without pay if requested by the foster mother within thirty (30) days after the child is assigned to her. This leave will be granted for a period not to exceed one year, plus any unfinished year. A letter of intent to return must be on file in the Office of the Superintendent six months prior to the opening date of school.

#### 6. Military Leave:

Military leave may be granted by the Superintendent of Schools as provided by law.

## 7. Personal Leave:

Personal leave is provided for activities that require the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session. Personal leave is not to be interpreted as being for vacation or recreational activity. If a teacher finds need to take leave of his duties for personal reasons he shall be granted a leave of one (1) day per year with pay. An additional one-half (1/2) day with pay may be granted for emergency situations that do not require the teacher to be absent for the entire school day, provided a substitute can be obtained for the one-half (1/2) day. Additional days may be taken at the teacher's own expense on the approval of the Superintendent. Requests for approval of personal leave must be made in writing through the teacher's building principal at least forty-eight (48) hours in advance. The personal leave day granted under the provision of this Section is to be taken as a unit of one day and not in any combination of fractions of a day.

## 8. Sabbatical Leave:

Sabbatical leave may be considered for one or two semesters with pay after six (6) consecutive years of teaching in either annexed school districts or the Alpena Public Schools, for full-time professional personnel who are employed by the Board.

(a) If yearly lesson plans are needed for the course usually taught by the applicant, these would be a prerequisite to the leave.

(b) Such teacher shall retain tenure, sick leave benefits and salary schedule status, and shall be assured his original position or a vacant position within the area of his interests, abilities, and training when he returns.

(c) Upon return from sabbatical leave the teacher shall be given credit on the salary schedule for an additional year of experience.

(d) No more than two (2) percent of the teaching staff shall be absent on sabbatical leave at any one time.

(e) Applicants for sabbatical leave are asked to submit a written application which should state how the applicant hopes the leave will improve himself and his teaching. This should be filed with the building principal as soon as possible in the school year and not later than five (5) months before the effective date of the leave.

(f) All applications shall be reviewed for recommendation to the Superintendent by a committee consisting of six members, three appointed by the Superintendent and three appointed by the Association. The committee shall consider among other qualifications the following: the extent of the applicant's professional study, travel, research, growth contributions, and successful service during the six (6) years.

(g) A teacher selected for sabbatical leave for the 1968-69 school year shall receive the difference between the beginning teacher's salary (I-A-1) and his salary for the 1967-68 school year. A teacher selected for sabbatical leave for the 1969-70 school year shall receive one-half of his 1968-69 salary. Teachers receiving such consideration shall continue their employment with the Alpena Board of Education for a period of two years following the sabbatical leave. Teachers who elect to terminate their employment with the Board of Education prior to this shall reply to the Board of Education the stipend paid for sabbatical leave.

## 9. Exchange Leave:

Teachers may be granted one year's leave of absence with pay to teach in a foreign country, provided that such country agrees to furnish a teacher of like rank or school level to fulfill the duties of the teacher who is on leave. Such leave does not affect the retirement rights or any other rights of the teacher granted by the district for the period of service or leave. This exchange is subject to the approval of the Board of Education.

## 10. Visitation Day Leave:

The Board of Education shall grant one observation day per year upon the request of the teacher and the building principal. These days are not cumulative. The Board shall furnish a substitute for the teacher on that day.

Should a teacher be requested by the Superintendent to make a visitation, regular pay plus travel expenses will be granted in accordance with the travel expense policy.

## 11. Act of God Absence:

(a) Should professional employees of the Alpena Public Schools be hampered in fulfilling their duties as a result of an Act of God, (e.g., rain, snow, sleet, accident, etc.) they shall not be considered absent without leave; providing that the circumstances are immediately made explicit to and approved by the principal.

(b) When school is not in session for students because of weather conditions, teachers shall not be required to report to school on the first day of the closing. If the closing of school continues more than one day, teachers shall be expected to be in their respective buildings from 10 a.m. to 3 p.m. (with time for lunch provided) unless notified not

to report via a fanout communication initiated by the building principal or dean.

## 12. Personal Sick Leave:

Upon employment a teacher shall receive a bank of thirty (30) sick leave days to be used in case of personal illness during the first two (2) years in the Alpena Public Schools. Commencing with the third (3) year, additional personal sick leave days will be granted at a rate of fifteen (15) days per year at the beginning of each year. Unused sick leave days are cumulative, but shall never exceed one hundred eighty (180) days. If the teacher leaves the Alpena Public School System at the conclusion of one (1) year, sick leave taken in excess of fifteen (15) days is to be deducted from the final pay check(s).

(a) Teachers shall not receive severance pay for unused sick days either upon retirement or upon termination of the contract, as this policy is a protective benefit granted only to the employees, per se, of the Alpena Public School System.

(b) Absence due to illness in excess of accumulated sick leave will automatically place employees on leave without pay for the additional days missed.

(c) In cases of prolonged illness the employee must submit to the office of the Superintendent of Schools a written request for a leave giving the probable date of return.

(d) Employees returning from leaves of absence due to illness may expect to be assigned to the same position or to one for which he is qualified. Should there be no such vacancy existing at the time of the indicated return to service, he will be offered the next open position for which he is qualified.

(e) An employee returning to duty after an absence due to a contagious disease or a nervous or mental disorder must present a statement from a physician. The Board may require such a teacher to submit to an examination by a physician designated by the Superintendent of Schools and/or the Board, at the expense of the Board.

(f) If a doctor's report is requested by administrative personnel in cases of illness, this request must be answered immediately by the teacher involved.

(g) A record of accumulated sick leave days shall be compiled by the business office and forwarded to all teachers at the beginning of each school year.

(h) Teachers presently employed by the Alpena Board of Education shall be credited with prior accumulated sick leave, with a minimum of fifteen (15) days.

#### K. Holidays and Vacations:

1. The number of days that teachers meet pupils in a school year are limited, and therefore, every effort should be made to preserve them. A teaching contract assumes full service except for necessary absences as covered in the leave policies.

2. Absences taken during the school year, other than those for which provision has been made under this Agreement, shall not be permitted.

#### L. Retirement Policy:

1. A staff member shall formally retire from active service in the Alpena Public Schools at the conclusion of the year in which he or she reaches the age of sixty-five (65).



2. A staff member, upon reaching the mandatory retirement age of sixty-five (65), must apply to the building principal if he or she desires to teach an additional year. Such application must be made by March 1. The application together with the principal's recommendation will then be forwarded to the Superintendent of Schools who will make a recommendation to the Board to either extend or deny an additional year of service to said staff member.

An application to teach past the age of sixty-five (65) must be accompanied by a complete physical examination furnished at the teacher's expense. The physical examination is one of several factors used in arriving at a decision. The office of the Superintendent of Schools will supply the necessary forms.

3. Such a routine may be continued until either party--the staff member or Superintendent--decides that retirement shall be mandatory.

#### M. Additional Teacher Benefits:

##### 1. Tax-Sheltered Annuity:

Arrangements for regular payroll deductions for tax-sheltered annuities may be made at the school business office. Annual tax-sheltered annuity deductions are authorized up to twenty percent (20%) with a minimum of Two Hundred Sixty Dollars (\$260.00). The four (4) recognized insurance carriers are: John Hancock Mutual Insurance Company, Manufacturers Life, Michigan Education Special Services, and Teachers' Insurance and Annuity Association.

##### 2. Hospital-Medical Insurance:

The insurance carriers approved by the Board for the 1967-68 and 1968-69 school years shall be Michigan Hospital Service--Michigan Medical Service (Blue Cross-Blue Shield). In addition, the Board will name as co-carrier the Michigan

Education Special Service Association (MESSA) provided eligibility for the Michigan Hospital Service plan is maintained. Effective August 30, 1967 the Board will pay these carriers per enrolled teacher up to Fifteen Dollars (\$15.00) per month for insurance protection for the 1967-68 school year, and effective August 31, 1968 the Board will pay up to Twenty (\$20.00) per month for the 1968-1969 school year. (These funds may not be used in any way other than procurement of this insurance protection.) Employees on authorized leave may have their insurance continued by the Board by payment to the Board of the cost of the premium prior to the due date.

### 3. Life Insurance:

Effective September 1, 1967, the Board will provide the opportunity for community college instructors to participate in a Five-Thousand Dollar (\$5,000) group paid-up life insurance plan. The employee will contribute Five Dollars (\$5.00) per month, and the Board will pay the balance of the monthly premium.

Effective September 1, 1968, the opportunity to participate in this group life insurance plan will be provided to all K-12 teachers.

### N. Other Authorized Payroll Deductions:

1. Deductions from pay may be made for any of the following reasons:

(a) Contributions to the United Fund, if authorized by the employee.

(b) Savings Bonds, if authorized by the employee.

(c) The annual association dues of the recognized bargaining unit, if authorized by the employee; these may include local, state, and national.

(d) Arrangements for regular credit union savings by payroll deduction may be made at the school business office.

(e) Deductions for unauthorized absences shall be computed on the basis of the number of days in the school year required by the Board of Education for each position. The salary figure on which the deduction shall be based is the base teacher salary.

Additional deductions shall be made for special duties or extra responsibilities which were not fulfilled as a result of the teacher's unauthorized absence. Deductions shall be computed by the same formula as for normal teaching days.

#### O. Jury Duty:

Teachers required to serve jury duty shall be granted leave without loss of pay or leave. The teacher will sign over his jury duty pay to the Board.

#### P. Emergencies:

When students are ordered to evacuate a building due to an emergency, all teachers shall be included in the evacuation.

### V. COLLEGE SECTION:

#### Preamble

The Alpena Community College District of the Michigan Association for Higher Education serves as the representative in matters of interest to Alpena Community College instructors. A college personnel policies committee shall function as the body developing recommendations relating to teaching conditions at the college which will be considered by the Association's Professional Committee for incorporation in the contract negotiation process as part of the separate college section.

#### A. Conditions of Employment:

1. College instructors shall meet with classes

as per schedule, based on a normal load of fourteen (14) to sixteen (16) equated hours per semester. The equated contact ratio for all scheduled academic and technical laboratories will be 0.8 to 1.0. The desire of the Negotiation Committees is that the size of these laboratories be developed to an acceptable capacity for the facility available. In occupational programs leading to a certificate, the instructor's load shall not be determined by the above laboratory ratio. Any nonoccupational instructor teaching in these areas as part of his normal load shall have this fraction considered in the determination of his normal college load.

2. A normal class load of twelve (12) hours is established for English instructors who teach only English composition and Basic English. The size of the classes in English Composition shall be in close accord with a recommended average size of 25 students while the class size in Basic English shall be in close accord with a recommended average class size of 20 students.

3. The college music instructor responsible for Collegiate Singers shall receive two (2) equated hours per semester for the class when determining normal load. The College music instructor responsible for Applied Music (individual) instruction shall receive credit toward his load at a rate equivalent to 0.10 times the number of students assigned to him each semester.

4. A college instructor responsible for independent study for credit shall receive credit toward his load at a rate equivalent to 0.10 times the number of students assigned to him each semester. All such programs of independent study shall be recommended by the Department Chairman and approved by the Dean of the College.

5. Renumeration for overload shall be provided for an instructor when he has been assigned a class or

laboratory section beyond the regular load of 14-16 equated hours or 12 hours for English Composition instructors. Full credit shall be given for the additional assignment, rounded off to the nearest whole number. No instructor shall be allowed more than one overload class assignment per semester.

6. A Community College instructor who teaches evening classes as a part of his regular load shall not be assigned, without his consent, a class prior to 9:00 a.m. on a morning after he has taught an evening class.

B. Summer Session:

For approved college summer programs, preference will be given to present college faculty members who are qualified and willing to assume a summer teaching position. Written applications must be filed with the Dean prior to April 1 for the following summer session. Insofar as possible, written commitments for summer session teaching assignments shall be made prior to the beginning of the summer session.

If an approved college class for which a written commitment is given does not materialize, the college will provide another assignment. Acceptance of this alternate assignment is at the option of the instructor who will then be released from the commitment if he does not desire the assignment.

C. College Curriculum:

The community college faculty along with the college administration shall assume responsibility for the development of course suggestions which will maintain a current and progressive college curriculum.

D. Registration and Consultation:

1. College Instructors shall participate in the

registration and enrollment of students except when professional academic duties prevent such participation and prior approval has been given by the Dean of the College.

2. College instructors are to schedule a minimum of six (6) office hours weekly for student consultation. Such office hours shall be posted on office doors for student information.

#### E. Area and Regional Meetings:

College instructors shall be released from regular duties without loss of pay for one (1) day per year for the purpose of participation in the area or regional meeting of the Michigan Association of Colleges and Junior Colleges. Selected representatives may be released for other professional meetings during the year, subject to the approval of the Superintendent.

#### F. Retirement of College Instructors:

Retiring professional staff members who served ten (10) or more years in the college may be considered for emeritus appointment on a recommendation of the faculty and the administration. Such appointments shall carry entitlement to all courtesies available to the active staff.

#### G. Industrial or Business Experience:

Up to four (4) years appropriate industrial or business experience may be given when such experience is necessary for the establishment or continuation of special programs or where such experience is required to meet certification standards. Full-time military experience up to four (4) years and teaching experience up to six (6) years shall be given. In no case will total experience granted be greater than a combined maximum of six (6) years.

#### H. Tenure:

The Board will provide tenure to Alpena Community College Faculty, including instructors, librarians, and counselors, as described in the State of Michigan Tenure Act of 1964. A Local Board of Appeals will be established to hear cases appealed by dismissed tenure teachers. The Board of Appeals will be composed of three (3) members, one each from the Superintendent's staff, Alpena Community College Faculty, and Association Professional Committee.

### VI. OBLIGATIONS AND RESPONSIBILITIES:

#### A. Joint Responsibility:

The Association and Board Representatives accept as their first responsibility the provision of a high quality and continuous educational program for children appropriate to their individual needs and interests in a viable democratic society. Discussion and consultation as a means to achieve this end is encouraged. The practice of free and open discussion between teachers and administrators is to be preserved and the formulation of a Master Agreement is not intended to limit the area of discussion or concern.

#### B. Board's Rights Clause:

Nothing in this Agreement shall be deemed to limit or restrict the Board in any way in the exercise of the function of management, including the right to make such rules not inconsistent with the terms of this Agreement relating to its operation of the school system as it shall deem advisable.

The Board on its own behalf and on the behalf of the electors of the Alpena Public School District, retains and reserves unto itself, without limitation, all rights, powers, authorities, duties and responsibilities conferred upon and invested

in it by the laws and constitution of the State of Michigan and the United States. The right to select and hire, to promote to a better position, and to maintain discipline and efficiency of employees, and the right to discharge, demote or discipline for cause in accordance with Tenure Law of Michigan, is recognized by both the Association and the Board as the proper responsibility and prerogative of management, to be held and exercised in a fair and just manner.

### C. Rights of Teachers:

1. Pursuant to Act 379 of the Michigan Public Acts of 1965, it is hereby agreed that teachers employed by the Board shall have the right to organize, join, and support an association for the purpose of engaging in collective bargaining or negotiation.

The Board agrees that it will not directly nor indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by said Act 379 or other laws of the State of Michigan or the Constitution of the State of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any other terms of employment because of his membership in the collective professional negotiations with the Board; or his initiation of any grievance complaint.

2. The Association, in accordance with Board policy regarding operation of school buildings, shall have the right to use school building facilities. Bulletin boards and other means of communication, for example teacher mail boxes, shall be made available to the Association. This use is restricted to noncontroversial matters such as notices of meetings or announcements concerning Association activities. A clearly designated area on the office bulletin board should be provided in each school.



3. The Board shall make available to the Association upon its request, any necessary information, statistics, and records which may be agreed by the parties herein to make intelligent decisions relevant to negotiations, or necessary for proper enforcement of the terms of this Agreement.

4. In any negotiations provided for by this Agreement, neither party 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. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the Board and by a majority of the membership of the Association, but the parties mutually pledged that representatives selected by each shall be clothed with all necessary power and authority to make proposals and consider proposals, in the course of negotiations or bargaining, subject only to such ultimate ratification.

5. The Association agrees to comply with Act 379 of the Michigan Public Acts of 1965.

6. Nothing contained herein shall be construed to deny or to restrict rights of a teacher under the Michigan General School Laws or applicable civil service laws and regulations.

#### VII. 1967-1968 SCHOOL CALENDAR:

Monday, August 28, 1967 - Orientation Meeting of new teachers.

Tuesday, August 29 - Wednesday, September 6, Pre-registration Counseling (College).

Tuesday, August 29 - School opens for all teachers, general meeting a.m., building meetings p.m.

Wednesday, August 30 -

7th and 10th Grade Registration

Elementary Workshops and building meetings

Thursday, August 31 -

Junior High Classes begin

8th and 11th Grade Registration

Elementary Registration, K-6, a.m., building meetings p.m.

Friday, September 1 -

Classes begin K-6 all day

9th and 12th Grade Registration

LABOR DAY - Monday, September 4

Wednesday, September 6 -- School Resumes K-9, Senior High Classes begin

Thursday and Friday, September 7 and 8 -- Community College Registration

Monday, September 11 -- Community College Classes begin

TEACHERS' INSTITUTE -- Thursday and Friday, October 5 and 6

MICHIGAN JUNIOR COLLEGE ASSOCIATION -- No classes, College, October 20.

Tuesday, October 17 -- K-6 Parent-Teacher Conferences p.m.

Thursday, October 19 -- K-6 Parent-Teacher Conferences p.m.

Friday, October 20 -- Elementary Conference Summary, Students Dismissed--K-6 p.m.

November 6 through 10 -- American Education Week

Wednesday, November 22 -- Close of School Day, Thanksgiving  
Vacation Begins

Monday, November 27 -- School Resumes

Thursday, December 21 -- Close of School Day -- Christmas  
Vacation Begins

Wednesday, January 3 -- School Resumes

Friday, January 19 -- First Semester Closes, College and K-12

Friday, January 19 -- Record Day, Junior High and High  
School Students Dismissed

Monday, January 22 -- Second Semester Commences, K-12

Monday, January 22 -- Wednesday, January 24, Preregistration  
Counseling (College)

Thursday and Friday, January 25 and 26 -- Community College  
Registration

Monday, January 29 -- Community College Classes Begin,  
2nd Semester

Tuesday, March 5 -- K-6 Parent-Teacher Conferences p.m.

Thursday, March 7 -- K-6 Parent-Teacher Conferences p.m.

Friday, March 8 -- Elementary Conference Summary, Students  
Dismissed -- K-6 p.m.

Wednesday, April 10, Close of School Day--Easter Vacation  
Begins

Wednesday, April 17 - School Resumes

MEMORIAL DAY - Thursday, May 30

Friday, May 31 - Community College Graduation

Monday, Tuesday, and Wednesday, June 3, 4, and 5 - Junior  
High and High School Final Exams

Wednesday, June 5 - School Dismissed K-12 End of School Day

Friday, June 7 - End of School Year

Because of a change in schedule during the first week of school, some of the workshop and building meetings ordinarily planned for that period will no longer be possible. It is mutually agreed and understood that meetings thus omitted during the first week of school may be held in addition to customary professional meetings and obligations and will be contained within the normal forty-hour work week expected of all professional employees.

#### VIII. TERMINATION CLAUSE:

This Agreement shall become effective as of August 28, 1967, and shall continue in full force and effect until Midnight, June 14, 1969. It is hereby understood and agreed that only Article III, Sections C and D, pertaining to teachers' salary schedule may be reopened for negotiation for the 1968-1969 school year. This Agreement shall not extend, by written or oral agreement, beyond the Termination Date.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers, all as of the day and year first above written.

NEGOTIATIONS COMMITTEE FOR THE BOARD:

Lawrence F. McConnell Chairman

Robert L. Bennett

Herbert W. Fox

Milford E. Finch

Stanley E. Van Lare

NEGOTIATIONS COMMITTEE FOR THE ASSOCIATION:

Gail F. Williams Chairman

Robert J. Buchner

Dolores Walters

Richard B. Moreau

Wm. S. Shuler

Wm. B. Des Champs

BOARD OF EDUCATION OF ALPENA AND PRESQUE ISLE  
COUNTIES, MICHIGAN:

By Maynard N. Cohen  
Its President

And By Marjorie Cogswell  
Its Secretary

ALPENA SEGMENT OF THE ALPENA-ALCONA EDUCATION  
ASSOCIATION:

By           *Gail F. Williams*  
Its President

And By           *Marie Wekwert*  
Its Secretary

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