

67-68

1968

Isabella

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Beal City

Beal City Sch. Dist.

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I. RECOGNITION

A. The School Board ¹ hereby recognized the Beal City Chapter of the Michigan Education Association ² as the exclusive bargaining representative, as defined in Section II of Act 379, Public Act of 1965, for a unit consisting of all certificated employees under contract, excluding the Superintendent and Principal. Unless otherwise indicated the term Teacher when used hereinafter in this Agreement, shall refer to all employees in the Beal City High School, male or female.

B. Except as expressly provided otherwise by the terms of this agreement the determination and administration of educational policy, the operation of the school, and the direction of the professional staff are vested exclusively in the District or the Superintendent when so delegated by the District.

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1. Hereby referred to as District
 2. Hereby referred to as Association
 3. Elementary and Secondary

Negotiation Procedures

A. It is contemplated that terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital nature and concern of the parties which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

B. A reasonable time prior to expiration of this Agreement, upon request of either party, negotiations will be undertaken for an agreement covering the 1968-69 school year.

C. Neither party in any negotiations shall have any control over the selection of the negotiation 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 or take any other lawful measures it may deem appropriate, including the imposition by the Association of professional sanctions to discourage teachers from working in the absence of an agreement between the two parties.

PROFESSIONAL GRIEVANCE PROCEDURE

Definitions:

1. A "grievance" is a claim based upon an event or condition which affects the welfare or condition of employment of a teacher or group of teachers and/or arising from the language of this Agreement of an alleged breach thereof.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievance. Both parties agree that, within the framework of this Agreement, these proceedings will be kept informal and confidential as may be appropriate at all levels of the procedure.

Procedure:

1. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.
2. The grievant may invoke the formal grievance procedure on the formal grievance procedure on the form set forth in annexed Schedule, signed by the grievant and a representative of the Association. A copy of the grievance form shall be delivered to the principal. The principal shall be given opportunity to study the grievance form and make whatever revisions necessary. A copy of such revisions shall be sent to the Association.
3. Within three (3) school days of receipt of the grievance the principal shall meet with the Association in an effort to resolve the grievance. The principal shall indicate his disposition in writing within three (3) days of such meeting and shall furnish a copy thereof to the Association.
4. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within three (3) days of such meeting (or six (6) school days from the date of filing, whichever shall be longer), the grievance shall be transmitted to the superintendent. Within five (5) school days, the superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within three (3) school days of such meeting, and shall furnish a copy thereof to the Association.
5. If the Association is not satisfied with the disposition of the superintendent or if no disposition has been made within three (3) school days of such meeting (or six (6) school days from the date of filing, whichever shall be later) the grievance shall be transmitted to the School Board by filing a written copy thereof with the Secretary or other designee of the Board. The Board, no later than its next-regular meeting or two calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by

the Board shall be made no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the Association

6. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may within ten (10) days be submitted to arbitration. If the parties cannot agree as to the arbitration, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The arbitrator so selected will confer with the parties and hold hearings promptly, or, if hearings have been waived, then from that date all proof and information has been submitted to him and will issue his decision not later than twenty (20) days from the date of the close of the same. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning and conclusions on the issue submitted. The Board and the Association shall not be permitted to assert into such arbitration proceedings, any ground to rely on evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties shall be bound by the award of the arbitrator and agree that judgment thereon may be centered in any court of competent jurisdiction.
7. The fees and expenses of the arbitration shall be shared equally by the parties.
8. If any teacher from whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost. If he shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid him.
9. The time limits of this article shall be strictly adhered to but may be extended by written agreement of both parties. In the event that a grievance is filed after April 15 of any year and strict adherence to the time limits may result in hardships to any party, the Board shall use its best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible.
10. If an individual teacher has a personal complaint which he desires to discuss with his superior, he is free to do so without recourse to the grievance procedure. However, no grievances shall be adjusted without prior written notification to the Association and opportunity for the 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 interests of the teachers and the best interests of education shall be the sole responsibility of the Association.

11. No reprisal of any kind will be taken by either party or by any member of the administration against any party in interest, any Association representative, or any other participant in the grievance procedure by reason of such participation.

Miscellaneous:

1. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
2. Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations and other necessary documents will be jointly prepared and given appropriate distribution by the superintendent so as to facilitate operation of the grievance procedure.
3. The sole remedy available to any teacher for an alleged breach of this agreement or any alleged violations of his rights herein will be pursuant to the grievance procedure, provided however, that nothing contained herein will deprive any teacher of any legal right which he presently has, provided that if a teacher selects to pursue any legal or statutory remedy such election will bar any further or subsequent proceeding for relief under provisions under this article.
4. In the course of investigation of any grievance, representatives of the Association will report to the principal being visited and state the purpose of the visit immediately upon arrival.
5. Every effort will be made to avoid interruption of the classroom activities and to avoid the involvement of pupils in all phases of the grievance procedure.

III. SALARIES

- A. Each teacher shall have the option of receiving pay on either the present twenty (20) or the present twenty-six (26) pay period basis.
- B. Teachers will be paid on every other Friday starting the first Friday in September.
- C. Teachers will be paid the last day of school before a scheduled pay period prior to a legal school holiday.
- D. Credit given to teachers who have taught in other systems, up to the 6th step.
- E. Military service--credit given up to Step 2 or two years.
- F. Peace Corp work--Credit given up to Step 1 or one year.
- G. No teacher will be hired on a higher step than he is entitled to in the master agreement.
- H. No teacher will be hired under his entitled step in the master agreement.
- I. At start of 67-68 school year all contracted teachers will be on their entitled step.

SALARY SCHEDULE 1967-68

<u>STEP</u>	<u>B.A. OR EQUAL</u>	<u>B.A. PLUS 15 hrs.</u>	<u>MASTERS DEGREE</u>
0	5900	6100	6300
1	6100	6300	6500
2	6300	6500	6700
3	6500	6700	6900
4	6700	6900	7100
5	6900	7100	7300
6	7100	7300	7500
7	7300	7500	7700
8	7500	7700	7900
9	7700	7900	8100
10	7900	8100	8300
0	6500		
1	68		
2	1		
3	4		
4	77		
5	80		
6	83		
7	86		
8	89		
9	92		
10	95		

SPECIAL TEACHERS

Special Teachers whose salary is not determined by the Board of Education will not necessarily be on the Salary Schedule.

These teachers include:

- a) Speech correctionist
- b) Special Education Teachers--Type A, B, & C teachers
- c) Special Reading Teachers--program 3/4 reimbursed by the state
- d) Title I teachers--fully reimbursed by Federal Gov't.
- e) Teachers for the Hard of Hearing
- f) Teachers of the physically handicapped

HALF DAY TEACHERS

1. $\frac{1}{2}$ day teacher will receive $\frac{1}{2}$ of all Fringe benefits
 - a) sick leave (ten $\frac{1}{2}$ days)
 - b) health insurance
 - c) personal leave (five $\frac{1}{2}$ days)
 - d) tuition

2. $\frac{1}{2}$ day teacher tenure: Tenure for $\frac{1}{2}$ day teachers will be the same as full time teachers.

EXTRA PAY

Head Football.....	500	+	.005	(must coach succeeding years)
Assistant Football.....	350	+	.004	
Head Basketball.....	500	+	.005	
J.V. Basketball.....	350	+	.004	
Jr. High Basketball.....	300	+	.003	
Head Track.....	350	+	.004	
Head Baseball.....	350	+	.004	
Cheerleading.....	200	+	.002	
 Yearbook.....	 \$200			
School Play.....	\$200			
Athletic Director.....	\$400			

SUGGESTED EMPLOYMENT STANDARDS

It shall be the objective of the Beal City Board of Education to be increasingly aware of the need for securing the best possible teaching staff. With this in mind, the following standards have been recommended. Every effort will be made to upgrade the staff at all times.

1. Except in an extreme emergency, no teacher shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's degree from an accredited college or university. The only time a non-degree teacher will be hired is after all possible efforts have been exhausted in finding a degree person for the position. The Association will be so notified in each instance.

2. The employment of teachers with special certificates is to be permitted only in cases of absolute necessity or where the teacher has outstanding credentials, and the Association shall be so notified in each instance.

3. If it be deemed necessary to hire a non-degree teacher, or a teacher with less than full certification, these people shall not be placed on the same salary schedule as fully certified personnel.

4. A non-degree person will be on a schedule \$500 lower on each step on the certified teachers schedule. With the maximum not going beyond the 2nd step on the salary schedule. The non-degree teachers salary would be frozen at the 2nd step.

5. A less than fully certified teacher with a degree will be on a schedule \$300 lower in each step of the certified teachers schedule. With the maximum not going beyond the 3rd step on the salary schedule. This teacher would be frozen on the 3rd step on the salary schedule.

TEACHING MATERIALS

- A. The District guarantees that it will provide sufficient basic textbooks to insure that each pupil in a classroom have textbooks for his own use prior to the start of the school year.
- B. Prior to changing a textbook or selecting a new textbook, the teachers affected and/or a committee of such teachers will be given the opportunity to meet and consult with the Superintendent or his designee regarding the proposed changes or selection. Similarly, the Association, if it desires to initiate a change in a textbook or the selection of a new textbook, may notify the administration and the Association, through appropriate committees, will meet at a mutually satisfactory time and place to discuss said matter. The Board's decision will be final.
- C. After a teacher's supply order is approved by a Superintendent it will not be changed or rejected without notification to and consultation with the teacher, except in cases of emergency.
- D. The District recognizes that textbooks alone are not sufficient in the classroom and also guarantee, each teacher the following:
 - 1. Sufficient materials to visualize subject being taught.
 - 2. Sufficient materials to provide proper testing.
 - 3. Sufficient materials to grade and record student progress.
 - 4. The right to submit requisition forms to the Superintendent.
 - a. Requisition forms must be filled out by the requisitioning teacher and signed. Turned over to the Superintendent for approval.
 - b. The Superintendent will not change or reject without notification and consultation with requesting teacher.
 - c. After requisitions have been approved by the Superintendent, the Superintendent will endeavor to fill them at once.
- E. It shall be the responsibility of the teacher to submit at the close of the school year an inventory of materials, including approved requisition forms for the next year.
- F. All teachers will practice conservation of materials during the school year.
- G. Teachers will not order extra or surplus material during the school year unless necessary to perform their teaching duties. An effort should be made to do most all of the ordering before school starts in the fall.
- H. Teachers will not be responsible for inventory of books or checking in or out at the start or close of the school year.

NON-TEACHING DUTIES

The District and the Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- A. To the extent possible, teachers will be assisted and/or, where appropriate, relieved by the utilization of techniques, such as use of non-teaching personnel, in performing non-teaching and administrative duties, such as the following:
1. Recording grades on permanent files, and the like.
 2. Secretarial and clerical duties such as duplicating materials, collecting and recording attendance data, distributing supplies and other materials, money collections and other duties of clerical nature.
 3. Assisting in the operation of audio-visual equipment, cleaning and returning demonstration equipment and the like.
 4. Supervising lunch periods, playgrounds, lunch activities and the like.
- B. Teachers will not be required to perform unnecessary clerical functions.

TEACHING HOURS AND TEACHING WORK YEAR

Counter proposal to the teacher's School Day:

A teacher shall recognize his obligation to be prepared to meet his classes, and shall arrive in sufficient time to be prepared to meet this his responsibilities to his classes, and remain for a reasonable amount of time after the close of the pupil's day, or after his last teaching assignment to make suitable preparation.

The suggested arriving and leaving times for all teachers will be thirty (30) minutes prior to their first assignment and following their last teaching assignment. Thirty minutes before school begins in the morning and thirty minutes after dismissal in the afternoon.

Teacher's work year shall be no longer than 184 days.

1. One day at the end of the first semester.
2. Two days at the end of the second semester.
3. At the Elementary level two days from the 181 days of regularly scheduled school days for the purpose of parent-teacher conferences.

TEACHER FACILITIES

- A. Beal City High School will have the following facilities:
1. Space in each classroom in which teachers may safely store instructional materials and supplies.
 2. Each teacher shall be assigned one teaching desk and chair which will not be shared by other teachers.
 3. Each teacher will be assigned one room which they may call their home room in which they will have a teachers desk and room to store their materials.
 4. An appropriately furnished room to be used as a faculty lounge. This lounge will be in addition to any teacher work area. No teacher will be required or requested to use this area as a work area.
- B. Teachers shall cooperate in good housekeeping policies in the above facilities at all times.
- C. Alleviation of Crowded Conditions:
1. The Association and the Board recognize that the availability of option school facilities for both student and teacher is desirable to insure the high quality education that is the goal of both the teacher and the Board.
 2. The Association recognizes that the Board is presently planning in a building program which will help to alleviate the crowding of classes. Certain interim measures have been taken by the Board to relieve this condition. The Board pledges to continue to seek other reasonable and practical solutions to the problem. The Board further agrees to meet and consult with the Association during the opening weeks of the 1967-1968 school year concerning further immediate relief from classes that exceed the maximum with the understanding that all reasonable means shall be implemented by the Board of Education to secure this end.

TEACHER IMPROVEMENT

Tuition:

- a. A curriculum course will be taught at Beal City next fall by Central Michigan University. The Beal City Board of Education will pay the full tuition for this course.
- b. Courses taken by a teacher at the request of the Beal City School Board would be fully reimbursed to the teacher for both tuition and books.
- c. The Board shall pay ten dollars (\$10) per semester hour up to 3 hours per semester. The maximum a teacher could be reimbursed for in a year would be 9 hours. One 3 hour course during summer school; one 3 hour course during fall semester and one 3 hour course during the spring semester. These must be approved college courses beyond the hours required toward the permanent certificate. Providing further, that the teacher is actually employed by the Board at the time payment is due, or with permission from the Superintendent he could take 9 hours during the summer session.
- d. The teacher shall be reimbursed for these courses the semester following the time the course was taken, providing the teacher successfully completed the course.

Review of Personnel File

1. Each teacher shall have the right upon request to review the contents of his personnel files, maintained at the teacher's school or office. The review shall be made in the presence of the administrator responsible for the safe-keeping of those files.
2. Privileged information such as confidential credentials and related personnel references normally sought at the time of employment are specifically exempted from review.
3. All communications, including evaluations by Beal City administrators, commendations, and validated complaints directed toward the teacher which are included in the personnel file, shall be called to the teacher's attention at the time of inclusion.

SUBSTITUTES FOR TEACHERS

The following procedures shall be followed by teachers who are in need of a substitute teacher:

1. Secondary teachers shall notify the Principal between 7:30 and 7:45 A.M.
2. Elementary teachers are to notify the Superintendent, also between 7:30 and 7:45 A.M.

The following procedures shall be followed by the Principal and Superintendent:

1. Secure a qualified substitute, if available.
2. Inform substitute of his duties.

In case it is impossible to secure a substitute, teachers with open hours may be contracted to teaching during their open hour at a rate of \$5.00 per hour. This procedure will only be followed in emergency situations.

In no case will any class be left unsupervised when the regular teacher is off school grounds.

Substitute pay will be \$20 per day.....

Counter proposal on lesson plans:

The Association and Board recognizes the importance of long term planning and daily preparation for learning experiences based upon educationally sound goals and objectives. At the beginning of each semester the teacher shall hand in to the Principal his long term objectives and goals, and unit plans for the entire semester to be included, for each course being taught. To assure the most efficient and effective use of pupil time, teachers shall plan for individual groups of children in a systematic manner. Teachers from time to time, are expected to request the assistance of their immediate supervisor, in cooperatively evaluating the learning experiences developed for their pupils and classes. Teachers will assume the responsibility of providing adequate plans for the use of substitute teachers whenever their absence requires the presence of a substitute. These plans must be in writing.

If teacher fails to have written plans for substitute, 1/180 of that teachers salary will be deducted on the day they fail to come.

TEACHER WORK LOAD

- A. Teachers shall have a duty-free lunch period the length of a regular class period or in no event less than 40 minutes.
- B. The following teachers will have, in addition to their lunch period, a preparation period during which they will not be assigned to any other duties as follows:
1. Elementary teachers--When the helping teacher (or equivalent) is in the elementary teachers room the teacher has the right to leave the room if she wishes. The elementary teacher will have the right to be free of her students for 1 hour during the school day.
 2. The secondary teacher will have the right to one free class period or not less than 55 minutes.
 3. Exception to B, B1, B2. The BCSB under certain circumstances may offer an experienced teacher an extra class period. This class shall first be offered to the teacher in whose field the class falls. Then the extra class will be offered to the teacher with the most experience. In no case will a new teacher be offered an extra class.
- C. The school day will consist of 6 class periods, none of which shall be longer than 55 minutes nor shorter than 40 minutes with the following exceptions:
- a. Scheduled class meetings and/or club meetings.
 - b. Scheduled assemblies.

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2. In exchange for this extra class period 1/5 of the teachers present teaching salary will be paid to the accepting teacher.

CLASS SIZE

Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be lowered whenever possible to meet the following optimum standards except in traditional large group instruction or experimental classes where teachers have voluntarily agreed to exceed these maximums:

	<u>OPTIMUM</u>	<u>MAXIMUM</u>
a. <u>Elementary Schools</u>		
Kindergarten	22 pupils	35 pupils
Elementary school grades	25 pupils	30 pupils
Special classes for handicapped or mentally retarded	15 pupils	15 pupils
Emotionally disturbed classes	8 pupils	8 pupils
Remedial Reading	6 pupils	6-8 pupils
Combination grades	20 pupils	28 pupils
b. <u>Secondary Schools</u>		
English	25 pupils	28 pupils
7th & 8th English		35 pupils
Social Studies	25 pupils	32 pupils
Mathematics	25 pupils	32 pupils
Science	20 pupils	30 pupils
7th & 8th Science		32 pupils
Language	20 pupils	32 pupils
Business	25 pupils	32 pupils
General Education	25 pupils	32 pupils
Speech	20 pupils	28 pupils
Typing	20 pupils	30 pupils
Industrial Arts	15 pupils	24 pupils
Homemaking	20 pupils	28 pupils
Physical Education (2 age groups)	30 pupils	45 pupils
Special Education	15 pupils	15 pupils
Vocational Agriculture	15 pupils	25 pupils
Girls Physical Education	25 pupils	35 pupils
c. When the School Board surpass maximum class size, they agree to pay the teacher \$.50 per week, per student. (\$18.50 per school year for 1 student)		

A teacher shall recognize his professional responsibility to attend and/or participate in PTA meetings.

Teachers will remain after the close of the pupil's day without additional compensation, for up to one hour after the last regularly scheduled class, on two days each month to attend meeting called by the school principal. Teachers may place appropriate educationally related items on the agenda.

School will dismiss $\frac{1}{2}$ hour early 4 times per year for Teacher Club meetings.

STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Since the teacher's authority and effectiveness in his classroom are undermined when students discover that there is insufficient administrative backing and support of the teacher, support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The District further recognizes that the teacher may not fairly be expected to assume the role of warden or custodian for emotionally disturbed students nor to be charged with responsibility for psychotherapy. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the District will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- B. 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 it necessary to protect himself from attack or to prevent injury to another student.
- C. After a teacher, parent, principal conference a teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as teaching obligations will allow, full particulars of the incident in writing.
- D. Suspension of students from school may be imposed only by a principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counselling and interviews with the child and his parents when warranted. The School Board makes the final decision whether a student is expelled or not from school.
- E. Any case of assault upon a teacher shall be promptly reported to the District of the Superintendent. The District will provide legal counsel to advise the teacher of his rights and obligations with the teacher in connection with handling of the incident by law enforcement and judicial authorities.

F. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his employment, the District will provide legal counsel and render all necessary assistance to the teacher in his defense.

G. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

H. The District will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school or on the school premises, when such loss is not due to teacher's negligence. The request shall be submitted to the Superintendent for final approval.

I. No action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is promptly reported in writing to the teacher concerned. If any question of breach of professional ethics is involved, the Association shall be notified.

ASSIGNMENTS AND TRANSFERS

It is intended that all employment for the professional staff be made in terms of specific vacancies, therefore original assignment is a part of this employment arrangement.

Transfer--Transfer procedures will tend to follow the same pattern used in any filling of vacancies. When vacancies occur in any category, all staff in that category will be alerted by a bulletin announcement and job description of the position. Any professional qualified staff member desiring to resign or transferred to the announced position should make written application to the Superintendent.

Assignments are left to the discretion of the administration. Generally, the administration will attempt to place teachers in their training background areas.

TENURE AT THE BEAL CITY SCHOOL

Tenure at the Beal City School is a system through which the best possible teaching staff is secured, developed and retained. It gives security to good teachers and provides an orderly method of dismissal of incompetent teachers.

We firmly believe that tenure will provide better instruction for the children of the Beal City District and will make teaching a more desirable profession because it will enable teachers to match in professional responsibility, the privilege of the security it confers.

It shall be the duty of the Principal to help the new teacher become aware of the following:

- a. Making the newcomer familiar with the traditions and policies of the school system.
- b. Routine
- c. Professional organization.
- d. Helping the new teacher adjust in his relationship with the adult personnel in the school.
- e. Answering such questions as the probationer may present regarding school routines, procedures and policies.
- f. Helping in the personal adjustment of the new teachers to the school-community life and offer constructive suggestions to encourage the probationer while at the same time establishing helpful, friendly relations between the two.
- g. As a helper to consider the worth of the probationer---
 1. Through casual visitations
 2. Through general impressions received in talking with fellow teachers.

Note: Teacher must serve two year probationary period. The third year of probation may be required if administration so desires. Teacher will be informed before April 15 if the third year of probation will be necessary. A new teacher in system will be required to serve 2 year probationary period even with tenure transfer.

RETIREMENT

- A. A teacher or an administrator shall retire at age sixty-five or at which age mutually agreed on within Social Security regulations.
- B. The District may extend the retirement age for a teacher or an administrator. This extension will be made 1 year at a time.
 - 1. At the beginning of the school year in which a teacher or administrator (except the Superintendent) reaches retirement age, he or she shall present to the Superintendent a written request to teach in the district the following school year; this request to be accompanied by a report of a physical examination by a competent doctor. An additional physical examination report shall be submitted six (6) months prior to the beginning of the school year for which the request is made.
 - 2. An administrator shall submit to the District a written recommendation for extending or not extending the retirement age of any teacher.
 - 3. The Superintendent at the beginning of the school year in which he reaches retirement age shall present to the District a written request to continue in service in the district for the following year; this to be accompanied by a report of a physical examination by a competent doctor. An additional physical examination report shall be submitted six (6) months prior to the beginning of the school year for which request is made.
 - 4. The District shall answer in writing the request of the teacher or administrator within thirty days after the request has been submitted.
 - 5. The District shall grant a hearing to a teacher or administrator if the request for the extension of the retirement age is denied.
 - 6. The District shall not grant an extension of the retirement age to a teacher or an administrator longer than one year at a time.
 - 7. A teacher or administrator shall use the same procedure as used at age 65 each time he requests an extension of his retirement age.

LEAVE POLICY

I. BUSINESS, PERSONAL, AND PROFESSIONAL LEAVE:

- A. For emergency leave, a teacher may use 5 days annually. Teacher should notify Superintendent in writing as soon as he knows he will need to take a personal, business or professional leave.
- B. Personal leave days may cover the following areas:
 - 1. Court subpoena--Jury duty
 - 2. Religious observances by an employee
 - 3. Death of a relative or a close friend
 - 4. Moving (in system)
 - 5. Matters of an emergency nature allowable at the discretion of the superintendent.
 - a. 2 days for the conducting of personal affairs which cannot normally be handled outside school hours.

II. Sick Leave

The primary purpose of the sick leave allowance is to cover the absence of a teacher from school because of personal illness sufficiently severe that it would make his presence in school inadvisable. Sick leave applies only to absences resulting from illness of the employee and not absence caused by illness in the immediate family, except as an emergency measure.

Each teacher shall be provided ten (10) school days of sick leave per year. Each year's unused portion of sick leave is to accumulate to a maximum of one hundred (100) days.

III.

- A. Jury Duty--Time for jury duty shall be granted without loss of salary.
- B. Leave for illness of long duration--The District may grant leaves of absences for reasons of health.
 - 1. Such leave shall be granted for a maximum of one year plus any unfinished year, at the end of which leave the employee must either return or resign unless a special extension is recommended by the superintendent.
 - 2. Such leave shall be granted upon the recommendation of a physician's statement certifying to his inability to continue the position. It shall be within the right of the District to have the employee examined by a physician designated by the District. A notice of intent to return must be given at least ninety

days prior to expiration of the leave of absence or extension sought, otherwise the absentee's resignation will become automatic. He shall be notified fifteen days in advance of the ninety-day period regarding this policy. Upon acceptance of his application for return to 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 position for which he is qualified.

C. Maternity Leave--The District shall grant a leave of absence for maternity, without pay, to any staff member who has been employed in the school district for two years or more.

1. This maternity leave shall be granted upon written request for such leave and upon proper written request for such leave and upon proper certification of pregnancy by the employee's physician.
2. Application for maternity leave must be filed not more than 10 months after pregnancy has been determined.
3. All maternity cases shall terminate employment not later than the fifth month. In special cases where an extension would be beneficial to the school district, a limited extension may be granted by the District.
4. Maternity leave may be granted for a period of one calendar year and may be renewed at the discretion of the District.
5. Employees with less than two years of service with the school system shall be presumed to have voluntarily resigned upon application for pregnancy leave.
6. Pregnancy shall not be considered a sick leave within the interpretation of sick leave policy. In some cases however, the guaranteed wage policy will be in effect.

D. Military Leave:

1. Military leaves of absence shall be granted to any regular appointed employee who shall be inducted or shall enlist for military duty with any branch of the armed forces of the United States.

2. A probationary teacher returning to employment from military service shall be regarded as retaining the period of probationary service achieved prior to his military service.
3. Employees on military leave shall be given the benefit of any increments and sick leave allowance which would have been credited to them had they remained in active service with the school system, the District reserving the right to give or to withhold increments or to deny extension of leave to those remaining in military service beyond the compulsory period.

HEALTH EXAMINATIONS

1. Physical Examinations may be required if necessary of any teacher by the Board of Education at its expense, except T.B. Tests which are required. Doctors to be chosen by Board.
 - a. The teachers doctor and the Board of Educations doctor may be asked to issue a statement of the teachers condition. These statements would then be compared.
 - b. 3 members of the Association and 3 members of the Board would make a joint decision which would be final.

WORKMEN'S COMPENSATION

1. The employee who has been injured in the course of his employment will receive compensation as provided under the MICHIGAN WORKMEN'S COMPENSATION ACT. According to the present Act, the weeks of disability need not be consecutive.

HEALTH INSURANCE

The Board of Education will pay \$8.00 per month toward a full time teachers Health Insurance. ½ day teachers would receive \$4.00 per month toward their Health Insurance.