

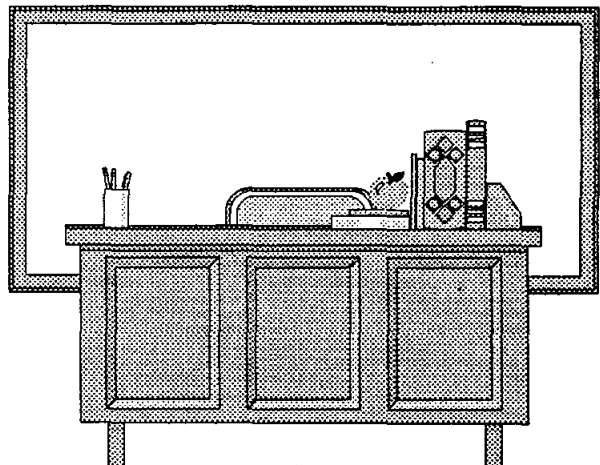
**THE
ROSEVILLE
COMMUNITY
SCHOOLS**

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RFT/AFT/AFL-CIO
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AGREEMENT

2004-2007

**THE
ROSEVILLE
FEDERATION
OF TEACHERS**



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AGREEMENT
BETWEEN THE BOARD OF EDUCATION
OF THE ROSEVILLE COMMUNITY SCHOOLS
AND THE ROSEVILLE FEDERATION OF TEACHERS

This agreement for the 2004/2007 school years is made by and between the Board of Education of the Roseville Community Schools, Macomb County Michigan (hereinafter called the "Board") and the Roseville Federation of Teachers, Local 1071, AFL-CIO, affiliated with the American Federation of Teachers, and the Michigan Federation of Teachers, (hereinafter called the "Union").

ARTICLE I - UNION RIGHTS

Section 1

UNION RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining representative for all certified personnel employed under contract by the district including state approved School Social Workers, School Psychologists, Licensed Occupational and Physical Therapists, Teachers of the Language Impaired, the Orthopedically Handicapped, the Emotionally Impaired, the Learning Disabled, the Mentally Impaired, the Homebound, Permanent Substitutes, School Readiness Teachers, Alternative Education Teachers, Continuing Education for Young Mothers Teacher and for certified and non-certified Building Assistants and Paraprofessionals, but excluding Central Administrators, Principals, Assistant Principals, Teacher-Principals, Lunch Program Director, Director of Federal Programs other administrative positions established by the Board of Education, per diem Substitute Teachers, and Student Teachers.

Terms of the agreements with Building Assistants, Paraprofessionals, and teachers of Alternative Education and School Readiness are included as addenda to this Master Agreement.

Section 2

FAIR REPRESENTATION

The Union agrees to represent all teachers in the bargaining unit and to admit persons to membership without discrimination on the basis of race, color, age, national origin, handicap, sex or marital status.

Section 3

LEAVE OF ABSENCE FOR UNION OFFICE

- A. A member of the bargaining unit elected to a state or national office shall be granted a leave of absence for one (1) year upon request. Should the term(s) exceed one (1) year, extension shall be granted upon request annually for the duration of his/her term(s). District seniority shall continue to accrue during such absence.
- B. A teacher on leave of absence due to election to a state or national office who notified the Board of Education of his intent to return on or before March 1 of a given year shall be reemployed for the following September under the same circumstances as other teachers who have been absent on approved leave as described in Article VII, Section 7.

ARTICLE I – UNION RIGHTS

Section 4

COMMITTEE REPRESENTATION

The Union shall be assured Union selected representation on all committees and councils dealing with curriculum, educational programs, or matters affecting the working conditions of the teachers.

Section 5

UNION REPRESENTATION AT PUBLIC AND LEGISLATIVE MEETINGS.

- A. The Board agrees to allow no more than two representatives of the RFT to attend legislative meetings and public hearings related to education without loss of pay or days in their sick bank. The RFT will reimburse the district the cost of the substitute teacher, if needed.
- B. Should the Board request the Union to send representatives to a legislative meeting or public hearing to represent the district, the Board shall bear the expense of any substitute teacher employed and may, at their discretion, pay the necessary expenses including travel, lodging, meals and registration fees, if any.

Section 6

UNION USE OF OFFICE MACHINES

- A. Union building representatives and Union officers shall have the use of typewriters and duplicating machines according to building procedures. Union officers may request permission to use other district owned equipment. Such requests shall be made to the administrator responsible for the equipment and shall include the time and nature of the use.
- B. Consumable supplies used by the Union shall either be replaced by the Union in the respective building in which used or paid for by the Union.
- C. Use of equipment and materials shall be limited to business directly related to the Local Union organization.

Section 7

AGENCY SHOP/MAINTENANCE OF MEMBERSHIP

- A. As a condition of continued employment, each member of the bargaining unit shall establish or maintain membership in the Union for the term of the contract or shall tender to the Union a service charge in the amount equivalent to the periodic and uniformly required union dues.
- B. At the time of employment, the Personnel Office shall provide union enrollment cards to new employees.
Each member of the bargaining unit shall execute written authorization for payroll deduction of dues, or service fee, and assessments. Said service fee or dues shall be equivalent to the periodic and uniformly required Union dues.
- C. Termination of employment for failure to comply herewith shall be effective at the end of the current school year.
- D. The Union agrees to protect, save harmless and defend the Board from any and all claims, demands, suits, and other forms of liability and to be fully responsible for and pay any and all judgments against the Board of Education resulting from action taken or not taken by the Board in accordance with this section of the Agreement.

ARTICLE I – UNION RIGHTS

Section 8

UNION'S RELEASE TIME

- A. The Roseville Federation of Teachers' President shall have three (3) hours daily of release time in secondary, or one-half (1/2) day daily in the elementary in the afternoon, whichever applies.
- B. The Union shall pay for one-half of the release time of the Union President at 1/6 of salary exclusive of fringe benefits.

Section 9

RELEASE TIME FOR UNION STAFF

- A. The Union shall be provided thirty (30) hours of release time to be used for Union officers, staff members, or members on Union business. The President of the Union must notify the Deputy Superintendent and the Principal involved twenty-four (24) hours in advance in order to provide for a substitute. Elementary teachers will be released only in half-day blocks.
- B. Should the Union require additional time beyond thirty (30) hours, they shall reimburse the district for the additional cost of the release time. Such time may not exceed a period of three (3) consecutive days.
- C. The Union shall have the right to request conference leave for Union appointed teachers serving in district education-related activities, such as, but not limited to the M-Step Committee, State Guideline Committees and Title I Parent Advisory Council.

Section 10

UNION-ADMINISTRATIVE MEETINGS

- A. A copy of the prepared agenda of all regular principals' meetings shall be provided to the Roseville Federation of Teachers one (1) day prior to such meetings. Upon request, the RFT President or his designee shall be granted an opportunity to speak on prepared agenda items which may have an effect on the working conditions of employees of the bargaining unit.
- B. The Union shall have the right to propose items for the agenda and if accepted, to appear to speak to those items.

Section 11

BUILDING AND UNION REPRESENTATIVES

- A. Provided there is no interference with the instructional program of others, Union representatives shall be allowed to conduct Union business when not directly engaged in teaching pupils. Upon notification to the principal, Union representatives shall be allowed to attend regularly scheduled Union meetings or meetings called by the Union President at the close of the pupil day or when it does not interfere with their teaching schedule.
- B. The building representative or his designee shall, upon advance notice to the principal, be given a place on the agenda of teachers' meetings for brief reports and announcements.

ARTICLE I – UNION RIGHTS

Section 12

ADMINISTRATIVE COMMUNICATIONS AND INFORMATION

- A. The Union shall receive a copy of all district postings or any other information disseminated to teachers on a district basis originating from the Central Administration office or program directors who are not in the bargaining unit.
- B. The public information that is supplied to the Board of Education in advance of scheduled meetings shall be made available to the Union at the same time.

Section 13

CONTRACTS

Upon request the Union shall receive a copy of all negotiated contracts in force in the school district.

Section 14

NEW POSITIONS

The Board recognizes the desire of the Union to be informed and involved in the instructional and organizational pattern of the district; therefore, there shall be consultation with the Union prior to the creation of a new instructional position or classification that could be represented by the Union, including introduction of performance contracting.

Section 15

MAIL DELIVERY

The district shall provide daily mail pick up and delivery service to the Union Office.

Section 16

PRESIDENT'S SENIORITY

The President of the Roseville Federation of Teachers shall not be subject to layoff or transfer so long as there is a position for which he or she is certified.

ARTICLE II - DEFINITIONS

Section 1

SCHOOL

Whenever the term "school" is used it is to include any work location or functional division or group.

Section 2

PRINCIPAL

Whenever the term "principal" is used it is to include the administrator of any work location or functional division or group.

Section 3

TEACHER

Whenever the term "teacher" is used it is to include any member or members of the bargaining unit except building assistants or paraprofessionals.

ARTICLE II - DEFINITIONS

Section 4

SINGULAR-PLURAL

Whenever the term "Union Building Representative" is used, it is to mean the elected representative(s) in the school or an alternate teacher designee(s) of the Union.

Section 5

AGENT

An agent shall include any person who performs for an organization such acts as: distribution of literature, collection of dues, circulation of petitions, solicitations of membership, or serving as a spokesman at teacher's meetings.

Section 6

DISTRICT SENIORITY

- District seniority shall be defined as the length of service of a contracted teacher from the first date of continuing employment, including all district approved leaves taken during the term of one school year, except personal leaves. All teachers on the layoff/leave list will accrue seniority during their period of layoff. Should more than one teacher share the same seniority date the seniority order shall be established by the Deputy Superintendent.
- Extra contractual assignments will not be included in computing length of service. Once assigned a position on the seniority list no changes in relative ranking will be allowed, except as cited in Article VII.

Section 7

EXTENDED ASSIGNMENT-PERMANENT SUBSTITUTES

- A. An "extended assignment" is one that is known to be extending continuously for a period of time of not less than two (2) school weeks. (This does not refer to day-to-day positions that might accumulate to two (2) weeks of service.)
1. A laid-off Roseville Teacher in an extended assignment shall become a fully contracted teacher after the twentieth day.
 2. Laid-off Roseville teachers on extended assignment retain their rights on the lay-off/leave list.
 3. Non-bargaining unit substitutes on extended assignment shall become fully contracted after the 60th day.

Section 8

SCHOOL ORGANIZATION

K - 6	Grades	Elementary
7 - 9	Grades	Junior High School
10 - 12	Grades	Senior High School

Where special education classrooms for educable mentally impaired, emotionally impaired, learning disabled or others are operative, they become a part of the organizational structure of the level at which they occur.

ARTICLE II - DEFINITIONS

Section 9

PAST PRACTICES

A past practice is defined as the repeated application or interpretation of a policy or a provision of this Agreement undertaken by the administration in similar situations.

Section 10

AUXILIARY SERVICE PERSONNEL

Whenever the term "auxiliary service personnel" is used, it is to include those teachers employed by the district to teach Art, Media, Music and Physical Education in the Elementary Schools.

Section 11

WRITTEN POLICY

The term policy or written policy as it may appear in this Agreement shall refer to those statements formally adopted by the Board or contained in or by specific action added to the manual identified as the Board Policy Manual.

Section 12

SPECIAL SERVICE PERSONNEL

Whenever the term Special Service Personnel is used, it is to include teachers in Reading Support Services, Title I and non-classroom Special Education Personnel.

Section 13

PERMANENT SUBSTITUTES IN EXTENDED ASSIGNMENTS

This designation applies to former employees of the district serving as substitutes in an extended assignment.

ARTICLE III - TEACHERS' PROFESSIONAL RIGHTS

Section 1

ORGANIZATION MEMBERSHIP

Teachers have the right to join any teacher organization. Membership in a teacher organization shall not be required as a condition of employment.

Section 2

UNION REPRESENTATION

- A. No officer, executive board member, delegate, representative, member or agent of any organization other than the Union shall represent any teacher in the grievance procedure, provided that teachers may represent themselves if they so choose.
- B. No teacher may extend, alter or modify the terms and conditions of this agreement.

Section 3

TEACHERS ATTENDING CLASSES

Teachers shall be allowed to leave at the close of the pupil day to attend classes for college credit or approved in-service training.

ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS

Section 4

ACADEMIC FREEDOM

- A. Teachers shall have all reasonable freedom in the implementation of the curriculum including the right to select materials and to determine the class needs as they relate to the curriculum.
- B. In presentation of controversial material, it is the teacher's responsibility to insure fair presentation of the material. Opinion or theory shall be identified as such.
- C. The principal retains the right to question and consult with the teacher on presentation of material and, if necessary to insure a fair presentation, the principal has the right to give direction to the teacher as to the presentation.

Section 5

INSTRUCTIONAL SUPPLIES

- A. Teachers may requisition books and supplies from the basic lists of all levels to enable teaching at the level of the child. Teachers shall consult with the principal prior to requisition of materials for exceptional children.
- B. A standard list of basic resource materials for each elementary grade level and each secondary student service area shall be established. Each classroom or instructor shall be provided with the items listed for that level.
- C. All instructional materials and equipment shall be readily accessible to all teachers according to practices mutually established by the staff and principal. These practices shall be subject to annual review and revision no later than October 1.
Instructional materials and supplies shall be made available in the quantity requested, provided that the principal shall be given an accounting for unusual usage.
- D. Teachers shall review and recommend annually by March 1, the lists of student supplies and materials required for their instructional level to be provided by the school district. When items from a purchase order are deleted, the principal and/or the director shall notify in writing the affected teacher or department.
- E. Teachers shall have the right to recommend vendors.
- F. Vocational Education Personnel shall be allowed to recommend and review expenditures of funds for their respective positions and departments.

Section 6

REQUISITIONS - INSTRUCTIONAL MATERIAL

- A. Teachers shall recommend purchases to be made from funds allocated to their building. It is understood that this does not include basic materials required by the school. The principal shall present to the teachers at a regularly scheduled staff meeting his/her proposed building budget and shall provide the teachers with an opportunity to review and recommend revisions to the principal of specific budget allocations prior to submitting them to the business office.
- B. Teachers may requisition additional consumable materials as necessary, provided that the principal may question or request an accounting for unusual usage or requests.
- C. Special and auxiliary service personnel shall recommend and review expenditures of funds for their respective positions and departments.
Special and auxiliary personnel shall have the right to recommend vendors.
- D. Special and auxiliary service personnel shall be allowed participation in the distribution of building allocation funds.

ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS

Section 6

REQUISITIONS - INSTRUCTIONAL MATERIAL(CONTINUED)

- E. Basic lists of materials shall be recommended by the elementary Art, Music and Physical Education Departments and by Teachers of the Speech and Language Impaired and approved by the Assistant Superintendent. Each elementary school shall have on hand at the beginning of each year an adequate supply of materials from such basic lists as recommended by the Art, Music or Physical Education teacher and the teacher of the Speech and Language Impaired who services the building.
- F. While most requisitions should be filed in the spring for the following year, additional requests may be made during the school year provided there are funds remaining in the building or departmental budget.
- G. Purchases made by a teacher for classroom use shall be reimbursed from the Student Allocation Fund, provided they have the prior written approval of the principal.
- H. Funds for the purchase of specialized materials and equipment for the elementary Art, Music and Physical Education programs shall be allocated on a per child basis in an account to be administered through the office of the Assistant Superintendent for Instruction.
- I. Teachers of the Speech and Language Impaired shall be allotted \$25.00 for instructional materials and supplies.

Section 7

PERSONNEL FILE

- A. Teachers shall be given written notice of any materials placed in their central personnel files at the time the material is placed in the file, or at the time it is discovered that no notification was provided for material found in the file. Teachers shall have the right to inspect, comment upon and duplicate any materials in their central personnel or building personnel file.
- B. A copy of administrative or parental compliments or complaints shall be given to a teacher whenever such material is placed in the teacher's central personnel file. If there is a written follow-up to such material, the teacher shall receive a copy.
- C. A teacher shall have the right to submit a written response to any material filed. Such response shall be included in the teacher's individual file and attached to the copy of the material.
- D. The central personnel file shall constitute the official employment record of the teacher. It is recognized that only material which a teacher has received a copy of and which has been placed in the teacher's central personnel file may be used as a basis for official action against a teacher.
- E. Upon written notification to the personnel office, teachers shall have the right to remove from their personnel files unfavorable anecdotal reports three or more years old and all non-district materials.

Section 8

PROTECTIVE CLOTHING

Protective clothing and equipment for teacher use in laboratory situations including elementary and secondary art, home economics, shop, and physical education shall be made available upon teacher request. Such protective clothing shall be used only for school purposes and shall remain the property of the school district. Equipment shall be purchased from General Building Funds.

ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS

Section 9

EXPERIMENTAL PROGRAMS

- A. Staff members of a given grade or grades or in a particular course or course area may recommend through their building principal an experimental program involving methods of instruction and/or organization patterns.
- B. Standards of working conditions as prescribed by the Master Contract shall be considered in planning such programs.
- C. Upon approval of central administration such experimental programs shall be implemented.
- D. Teachers who participate in approved experimental or pilot programs shall submit a written evaluation of the program on an annual basis. The evaluation shall contain recommendations relative to the extension or discontinuation of the program. Pilot programs shall not exceed 3 years.

Section 10

SCHOOL IMPROVEMENT/SHARED DECISION MAKING

- A. The parties agree and recognize that school improvement is a cooperative, collaborative process. All plans, proposals and recommendations shall be formulated on that basis.
- B. Any deviations from the contract which may be required by a school improvement plan will be permitted following the execution of a letter of agreement between the Federation and the district.
- C. All teachers will be responsible for the implementation of a school improvement plan adopted by the building.

Section 11

PROBATIONARY TEACHERS

- A. Within sixty days after the opening of school, the Board shall provide the Union with a list of all newly hired teachers and their school assignments. Names and assignments of teaching personnel hired during the year shall be forwarded to the Union upon employment.
- B. Probationary teachers shall be advised of their entitlement to representation either by the Union or by themselves whenever the administration indicates in writing its intent not to recommend renewal of contract.
- C. Upon their employment, teachers shall be advised in writing of the procedure to be used in evaluating their services to the district.
- D. Probationary teachers upon notice of dismissal shall be entitled to a hearing before the Board.
- E. The Union shall participate in the formulation of any new guidelines, directives or procedures related to teacher evaluation.

Section 12

TEACHER-PRINCIPAL CONFERENCE

During any conference between a teacher and principal or teacher and administrator, the teacher may request that the conference be recessed and reconvened with a Union representative in attendance. Such conference shall be held in private. The teacher shall receive a written resume of the conference upon request.

ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS

Section 13

STAFF-PRINCIPAL CONFLICTS

- A. In a situation where teachers within a building have experienced difficulty in dealing with the principal, the Union may request an informal meeting with the Superintendent or his designee and all involved parties to try to resolve the problem.
- B. When a complaint is resolved at this level, there shall be a statement of corrective measures and action written by the Superintendent.
- C. If a complaint is not resolved at this level, the next step shall be a meeting with the Board and all involved parties.

Section 14

RECLASSIFICATION OF STUDENTS

- A. A teacher may file a written request with a principal to consider student reclassification. The principal will make a study of all information that he deems pertinent to the case and after conferring with the teacher render a decision.
- B. The decision of the principal may be appealed to the Superintendent or his designated representative for review and final decision.

Section 15

BUILDING POLICIES

- A. The principal shall oversee the conduct of pupils and in cooperation with the building staff formulate necessary written procedures related to the maintenance of control and discipline of students, including physical assault, intentional damage to school property or theft, separation of students from the classroom, student referrals to the principal, student access to buildings before and after school, parental access to buildings and lounges, students use of classrooms during lunch hours, and guidelines for photocopying written materials. These procedures shall be distributed to all building staff members, and shall be reviewed annually, and shall follow present Board policy in regard to temporary exclusion of a student from a class or classes.
- B. Staff shall provide supervision of halls and lavatories in the secondary schools during passing time between classes. The principal and the staff shall mutually develop the method of implementing such supervision.

Section 16

PRINCIPAL-TEACHER COMMUNICATION

- A. Teachers should be informed of disciplinary action taken relative to a student enrolled in their class when such action may have an effect on the student's classroom behavior or progress.
- B. Teachers should be informed of reasons for student's absence, if reasons are known, so that adequate planning for make-up work or grade adjustment can be made.
- C. Teachers shall be informed of unusual student problems reported by parents that have an effect on student behavior or progress.

ARTICLE III – TEACHERS' PROFESSIONAL RIGHTS

Section 17

SPECIAL SERVICE SCHEDULE CHANGES

Special Service Personnel may recommend changes of their schedules to their respective supervisors by October 15 based on student or caseload needs. Disputes of schedule modifications may be appealed to the Office of the Deputy Superintendent.

Section 18

DISCIPLINE OF TEACHERS

No teacher shall be disciplined except for just cause. The specific grounds forming the basis of such discipline shall be made available to the teacher in writing and to the Union provided the teacher so requests.

Section 19

SCHOOL SOCIAL WORKERS AND SCHOOL PSYCHOLOGISTS

The duties, rights and responsibilities of school social workers and school psychologists shall be as outlined in the Memorandum of Agreement resulting from the 1971-73 contract as amended. This memo has the force and effect of contract language.

Section 20

CONSORTIUM AGREEMENTS

In the event that the District enters into a consortium agreement, teachers affected by the agreement will maintain all rights and obligations under this contract, except as may be agreed to by the Federation and the District.

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES

Section 1

CLASSROOM MANAGEMENT

- A. The classroom teacher is responsible for the discipline and control or management of his classroom except when under the supervision of another authorized person.
- B. Classroom management shall be the responsibility of the auxiliary teacher while the class is under his supervision. The regular classroom teacher shall use this time for preparation.

Section 2

STUDENT EVALUATION AND PLACEMENT RECOMMENDATION

- A. Evaluation of student progress shall be primarily the responsibility of the teacher.
- B. In case of disagreements on the evaluation and/or placement recommendation of a teacher, it shall be the responsibility of the Principal after conferring with the teacher, parents, and any special personnel involved, to render a decision regarding the evaluation or placement of a student. In the event that the teacher is not satisfied with the decision of the Principal, the teacher may appeal the decision to the Superintendent who shall review the matter and render a final decision.

ARTICLE IV – TEACHER'S PROFESSIONAL DUTIES

Section 3

COUNSELORS

- A. School counselors shall be employed at the secondary level to counsel students individually or in groups in the following areas:
 - 1. Educational and occupational planning.
 - 2. Personal and social problems.
 - 3. School attendance and conduct problems.
- B. Clerical personnel shall be provided to manage report cards, master grade sheets and to perform other routine clerical tasks in the counseling area.
- C. Counselors shall maintain a record for each individual interview held.
- D. Counselors may refer cases requiring disciplinary action to the principal. They shall not be expected to take disciplinary action with their counselees.
- E. The counselor's work day shall be used for student interviews, student group sessions, parent contacts, correspondence, contacts with outside agencies, preparation, follow-up case studies, conferences with other professional personnel and other counseling activities. Counselors shall not be held responsible for routine attendance calls, routine sick calls, or routine scheduling adjustments.

Section 4

SIGN-IN PROCEDURE

The arrival and departure of a teacher in a building shall be indicated by a check mark on the sign-in sheet.

Section 5

DIRECTIVE TO TEACHERS

Teachers will be held responsible only when oral or written communications come directly from their administrators.

Section 6

OPEN HOUSE RESPONSIBILITY

The annual "open house" in schools shall not be construed as extracurricular. Teachers will be present except when excused by the principal.

The "open house" is defined as an evening activity. This evening activity may be some educational event other than an open house with prior mutual consent of principal and staff.

Section 7

USE OF SCHOOL DAY

- A. Teachers shall use the school day for:
 - 1. planning and preparing for daily classes
 - 2. teaching their pupils
 - 3. conferring with parents of their pupils when necessary.
- B. Elimination of Classes
No scheduled class may be eliminated without permission of the principal.

ARTICLE IV – TEACHER'S PROFESSIONAL DUTIES

Section 8

CLERICAL AND BOOKKEEPING RESPONSIBILITIES

- A. Elementary teachers shall be responsible for recording of daily absences in a CA-10 as prepared by the office but shall not be responsible for totaling and summarizing of attendance at the end of each report period. Teachers shall also record final attendance figures in the CA-60 or CA-39 forms. Teachers shall maintain anecdotal records for pupils in their classes as necessary.
- B. Secondary teachers shall provide daily information on absences to the office as required and shall record and submit grades at the conclusion of each regular marking period as required.
- C. The Union and the Board of Education recognize the desirability of the reduction of non-teaching chores assigned to teachers. Therefore, routine clerical duties, bookkeeping tasks and maintenance of permanent records shall not be the responsibility of the teacher.

Section 9

P.T.A. ATTENDANCE

Attendance at PTA and PTC activities shall be voluntary.

Section 10

SUPERVISION AND EXTRACURRICULAR ACTIVITIES

Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities.

Section 11

LESSON PLANS

Lesson plans shall always be prepared and recorded in advance, and shall be collected by the principal on a scheduled basis but not more than once per month. Plans may be requested more frequently from non-tenured teachers and those being evaluated. Plans shall reflect district curriculum.

Section 12

USE OF TELEPHONE

- A. Each building shall have a telephone available for teacher's use that provides privacy.
- B. Teachers are encouraged to use the pay phones in the school buildings for personal calls wherever possible. Use of the school office phone requires:
 - 1. Payment of charges for toll and long distance calls, if used for personal reasons.
 - 2. Long distance calls shall be placed by the clerk and recorded.
 - 3. Personal calls during the school day shall be limited to those of an urgent nature.

Section 13

STUDENT TEACHERS

Assignment of student teachers to certified personnel shall be on a voluntary basis. Such assignments shall be rotated among qualified and interested personnel.

ARTICLE IV – TEACHER’S PROFESSIONAL DUTIES

Section 14

SCHOOL PSYCHOLOGISTS AND SOCIAL WORKERS

School Psychologists and Social Workers recommended for discharge or demotion shall have the right to a private hearing upon request before the Board of Education prior to the termination of their employment. The request shall be made within thirty (30) days after their notification of the recommendation.

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION

Section 1

FAIR EMPLOYMENT PRACTICE

The Board agrees to employ a policy of non-discrimination against any teacher, or the hiring of any teacher, on the basis of race, creed, color, age, national origin, handicap, sex, marital status or membership or participation in, or association with the activities of any teacher organization.

Section 2

CHIEF ADMINISTRATOR

The building principal is recognized as the chief administrative officer of the building and shall proceed professionally in the discharge of the obligations noted in this Agreement, in Board of Education Policy, and in such current practices as are not in written form.

Section 3

CHANGES IN POLICY

- The Board agrees with respect to matters not covered by this Agreement affecting the professional rights, the working conditions, assignments, remuneration, and/or welfare of teachers that it will make no changes in written policies without prior consultation with the Union.
- Any changes in mutually recognized existing practices and policies in individual buildings shall be mutually agreed upon by the principal and staff.
- The list of mutually recognized district-wide past practices as listed in Appendix B. shall be considered part of this Agreement.

Section 4

AVAILABILITY OF BOARD RECORDS

The Board shall make available to the Union upon its request, at reasonable hours mutually agreed upon, any and all information, statistics, and records which may be necessary to make intelligent decisions relevant to negotiations, or necessary for the proper enforcement of terms of this Agreement, except that nothing stated here is deemed to permit Union access to the confidential records in a teacher's file maintained in the personnel office.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 5

PAYROLL DEDUCTIONS

- A. The Board shall deduct from the pay of each teacher from whom it receives written authorization to do so, the required amount of fees, dues and assessments for the RFT. Dues and fees shall be deducted in ten (10) monthly installments.
- B. Authorization for dues deductions for the RFT members shall be continuous unless the member requests a change in writing thirty (30) days prior to the intended termination of deduction. The Business Office will notify the Union office within thirty (30) days of such authorization of change.
- C. All standard payroll deductions shall be allowed as long as thirty (30) days notice of starting, stopping or changing such deductions is given.

Section 6

BOARD/UNION BULLETIN BOARD PROVISION

The Board shall provide the Union separate bulletin board space in each school.

Section 7

BOARD/UNION MAILBOX AGREEMENT

The Board shall allow the Union the right to place materials in the mailboxes of teachers and other professional employees. The Union may use the school mailboxes for official materials published and circulated by the professional teachers' organizations.

Section 8

BOARD/UNION AGREEMENT OF MEETING FACILITIES

The Board shall make school facilities available for union meetings in all schools.

Section 9

IMPLEMENTATION OF AGREEMENT

The Superintendent of Schools and principals of each school shall meet with representatives of the Union at the request of the Union on matters of professional concern and matters relating to the implementation of this Agreement. The call for such conferences shall provide reasonable notice consistent with the urgency of the circumstances.

Section 10

PARENTAL COMPLAINTS

- A. Teachers shall be notified of any complaint received from parents by a principal or central administrator.
- B. Parental complaints relating to teachers received by central administration before the parent has followed proper channels shall be referred to the principal.
- C. A principal receiving a parental complaint relating to a teacher shall advise the parent when the teacher is available for consultation. Upon failure to resolve the complaint by such direct approach, the principal shall attempt to resolve the matter.
- D. When a principal or central administrator has resolved a parental complaint without teacher participation, the teacher shall be informed of the disposition of the complaint.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 11

POSTING OF CONFERENCE ATTENDANCE AND INFORMATION

- A. Conference leave attendance and expenses shall be published and posted in each building monthly.
- B. Conferences, available scholarships, and materials and information which might allow teacher participation shall be posted as they arise.

Section 12

CLERICAL AND BOOKKEEPING PERSONNEL

The Board shall provide clerical and bookkeeping personnel to collect monies, maintain records and attend to routine clerical and bookkeeping tasks.

Section 13

STANDARDIZED TESTS

District-wide standardized tests which are designed to be machine scored, shall be machine scored.

Section 14

AVAILABILITY OF BOARD POLICY

A copy of the statement of Board Policy shall be placed in the faculty room and library in each building.

Section 15

RESEARCH AND IMPROVEMENT

- A. The Board recognizes the desirability of professional improvement and shall continue to make funds available to provide for conferences and other programs which may contribute to this end.
- B. Upon the request of the teaching staff, the Board shall provide in-service programs or materials for experimental programs in curriculum development in accordance with funds budgeted for this purpose.
- C. School Business Days may be provided to teachers who elect to attend conferences, in-service and other such activities at their own expense. Teachers who attend conferences and other such activities at the request of the District shall be provided school business days and expenses.

Section 16

CLASSES FOR EMOTIONALLY IMPAIRED AND OTHERS

- A. The Board of Education will sponsor classes for the emotionally impaired, socially maladjusted, and academically disadvantaged as may be possible within the framework of available state, county and federal funds to implement the programs.
- B. The Board shall undertake the hiring of a full complement of school social workers and school psychologists.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 17

CONFERENCE LEAVE

- A. Conference leave monies for teachers shall be provided from an account budgeted specifically for that purpose.
- B. Counselor college follow-up visits shall not be construed as conference leave.
- C. Individual departments such as Compensatory Education, Special Education and Vocational Education shall provide funds for conference leaves as may be possible within their respective budgets. These leaves will be regulated by the Directors of the respective programs in cooperation with the department conference leave advisory committee.
- D. Each building shall adopt and review annually a policy for conference attendance and distribution of monies.

Section 18

DICTIONARIES

Every classroom shall be furnished with a Webster's Collegiate Dictionary or its equivalent.

Section 19

ADMINISTRATIVE AND EXTRA CONTRACTUAL OPENINGS

- A. All administrative openings shall be posted in each building during the school year. A teacher interested in administrative positions shall submit his name and summer address to Central Administration prior to the end of the school year and shall be notified by mail if an opening occurs during the summer.
- B. All teachers shall be equally eligible for and shall be given priority of employment in any extra-instructional or extra-curricular assignment, excluding coaching, within the district. The Board shall post in each building the position and qualifications for such assignment. A teacher interested in any vacancy shall submit his name and qualifications in writing to the Deputy Superintendent within five (5) days of the posting. If the qualifications are met by the teacher employed by the Board for said positions, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- C. All teachers currently employed or on the layoff list shall be equally eligible for and shall be given priority of employment in any coaching position within the district. Posting and application requirements in paragraph B shall apply. The Board shall be required to show cause through documentation and/or evaluation whenever a teacher or laid-off teacher is denied a coaching position in favor of an applicant outside of the unit. The reasons presented in a showing of cause are grievable. If the qualifications are met by the teacher or the laid off teacher employed by the Board for said position, other applicants may not grieve their non-acceptance. Appointments to such positions will not be considered continuing appointments.
- D. Notwithstanding paragraph C any person outside of the unit who was a district coach during one of the previous two school years shall be equally eligible for the same position(s).

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 20

ASSAULT UPON A TEACHER

- A. Principals shall report to the superintendent all cases of assault against a teacher during school hours or at school-related activities in which injuries have been suffered or in which there appears to have been intent to do harm. Such assaults against teachers shall be reported to the principal who shall ascertain the facts and then shall promptly report them to the Superintendent. In any such reported assault the teacher shall be provided advice and assistance from the school attorney relative to the filing and prosecution of a criminal complaint.
- B. If a principal is informed of a threat to do harm, made against a teacher, the principal will inform the teacher of the situation and the outcome of the resulting investigation in a timely manner.
- C. The principal shall inform the teacher of any and all administrative actions in response to a verbal assault reported against the teacher.

Section 21

REPORT PERIODS

Regularly scheduled reports to all parents, including parent-teacher conferences, shall be limited to four (4) times during the school year. However, this does not preclude the right of a teacher to schedule individual conferences as necessary.

Section 22

COUNSELING RATIO

The Board will make every effort to establish a counseling ratio of 350:1 in secondary education on a system-wide basis.

Section 23

TUITION REIMBURSEMENT

- A. If a college course is taken at the request of the Board, the Board will pay for the tuition of such course.
- B. When a college course is taken to meet state mandated eligibility guidelines for continued certification in a subject area, the Board will pay for the tuition of such course. A joint committee of the Board and Union shall be established to review which programs shall be included in this category.

Section 24

REFERRALS

Referrals for diagnostic and social worker services shall be forwarded with the Principal's recommendation to the Director of Special Education.

Section 25

SPECIAL EDUCATION

- A. Psychological reports of Special Education students admitted to the program shall be readily available to the teacher.
- B. Transfer students shall be admitted upon the direction and authorization of the Director of Special Education.

ARTICLE V – OBLIGATIONS OF THE BOARD OF EDUCATION

Section 26

SUBSTITUTE TEACHERS

- A. Laid-off teachers who express written interest in substituting for the current school year shall be given priority of substitute assignments in the district.
- B. Whenever possible, priority of substitute assignment shall be given to those requested by the teachers.
- C. A written list of available substitutes shall be provided to the Union.
- D. Extended assignments shall be offered by seniority to those laid-off teachers who have indicated their desire for such positions in writing to the Personnel Office. Such requests must be renewed each year.

Section 27

SENIORITY LIST

The Board shall provide an updated seniority list to the Union once each year.

ARTICLE VI - GRIEVANCE PROCEDURE

Section 1

DEFINITION

The term "Grievance" shall be interpreted to mean a complaint by a teacher or by the Union in its own behalf that:

- 1. there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or
- 2. there has been a violation, misinterpretation or misapplication of written policies or past practice affecting the conditions of employment of teachers.

Section 2

PROCEDURE FOR ADJUSTMENT OF A GRIEVANCE - INFORMAL STEP

A teacher with a grievance shall first discuss that matter with the principal, either directly or accompanied by the Union representative. In this informal conference the principal may have a non-participating observer present if he chooses.

Section 3

FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE

Step 1

- A. If the grievance is not resolved by the informal step, it shall be stated in writing, signed by the teacher or the President of the Union, or his designee, whomever seeks remedy, and shall be lodged with or submitted to the principal of the school in which the grievance arises within fifteen (15) school days following the condition or act which is the basis of the grievance.
- B. The "Statement of Grievance" shall name the employees involved, state the facts giving rise to the grievance, identify the provision of the Agreement alleged to be violated by specific reference, state the contention of the employee or Union, and shall indicate the relief requested.
- C. Within seven (7) days after receiving the grievance, the principal shall communicate his decision and state his reasons in writing to the Union and the teacher, if any, who lodged the grievance.

ARTICLE VI – GRIEVANCE PROCEDURE

Section 3

FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE (CONTINUED)

Step 2

- A. Within fifteen (15) school days after receiving the decision of the principal, an appeal from the decision may be made to the Superintendent. The appeal shall be made in writing and shall be accompanied by a copy of the decision at Step 1.
- B. Within seven (7) school days after receiving the appeal, the Superintendent, or his designated representative, shall meet and confer on the grievance. All those listed in Step 1 shall have a right to participate.
- C. Within seven (7) school days after the meeting on the appeal, the Superintendent, or his designated representative, shall communicate his decision in writing and state his reasons, if requested, to the teacher and the Union.

Step 3

- A. Within fifteen (15) school days after receiving the decision of the Superintendent, an appeal from the decision may be made to the Board. It shall be in writing and accompanied by a copy of the decision at Step 2.
- B. No later than ten (10) school days after receiving the appeal, the Board shall hold a hearing on the grievance in an executive session, regular or special meeting. All those listed in Step 2 shall have a right to participate in this step. The RFT shall be advised three (3) days in advance as to the time and place such hearing shall be held.
- C. Within ten (10) school days after the hearing, the Board shall communicate its decision in writing, and state their reasons if requested, to the Union and the aggrieved teacher, if any.

Section 4

APPEARANCE AND REPRESENTATION

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearing shall be conducted during school hours, unless there is mutual agreement for other arrangements. All teachers who are present at the hearing pursuant to this Article shall be excused, with pay, for that purpose.

Section 5

INITIATING GRIEVANCE AT STEP 2

If the grievance arises from the action of authority higher than the principal of a school, the Union may present such grievance at Step 2 of this procedure.

Section 6

ARBITRATION

- A. Within thirty (30) school days after receipt of the decision of the Board, the Union, upon written notice to the Board, may submit the grievance to an impartial arbitrator selected from the American Arbitration Association, under and in accordance with the rules thereof.
- B. The parties will select an arbitrator as soon as possible. He shall render his opinion and decision within thirty (30) days, or as soon thereafter as possible, of the hearing. The opinion and decision shall set forth his conclusions on the issues properly submitted to him and shall be binding on both parties.

ARTICLE VI – GRIEVANCE PROCEDURE

Section 6

ARBITRATION (CONTINUED)

- C. No decision or adjustment shall be contrary to any provision of this Agreement.
- D. The fees and expenses of the arbitrator, including the filing fee, shall be paid by the losing party. If, in the opinion of the arbitrator, to achieve equity, the costs should be shared, he shall determine the liability of each party.

Section 7

NO IMPAIRMENT OF AGREEMENT

No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.

Section 8

TIME LIMITS

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the Union to lodge an appeal at the next step of this procedure. Failure to appeal a decision within the specified time limit shall be deemed withdrawal of the grievance.

Section 9

APPEAL

The Union in its own behalf shall have the right to appeal a decision on a grievance at any step in this procedure.

Section 10

FILING OF GRIEVANCE

All grievance documents shall be filed separately from the personnel file.

Section 11

SCHOOL DAYS

During the summer recess, each weekday, Monday through Friday, excluding national holidays shall be considered a school day for the purpose of the grievance procedure.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 1

SENIORITY AND QUALIFICATIONS

Seniority and qualifications shall be the determining factors for teacher assignment, transfer, layoff and recall.

A. Qualifications

1. Qualifications for elementary and secondary classroom positions shall be defined as a provisional, permanent or continuing elementary or secondary teaching certificate with endorsement (s) in the required subject area (s), and shall comply with state and federal mandates.
Qualified RFT members and qualified outside applicants will be equally eligible for counseling vacancies, without regard for seniority.
2. Qualifications for all other programs shall be the proper certification and State and/or federal requirements for the program.
3. Exceptions shall be allowed as follows:
 - a. At the J.H. level, there shall be a minimum of one (1) male and one (1) female Physical Education teacher assigned to each building.
 - b. Any teacher assigned to teach a wood or metal shop class shall be required to have completed one (1) college level hands on course in the area to be taught.
Non-vocational teachers who meet this requirement may be assigned to pre-vocational classes if it does not reduce the schedule of a vocational teacher(s) or staff.
 - c. The administration shall select the teacher for the high school planetarium from among certified, qualified RFT members and certified, qualified outside applicants, without regard for seniority.
 - d. Teachers assigned to the High School shall meet North Central Standards for the subject and/or grade assigned. Failure to meet such standards may result in a reassignment within the department (building/district), a transfer within the teacher's endorsed fields, or assignment to a 7th, 8th, or 9th grade position. Such reassignments or transfers shall be done according to the teacher's seniority and qualifications and shall follow the priority order set for in VII, 2, F.
Teachers who earn additional credit for the purpose of meeting North Central Standards in a subject area to which they are assigned shall with the approval of the principal be reimbursed up to \$600 for tuition payments for such credits.
 - e. Teachers in grades kindergarten through sixth grade shall complete appropriate Michigan Literacy Progress Profile (MLPP) training within one year of their placement in the grade.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 1

SENIORITY AND QUALIFICATIONS (CONTINUED)

- f. Multiage positions will be filled through an interview process. The interview committee shall consist of a representative appointed by the Deputy Superintendent, a representative appointed by the RFT president, and, if possible, an existing multiage teacher.

Criteria for interested candidates may include but are not limited to, experience, training, and collaborative skills. Seniority will not be the determining factor for assignment to a multiage classroom.

- 4. The district shall pay up to \$600 to those teachers obliged to take courses in order to retain their employment as provided in Subsections 2 and 3 of this Article and Section. Reimbursement will be made upon proof of successful completion of all course work necessary for endorsement.

B. District Seniority

- 1. District seniority shall be defined as the length of service of a contracted teacher from the first date of continuing employment including all district approved leaves taken during the term of one (1) school year, except personal leaves. All teachers on the layoff/leave list will accrue seniority during their period of layoff. Extra contractual assignments will not be included in computing length of service. Once assigned a position on the seniority list, no changes in relative ranking will be allowed, except as cited elsewhere in this article. Should more than one teacher share the same seniority date the seniority order shall be established by the Deputy Superintendent.
- 2. Administrators shall be eligible for teacher seniority as outlined in the Letter of Agreement in the back of the contract.
- 3. Relative position on the seniority list shall be determined by the Deputy Superintendent on the date of hire or whenever a tie is created because of an adjustment in seniority time.
- 4. Upon employment in a continuing contractual position, teachers who have served in an extended substitute assignment of at least ninety (90) consecutive days shall be granted seniority for the time worked in such capacity.
- 5. A contract teacher who interrupts his/her teaching career for military service shall continue to accumulate seniority during his/her absence provided he/she returns to the Roseville Community Schools within one (1) year of terminating military duty.
- 6. Whenever a teacher has interrupted continuity of service by four or more years, seniority shall be limited to that period of service following such absence.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 2

TRANSFER

- A. All new positions shall be posted as they arise. All vacancies shall be posted as they arise, except those vacancies occurring at the end of the school year, which will be posted after all transfers (involuntary and voluntary) and recalls have been made.
- B. New teachers shall not be hired to fill vacancies until teachers under contract have had opportunities except as provided under sub-section I of this Article.
- C. Request for transfer shall be made in writing by the teacher at least 24 hours before the June meeting when a September transfer is sought. Such requests for transfer shall specifically indicate position, grade level, subject matter, and building to which transfer is desired. Such requests filed by the teacher represent his/her consent to transfer and may be acted upon without further consultation with the teacher. A teacher may withdraw his/her request at any time before it is acted upon.

The Superintendent of Schools shall state in writing the disposition of each properly submitted transfer request.

Requests for transfers shall be kept on file in the Superintendent's Office for one year from the date of receipt.

Probationary teachers shall not have the right to a voluntary transfer between buildings for a period of four (4) years, except as may be necessary to save a position in the district. In extenuating circumstances, the Union may appeal the denial of transfer to the Deputy Superintendent.

- D. Vacancies shall be filled by teachers in the following order:

- 1. Involuntary and voluntary transfers
- 2. Teachers on layoff/leave

Teachers shall have the right to select from among available vacancies based upon their seniority and qualifications.

- E. Involuntary reassignment by the Deputy Superintendent will be permitted to prevent the layoff of more senior teachers, to avoid the employment of new personnel during periods of reduction in force, or with a showing of cause. Administration will meet with a representative of the union prior to an involuntary reassignment.
- F. In elementary school, transfers made because of decreased pupil enrollment shall be based on seniority. The teacher with the least district seniority within the building being reduced shall be the first to transfer, and so on, provided that any substitute filling a vacancy has first been removed.

Before any transfers are made because of declining enrollment in the secondary schools, staff reductions according to seniority shall be made on a district-wide basis in all departments affected.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 2

TRANSFER (CONTINUED)

Those teachers being transferred shall then select positions according to district seniority in the following priority:

1. Any vacancy within their district department(s).
 2. Positions of the lowest senior teacher within the transferees district department(s).
 3. Vacancy in any of the transferees endorsed fields.
 4. Position of the lowest senior teacher within any of the transferees endorsed fields.
 5. Any 7th/8th grade vacancy.
 6. Any 7th/8th grade position assigned to a less senior teacher.
- G. Teachers transferred because of decreased pupil enrollment shall have the right to return to their original school and/or department in the reverse order to that in which they were transferred out provided a request for such transfer is made within one year from date of transfer.
- H. Where transfers are required because all or part of the student body is moving to another school:
1. At the secondary level:
 - a. All secondary positions shall be listed and all secondary teachers shall select positions according to seniority in this order:
 1. If the current position is available it must be selected. Current position is defined as the district department(s) in which a teacher is currently assigned.
 2. If current position is not available then choice must be made in any endorsed field.
 3. If endorsed fields are not available then choice must be in 7th and 8th grade.
 2. At the elementary level:
 - a. All positions in the affected buildings shall be listed and teachers in the affected buildings shall select positions according to seniority. If no position is available or a teacher does not choose to select a position the teacher(s) shall be placed on the involuntary transfer list.
- I. In the event a vacancy occurs after October 1 in the elementary level, it shall be the administrative prerogative to fill the vacancy with a new teacher or with a qualified teacher presently employed. At the secondary level the effective dates shall be October 1 and semester break.
- J. A teacher transferred involuntarily shall retain all seniority rights in the building and/or department to which transferred.
- K. All teachers transferred will receive notification in writing. The notification shall indicate whether the transfer is voluntary or involuntary.
- L. If an administrator denies transfer to a teacher who is qualified for the vacancy, the administrator shall be required to show cause. The decision may be appealed under the grievance procedure.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

- M. Whenever a teacher is transferred involuntarily, said teacher may request a showing of cause by the administration or Board of Education, whichever initiated such transfer. The teacher shall appeal in writing to the principal within ten (10) days after the effective date of the transfer if the teacher wishes to protest the transfer formally.
- As nearly as may be done, the grievance procedure of this contract shall be employed to resolve transfers where voluntary acceptance is not obtained.

Section 3

TRANSFERS WITHIN A BUILDING

- A. At the end of the school year, elementary teachers within an elementary building shall have preference to all projected vacancies within that building based on district seniority. At the end of the school year secondary teachers within a department within a building shall have preference to all projected vacancies within that department based on district seniority.
- B. Teachers may express in writing to their principals their preference of:
1. grade level
 2. subject
 3. department assignment
 4. extracurricular assignment
 5. request for transfer
- C. Requests which are not acted upon must be refiled each September to remain active. A teacher whose request was not acted upon may ask for an explanation.
- D. Requests for the following year's teaching assignment shall be made by June 1; before this time if possible.

Section 4

REQUEST ON FILE

Requests shall be kept on file for one school year in an accessible place.

Section 5

REQUESTS SHALL BE GIVEN CONSIDERATION ON THE FOLLOWING PRIORITIES:

- A. Qualifications and experience (major sequence has priority over a minor sequence in areas of preference).
- B. Seniority as defined in Article VII, Section 1.B.
- C. Competency of the individual in the judgment of the principal.
- D. Priority of requests in the case of tied seniority.

Section 6

REDUCTION IN FORCE AND RECALL

Procedure for reduction and recall:

- A. First, permanent substitutes shall be laid off.
- B. Next, probationary teachers in order of seniority (last hired, first laid off) shall be laid off.
- C. Next, tenure teachers shall be laid off, based on certification and qualifications, in order of seniority.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 6

REDUCTION IN FORCE AND RECALL(CONTINUED)

- D. The names of the laid off teachers will be placed on the Lay Off/Leave list in seniority order. The names will remain on the list until the teacher is recalled or for three (3) years, which ever is sooner. After three years the name will be removed from the Lay Off/Leave list and the teacher's employment with the district will be terminated. Notice of vacancies will be sent to terminated teachers for a period of two years after termination.
- E. Teachers shall be recalled in order of greatest seniority after all transfers have been made.
- F. Recalled teachers shall select their building, subject area and/or grade from the positions available for which they are qualified.
- G. A teacher may refuse specific assignment(s) and retain his/her position on the layoff/leave list until rehired but not to exceed one year from the layoff.
- H. The Board shall advise the Union of pending transfers, layoffs or recalls.

Section 7

RETURN FROM LEAVE

- A. A teacher on approved leave shall notify the Board of his/her intention to return or request extension of leave by March 1 or ninety (90) days prior to the end of the semester whichever is earliest.
- B. In the event a position is not available for a teacher requesting return, the teacher shall be placed on the recall list according to his/her seniority. Probationary teachers may be terminated at the end of a school year to create an opening for a returning teacher. No tenure teacher shall be laid off to create a vacancy for another tenure teacher to return from leave.
- C. The Union agrees to protect, save harmless and defend the Board from any and all claims demands, suits, and other forms of liability and to be fully responsible for and pay any and all judgments against the Board of Education resulting from action taken or not taken by the Board in accordance with subsection 7 of Article VII of this Agreement.

Section 8

BUILDING SCHEDULES

The Union shall have the right to review individual building schedules and projected class sizes, prior to their finalization in order to insure the proper implementation of this article. The Union and the Administration shall meet prior to the finalization of assignments, transfers and layoffs to insure the proper implementation of this article. It is understood that choices by involuntary and voluntary transfer teachers shall occur prior to the June closing of schools.

ARTICLE VII - ASSIGNMENT, TRANSFER, REDUCTION IN FORCE AND RECALL

Section 9

ASSIGNMENT AND TRANSFER AT YEAR'S END

A transfer meeting shall be convened in June if it is needed to find assignments for teachers displaced from positions. If the meeting is convened, voluntary transfers will be allowed as provided in Section 2, C. Vacancies remaining after the meeting will be assigned by Administration.

Vacancies resulting from teacher actions after the June Meeting will be posted and filled by seniority (honoring involuntary transfers).

In September, teachers whose positions had been eliminated resulting in their involuntary transfers at the June meeting, and whose position is reinstated in

September will be allowed to return to their positions only through the first Friday in September. After that date a new hire will be assigned the position only for the remainder of the school year so that the involuntary transferee can participate in the following June's building shuffles.

Section 10

GOVERNMENT MANDATES

If, as the result of state or federal mandates, a school within the district must undergo restructuring, administration reserves the right to reassign staff, with input from the union.

ROSEVILLE COMMUNITY SCHOOLS

2004-2005

September 2004

S	M	T	W	T	F	S
	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2004

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2004

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2004

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

January 2005

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

31 AM: Teachers report/
Professional Development

SEPTEMBER

1,2 Professional Development Day
3 Schools closed
7 AM: K-12 Classes
PM: Meetings/Prep

OCTOBER

6 PM: School Improvement Staff Meetings
15 PM: 7-12 Department meetings

NOVEMBER

12 End of First Marking Period
PM: K-6 Records
17 Evening: K-6 Conferences
18 PM & Evening: K-6 Conferences
19 PM: K-6 No classes
22 PM & Evening: 10-12 Conferences
23 PM & Evening: 7-9 Conferences
24 PM: Schools closed
25-28 Thanksgiving Recess

DECEMBER

8 PM: School Improvement Staff Meetings
22-Jan 4 Holiday Recess

JANUARY

28 End of Second Marking Period
PM: K-12 Records/Meetings

FEBRUARY

17 AM: School Improvement Staff Meetings
PM: Schools closed
18-21 Midwinter Recess

MARCH

2 Evening: K-6 Conferences
3 PM & Evening: K-6 Conferences
4 PM: K-6 No classes
25-Apr-03 Spring Recess

APRIL

8 End of Third Marking Period
PM: K-12 Records/Meetings
20 PM & Evening: 10-12 Conferences
21 PM & Evening: 7-9 Conferences

MAY

30 Memorial Day Recess

JUNE

15 AM: K-12 Classes
PM: Records/Meetings
16 Records Day

TBD - 1 full PD day in spring

February 2005

S	M	T	W	T	F	S
		1	2	3	4	
6	7	8	9	10	11	12
13	14	15	16	17	18	1
20	21	22	23	24	25	26
27	28					

March 2005

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2005

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	10
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2005

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2005

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

ARTICLE VIII - SCHOOL CALENDARS

Section 1

2004-2005 School Year

CODE KEY

-  No School
-  Half Day
-  PM: School Improvement Mtg
-  Teachers Only

1 Pay Day (Bold/Italics)

ROSEVILLE COMMUNITY SCHOOLS

2005-2006

September 2005						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

October 2005						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2005						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST
30 AM: Teachers report/
Professional Development
31-Sept 1 Professional Development Day

SEPTEMBER
2 Schools closed
6 AM: K-12 Classes
PM: Meetings/Prep

OCTOBER
5 PM: School Improvement Staff Meetings
14 PM: 7-12 Department meetings

NOVEMBER
11 End of First Marking Period
PM: K-6 Records
16 Evening: K-6 Conferences
17 PM & Evening: K-6 Conferences
18 PM: K-6 No classes
21 PM & Evening: 7-9 Conferences
22 PM & Evening: 10-12 Conferences
23 PM: Schools closed
24-27 Thanksgiving Recess

DECEMBER
7 PM: School Improvement Staff Meetings
22-Jan 4 Holiday Recess

JANUARY
27 End of Second Marking Period
PM: K-12 Records/Meetings

FEBRUARY
16 AM: School Improvement Staff Meetings
PM: Schools closed
17-20 Midwinter Recess

MARCH
1 Evening: K-6 Conferences
2 PM & Evening: K-6 Conferences
3 PM: K-6 No classes
31 End of Third Marking Period
PM: K-12 Records/Meetings

APRIL
14-23 Spring Recess
11 PM & Evening: 7-9 Conferences
12 PM & Evening: 10-12 Conferences

MAY
29 Memorial Day Recess

JUNE
14 AM: K-12 Classes
PM: Records/Meetings
15 Records Day

TBD - 1 full PD day in spring

CODE KEY	
	No School
	Half Day
	PM: School Improvement Mtg
	Teachers Only
1	Pay Day (Bold/Italics)

February 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2006						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13		15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2006						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ARTICLE VIII - SCHOOL CALENDARS

Section 2

2005-2006 School Year

ROSEVILLE COMMUNITY SCHOOLS

2006-2007

September 2006

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2006

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2006

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2006

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2007

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

29 AM: Teachers report/
Professional Development
30,31 Professional Development Day

SEPTEMBER

1 Schools closed
5 AM: K-12 Classes
PM: Meetings/Prep

OCTOBER

4 PM: School Improvement Staff Meetings
13 PM: 7-12 Department meetings

NOVEMBER

3 End of First Marking Period
PM: K-6 Records
8 Evening: K-6 Conferences
9 PM & Evening: K-6 Conferences
10 PM: K-6 No classes
14 PM & Evening: 10-12 Conferences
15 PM & Evening: 7-9 Conferences
22 PM: Schools closed
23-26 Thanksgiving Recess

DECEMBER

22 AM: School Improvement Staff Meetings
PM: Schools closed
25-Jan 2 Holiday Recess

JANUARY

19 End of Second Marking Period
PM: K-12 Records/Meetings

FEBRUARY

19-25 Midwinter Recess
28 Evening: K-6 Conferences

MARCH

1 PM & Evening: K-6 Conferences
2 PM: K-6 No classes
30 End of Third Marking Period
PM: K-12 Records/Meetings

APRIL

6-15 Spring Recess
17 PM & Evening: 10-12 Conferences
18 PM & Evening: 7-9 Conferences

MAY

9 PM: School Improvement Staff Meetings
28 Memorial Day Recess

JUNE

13 AM: K-12 Classes
PM: Records/Meetings
14 Records Day

TBD - 1 full PD day in spring

CODE KEY

-  No School
-  Half Day
-  PM: School Improvement Mtg
-  Teachers Only

1 Pav Dav (Bold/Italics)

February 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2007

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2007

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ARTICLE VIII - SCHOOL CALENDARS

Section 3

2006-2007 School Year

ARTICLE VIII - SCHOOL CALENDARS

Section 4

The 2004/07 calendars will contain 185 teacher days and 179 student days.

Section 5

KINDERGARTEN CONFERENCES

Whenever a kindergarten teacher's combined student roster totals 50 or more an additional one-half (1/2) day shall be provided for parent teacher conferences.

Section 6

COMPENSATORY TIME

- a. To be eligible for one half day of compensatory time prior to the Thanksgiving break and one half day of compensatory time prior to the Midwinter break all staff members, including auxiliary and special service personnel, will attend evening activities as follows:

Elementary:	one (1) open house and two (2) evening PTC's
Jr. High:	one (1) open house and two (2) evening PTC's
Sr. High:	two (2) evening school activities and two (2) evening PTC's

- b. Beginning 2004/05, elementary teachers will conduct two additional evening PTC's and will be provided with one half day of scheduled release time for each evening.

Section 7

STATE REQUIREMENT

Should the school calendar fail to meet the requirements for state aid entitlements in full, the Board and the Union shall revise the calendar.

Should the State alter the requirements for minimum days, instructional hours, professional development or any other component of the school calendar, the Union and the Board will meet to consider appropriate modifications.

ARTICLE IX - SALARY ITEMS

Section 1
SALARY SCHEDULES

2004-05 SALARY SCHEDULE

<u>LANE</u>	<u>ND</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	31,278	39,003	42,762	44,652	46,165
2	32,348	40,496	45,218	47,112	48,621
3	33,427	42,497	47,671	49,560	51,077
4	34,506	44,989	51,110	52,995	54,513
5	35,575	47,742	54,543	56,427	57,943
6	36,625	50,740	58,465	60,355	61,869
7	37,668	54,223	62,880	64,770	66,287
8	40,986	57,729	67,289	69,184	70,698
9	44,645	63,578	73,385	75,288	76,807

2005-06 SALARY SCHEDULE

<u>LANE</u>	<u>ND</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	32,060	39,978	43,831	45,768	47,319
2	33,157	41,508	46,348	48,290	49,837
3	34,263	43,559	48,863	50,799	52,354
4	35,369	46,114	52,388	54,320	55,876
5	36,464	48,936	55,907	57,838	59,392
6	37,541	52,009	59,927	61,864	63,416
7	38,610	55,579	64,452	66,389	67,944
8	42,011	59,172	68,971	70,914	72,465
9	45,761	65,167	75,220	77,170	78,727

2006-07 SALARY SCHEDULE

<u>LANE</u>	<u>ND</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	32,862	40,977	44,927	46,912	48,502
2	33,986	42,546	47,507	49,497	51,083
3	35,120	44,648	50,085	52,069	53,663
4	36,253	47,267	53,698	55,678	57,273
5	37,376	50,159	57,305	59,284	60,877
6	38,480	53,309	61,425	63,411	65,001
7	39,575	56,968	66,063	68,049	69,643
8	43,061	60,651	70,695	72,687	74,277
9	46,905	66,796	77,101	79,099	80,695

ARTICLE IX - SALARY ITEMS

Section 1

SALARY SCHEDULES (CONTINUED)

- A. The hourly rate will be \$21.00 – 2004/2005
 \$21.00 – 2005/2006
 \$22.00 – 2006/2007
- B. Elementary Preparation Time
Elementary teachers who lose their preparation period because a substitute is not available will be compensated at the rate of thirty dollars (\$30.00) per hour, to be paid to eligible teachers in January and June of each year of the contract.

Section 2

ELIGIBILITY FOR MA + 30 STATUS

To be placed on the MA + 30 salary lane, a teacher shall notify the Personnel Office of the change and present evidence of satisfactory completion of thirty (30) semester hours of graduate credit in education related areas in addition to those required for completion of the Master's Degree. These thirty (30) semester hours may be earned before or after the date of completion of the Master's Degree.

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE

- A. Special Education Teachers
Those special education classroom teachers who were employed by the Board and rendered services prior to September 1, 1973, and who have received payments above the salary schedule will continue to receive \$300 above their regular step on the schedule. Special education classroom teachers, including speech correctionists and consultants, who are employed to begin work after September 26, 1973, shall not be eligible for the additional compensation.
- B. Driver Education Director
Notwithstanding Article V, Section 19 and Appendix B, Par F, the Duties of the Director of Driver Education shall be assigned at the discretion of the Board of Education. Should a teacher be assigned those duties, the salary for the school year and the summer program shall be equal to 20% of the BA schedule based on the length of service as Director. Every reasonable effort shall be made to provide the Director with some release time.
- C. Longevity Payments
During the term of this contract, teachers shall be entitled to longevity payments according to the following schedule:

10 years or more by June 30	\$1000
15 years or more by June 30	1750
20 years or more by June 30	2000
25 years or more by June 30	2250
30 years or more by June 30	2750

Regular longevity payments shall be made in December following the June in which they were earned. Members who leave the employ of the District shall receive an additional pro-rated longevity payment based on the length of time worked in the final year. (Example: A teacher who leaves in February would receive an additional longevity payment of 60%.)

ARTICLE IX - SALARY ITEMS

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE (CONTINUED)

- D. It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as a severance 50% of their first 70 days of accumulated sick days and 20% of 71 to 195 accumulated sick days not to exceed the limit of 60 days of severance pay based on prevailing contract rate.
- E. Severance pay as described in E. above will be paid through an IRS approved special pay deferral plan (also referred to as a 401 (a) plan).

Section 4

ADJUSTMENT IN SALARY

- A. This salary schedule shall be based on the school term as established by the calendar. Any extended duty beyond the school term shall be a proration of salary. An extension of the school term must be approved by the Superintendent.
- B. Where professional growth entitles a teacher to added salary, certified official records must be filed on or before Friday of the opening week of school, or the first Friday of the second semester. The salary adjustment is made immediately.
- C. Co-op coordinators shall be required by the principal to work two (2) weeks beyond the school calendar.
- D. Secondary School Counselors
 - 1. High School counselors shall be scheduled to work two (2) weeks in addition to the regular school year.
 - 2. Junior High counselors shall be scheduled to work one (1) week in addition to the regular school year.
- E. Senior High librarians may be required by the principal to work one (1) week in addition to the regular school year.
Junior High librarians may be scheduled to work one (1) week in addition to the regular school year.

ARTICLE IX - SALARY ITEMS

Section 5

OPTIONAL PAY PLAN

- A. Teachers shall have the option of receiving their salary on a 21 or 26 period pay plan. Such option to be exercised only when the forms are sent to teachers in April. It is also agreed that once selection is made NO CHANGE will be made during the year under any circumstances.
- B. No lump sum payments will be made at the end of the school year unless the teacher is leaving the district.
- C. Any adjustment in salary in excess of \$1,000 shall be paid in a separate check.

ARTICLE IX - SALARY ITEMS

Section 6

HOSPITALIZATION

- A. The Board will pay up to and including the full family subscribers rate for medical surgical, major medical, and hospitalization insurance for contracted teachers which shall be comparable to or an improvement over that of Blue-Cross/Blue Shield MVF coverage.
- Hospital-Medical Insurance provided shall include the following: 1) prescription drugs as follows: \$10.00 generic co-pay/\$20.00 non-generic co-pay. 2) FAE/VST at the established reasonable and customary fee; 3) Reciprocity; 4) Master Medical IV (90/10) with \$150 single/\$300 family deductible. 5) XVA-2 rider; Arrangements will be made for members who wish to purchase a VA rider at no cost to the district.
- All teachers hiring in after January 4, 1994 will only have the HMO or the Comprehensive Master Medical (CMM) plan with a \$150/\$300 deductible and 80% co - pay up to \$1,000 available for the duration of their probationary periods. Prescription drugs will be \$10.00 generic co-pay/\$20.00 non-generic co-pay. Upon the awarding of tenure, or the completion of four years of satisfactory service for employees not eligible for tenure, the teacher may request to change the coverage to Blue Cross/Blue Shield MVF at the next "window" period.
 - The Medical Insurance coverage year will be July 1, through June 30 of each school year. Insurance coverage for employees who leave the district for any reason will end on the last date worked. EXCEPTIONS: Employees who retire from the district at the end of the school year under the terms and provisions of the Michigan Public School Employees Retirement System will be reimbursed the retirees share of the July and August MPSERS premium.
 - Medical Insurance coverage will continue through July and August for employees laid off effective at the end of a school year.
- B. The Board shall provide \$50,000 life insurance in a group policy including coverage for accidental death and dismemberment for contracted teachers.
- It is understood that upon agreement between the Union and Board a pre-paid group legal service may be substituted for the additional life insurance.
- C. It shall be the responsibility of the teacher to make changes for dependents or any changes on their group policy. Forms can be obtained in the Personnel Office either by direct contact or memo.
- D. Teachers may request these forms from the personnel department, or leave a message with the receptionist at the Administration Building.
- E. Teachers on leave of absence due to illness shall continue to receive hospitalization and life insurance coverage for a period of one year. It is understood that teachers on leave for maternity shall be covered through the month of birth at the expense of the Board.
- F. Teachers on leave of absence for reasons other than illness and for post natal periods within a maternity leave shall be allowed to maintain their insurance benefits at the group rate for a period of one year by reimbursing the group carrier provided the teacher does not take leave to obtain another position.

ARTICLE IX - SALARY ITEMS

Section 6

HOSPITALIZATION (CONTINUED)

- G. In conformance with Public Law 93-222 as amended, the Board and the Union, agree to offer Health Maintenance Organization (HMO) coverage as a voluntary option for employees to the present health insurance plan offered by the District.
- The District will contribute the full monthly premium for employees electing the enrollment option, in force during the term of the agreement.
- Husbands and wives jointly employed by the District may elect to enroll in the HMO. If one spouse chooses to continue present coverage through the insurance plan and the other spouse elects the option of HMO membership, the combination of coverage under both plans may not be on a two-person or family basis concurrently.
- Employees electing the HMO option may withdraw from the plan and enroll in the health insurance plan only during the open enrollment period for the health insurance plan. Employees may only enroll in the HMO during established open enrollment periods.
- H. Teachers shall be eligible for a dental insurance plan paid for by the Board and providing the following benefits:
1. 100% coverage for examinations, cleaning and emergency palliative care, except radiographs.
 2. 50%/50% co-payment on X-rays.
 3. 85%/15% insurance/employee co-payment for all other Class I procedures.
 4. 60%/40% insurance/employee co-payment for all Class II procedures.
 5. The total maximum per person per year on Class I and Class II procedures shall not exceed \$1,000.
 6. 50%/50% insurance/employee co-payment on all Class III benefits with an \$1,000 per person lifetime maximum.
- I. Teachers shall be eligible for a District paid optical plan equal to Co-op optical plan, providing benefits up to and including full family coverage.

Section 7

CAFETERIA BENEFITS

- The following Cafeteria Plan will be offered as described below provided that it does not violate any laws and/or not change the tax status of the Benefit Plan of the Roseville Community Schools. If the program is judged in non-compliance with law or IRS Regulations the Union and the Board will meet to explore alternatives.
- The plan year will be October 1 through September 30.
- Should either party wish to change the Cafeteria Plan Year from October - September the parties shall meet to agree on the changes.
- Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit listed below.

ARTICLE IX – SALARY ITEMS

Section 7

CAFETERIA BENEFITS (CONTINUED)

- Members who are enrolled in medical coverage as a two person family will be eligible for an annual stipend in the amount of \$250 plus an enhanced benefit. Members enrolled in single person medical coverage will be eligible for an annual stipend of \$500 plus an enhanced benefit. The enhanced benefits will be announced on September 1 for the next Cafeteria Plan Year effective October 1 through September 30.
- All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Child Care and Medical Expenses.

Section 8

WORKERS' COMPENSATION/ON-THE-JOB INJURY

- A. Each employee will be covered by the applicable Workers' Compensation Laws.
- B. The employer further agrees to make up the difference between the employee's regular net pay and that which has been paid by the Workers' Compensation Insurance for injury sustained on the job and under the provisions of the Workers' Compensation Law.
- C. An employee who suffers injuries compensable under the Michigan Workers' Compensation Act shall be paid the difference between his regular net pay and payment received under provisions of the Act for a second year; and his days off of work shall not be deducted from accumulated sick leave during the two years.
- D. An employee shall not accumulate a day of sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.

Section 9

BENEFITS

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) may provide self-paid group health benefit coverage for specified amounts of time to the following:

Surviving dependents of deceased employee.

Spouses of employees after divorce or separation.

Medicare ineligible spouses and dependents of current employees.

Children who no longer meet the groups eligibility requirements.

Employee who no longer meets the groups eligibility requirements due to termination (other than gross misconduct), reduction in hours or layoff.

ARTICLE IX – SALARY ITEMS

Section 10

LONG TERM DISABILITY

- A. The Board shall provide a long-term group disability policy for each teacher. The terms of the policy shall provide that payment shall begin after ninety (90) calendar days and will continue coverage as long as the disability continues for the balance of his life or until the age of 65, whichever comes first.
- B. This coverage shall be for sixty-six and two thirds percent of the employee's annual wage on a fully integrated basis with other coverage with a maximum wage consideration of \$4,500 per month.
- C. Individual sick bank accumulations will be frozen from the 91st day of disability until the teacher returns, or retires. Teachers who retire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.

ARTICLE IX – SALARY ITEMS

Section 10

LONG TERM DISABILITY (continued)

- D. The policy shall provide that after inception and offsets are established, increases in social security payments and/or payments from the Michigan Public School Employees Retirement Fund shall not decrease the insured payments. All terms and conditions of the policy shall prevail.
- E. Terms of the policy prevail in all disputes.

Section 11

EQUIVALENCY RATINGS

- A. When working in an assignment which requires work experience to attain vocational certification, a teacher with such experience shall receive two (2) years experience credit. Such experience credit, together with outside creditable teaching and/or military experience shall not exceed the total amount allowable under the salary schedule policy.
- B. A certified tenure teacher with an additional professional degree, whose special knowledge is used directly in his teaching, shall be eligible for consideration on the level of a Master's Degree on the salary schedule, when such credits shall be recommended by a committee comprised of two teachers and two administrators. The final authorization shall rest with the Board of Education. "Professional Degree" assumes preparation of not less than the Master's Degree.

Section 12

COACHING AND SPONSOR COMPENSATION

- A. The Board retains the right to determine which extracurricular programs will be operated and to eliminate, modify or reduce the length of any such program.
- B. Should a given extracurricular activity be added, modified or reduced in length the compensation shall be adjusted as recommended by a committee set up to determine such compensation. This committee shall meet prior to January 5, 1981 to eliminate the "boy" "girl" designation in Article IX, Section 9 and establish equitable compensation for sports and sponsorships which shall be retroactive to beginning of the school year.
- C. Extracurricular programs are restored or added, the Board will attempt to distribute the activities on an equitable basis between Junior and Senior High Schools.
- D. The duties of the Athletic Director shall be assigned at the discretion of the Board of Education. Should a teacher be assigned the duties of Athletic Director, that teacher shall be paid as provided in sub-paragraph E.

ARTICLE IX – SALARY ITEMS

Section 12

COACHING AND SPONSOR COMPENSATION (CONTINUED)

E.	<u>High School (Freshman, Jr. Varsity and Varsity Sports)</u>	
	Athletic Director	12.0%
	Head Football Coach	10.0%
	First Assistant	8.0%
	Other Assistants	7.0%
	Head Basketball Coach	10.0%
	Assistant Basketball Coach	7.0%
	Head Soccer Coach	8.5%
	Assistant Soccer Coach	6.5%
	Head Baseball Coach	8.5%
	Assistant Baseball Coach	6.5%
	Head Softball Coach	8.5%
	Assistant Softball Coach	6.5%
	Head Track Coach	8.5%
	Assistant Track Coach	6.5%
	Head Wrestling Coach	8.5%
	Assistant Wrestling Coach	6.5%
	Head Golf Coach	5.0%
	Head Cross-Country Coach	8.5%
	Swimming Coach	8.5%
	Assistant Swimming Coach	6.5%
	Volleyball Coach	8.5%
	Assistant Volleyball Coach	6.5%
	Band Director	10.0%
	(Includes Summer Activities)	
	Vocal Music Director	5.0%
	Cheerleader Sponsors JV	6.0%
	Cheerleader Sponsors Varsity	9.0%
	Cheerleader Sponsor (9 th grade)	3.0%
	Pom Pons (JV & Varsity)	6.0%
	Play Director	4.0% per play
	(Maximum 2 plays per year)	
	Forensic	4.0%
	Debate Coach	4.0%
	Yearbook	6.0%
	Newspaper Sponsor (Teaching Time)	6.0%
	(After School)	6.0%
	Quiz Bowl	4.0%
	Latin Club	1.5%
	French Club	1.5%
	Spanish Club	1.5%
	Pep Club	1.5%
	Varsity Club	1.5%
	Key Club - Kiwanis Responsibility	
	Student Council/Senate Advisors	4.0%

ARTICLE IX - SALARY ITEMS

Section 12

COACHING AND SPONSOR COMPENSATION(CONTINUED)

	Approved clubs (as described in	
	Article IX, Section 11, B)	1.5%
	Party and Dance Chaperones	\$15.00 each event
	Literary Magazine	\$100.00
F.	<u>Junior High School</u>	
	Athletic Director	6.0%
	Football Coach	6.0%
	Assistant Football Coach	4.0%
	Basketball Coaches	6.0%
	Track Coaches (2)	6.0%
	Softball Coach	6.0%
	Soccer Coach	6.0%
	Volleyball Coach	6.0%
	Cheerleader Sponsors 7th & 8th gr.	3.0%
	Vocal Music Director	1.5%
	Newspaper	1.5%
	Student Council	2.0%
	Approved Clubs	1.5%
	Athletic Events	\$15.00 (one event) \$25.00 (two events)
	Band Director (Incl. Summer Act.)	5.0%
G.	<u>Elementary School</u>	
	Safety Patrol Sponsor	2.0%
	Service Squad Sponsor	2.0%
	Instrumental Music	
	Per after-school event	
	Incl. practice sessions.	\$ 15.00
	Vocal Music and Other	
	Elementary Programs	
	Per after-school event	
	Incl. practice sessions.	\$ 15.00
	Approved elementary club sponsors	\$150.00

ARTICLE IX - SALARY ITEMS

Section 12

COACHING AND SPONSOR COMPENSATION(CONTINUED)

- H. Previous coaching and/or sponsorship experience within the district will be credited toward step placement on the salary schedule. Such credit will not be limited to experience in one sport, or sponsorship, but may be interchangeable providing the applicant is determined to be qualified in more than one sport or sponsorship. Such experience in sports shall not be interchangeable for credit in sponsorship and vice versa.
- Previous district coaching experience will determine the step placement on the salary schedule for athletic directors appointed. Example: When an athletic director has three (3) years coaching experience within the district prior to his appointment, such experience will be granted toward placement on the salary schedule as an athletic director.
- Coaching experience concurrent with experience as athletic director will not be credited as an additional year of experience toward step placement on the salary schedule for athletic director.

Section 13

GENERAL RULES AND GUIDELINES

- A. All assignments to extracurricular activities must be approved in writing by the affected building principal.
- B. New clubs may be initiated at the request of a teacher with the recommendation of the principal, and approval of central administration whenever a minimum of fifteen (15) students have shown interest. Clubs with fifty (50) or more members will be entitled to two (2) sponsors.
- C. Compensation for club sponsorship at the Junior High level shall be the same as stipulated for the High School.
- D. Procedure for Payment:
1. When the assignment is a full year assignment, compensation shall be made in two (2) half year payments.
 2. When the assignment is seasonal, payments shall be made at the end of the season.

Section 14

EXTRACURRICULAR ACTIVITIES

- A. Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities without extra compensation.
- B. Teachers employed for special events shall receive a stipend of \$15.00 per event when this service is outside of the regular school day, or their club or class responsibility. Timers, scorekeepers, and cameramen for High School athletic events shall receive \$20.00 per event.
- C. Regularly scheduled and recognized interscholastic contests as well as plays, dances, club activities, and educational field trips shall qualify as extracurricular events. Teachers receiving pay for the sponsorship of a club or class will qualify for the \$15.00 stipend, providing their club or class is not involved in sponsoring the activity.
- D. Elementary programs requiring student supervision and conducted beyond the school day must be approved by the building principal in writing. Such programs shall be voluntary and compensated for at the prescribed rate of pay.
- E. RFT members acting as chaperones of approved overnight field trips shall be paid a \$50 stipend per trip, providing that they are not entitled to coaching and/or sponsorship compensation.

ARTICLE IX – SALARY ITEMS

Section 15

TEACHER-IN-CHARGE

- A. The position of teacher-in-charge shall be voluntary. Principals shall select the teacher-in-charge from among interested personnel within the building and the position shall be rotated whenever possible.
- B. The teacher-in-charge shall receive a stipend of Five Hundred Dollars (\$500) per year. A teacher-in-charge who assumes the principal's duties shall be paid Twenty-Dollars (\$20) per day for each day after a three consecutive day assignment.
- C. When under per diem payment, the teacher-in-charge will be required to remain in school until 4:00 p.m.
- D. The teacher-in-charge in a building where the principal has an additional building assignment, or the principal is released for civic duty unrelated to school business twenty (20) or more days per year shall receive Two Hundred Dollars (\$200) in additional compensation.

Section 16

EXTRA INSTRUCTIONAL PROGRAMS

- A. Summer Programs
 - 1. Summer School Day
 - a. The summer school day shall be considered four (4) hours in length, generally between 8:00 a.m. and 12:00 p.m.
 - 2. Staff Selection
 - a. The Summer School Director shall post notices in all schools of projected openings and he shall send a copy to the President of the Union.
 - b. A letter of application shall be submitted to the respective summer program director by May 1. Applicants will be notified of their tentative summer employment status by May 15.
 - c. The following system shall be employed in the hiring of teachers to fill positions in Summer School and Summer Driver Education.
 - 1) All applicants, who have certification, shall submit an application in writing no later than May 1 for summer school positions. Area of certification and preference shall be included.
 - 2) A list of those applicants shall be established based on seniority in the district. In case of a tie in seniority, the deciding factor shall be qualifications and preparation.
 - 3) Tenure teachers shall have preference over non-tenure teachers.
 - 4) A tenure teacher who worked the previous year in a summer program, or who refused an assignment shall be placed at the bottom of the list ahead of the non-tenure teachers.
 - 5) Individual assignment shall be at the discretion of the administrator. A teacher may request a written reason why he was not given a specific assignment.
 - 6) The list shall be posted by May 10 in each building. The list shall designate the name and area of application.
 - 7) Teachers shall be eligible for only one (1) assignment per summer, unless there are no other qualified applicants.

ARTICLE IX – SALARY ITEMS

Section 16

EXTRA INSTRUCTIONAL PROGRAMS (CONTINUED)

3. All summer program teachers will receive the contractual hourly rate plus the 4th of July.
4. Fringe Benefits for Summer Programs.
No fringe benefits are provided for driver education and summer school teachers.
- B. Regular School Programs
 1. Driver Education, Adult Education, Swimming Pool Supervisor, Planetarium Director, and Title I teachers employed on a part-time basis shall receive the contractual hourly rate.
 2. Driver Education will be scheduled by the Director of Driver Education as the need arises. Staff members will be selected from Roseville teachers first.
- C. Employment Practices
 1. Requirements for summer positions shall accompany the postings.

Section 17

ANNUITIES

- All contracted teachers may avail themselves of the tax-sheltered annuities programs, according to the rules and regulations established by the Business Office.
- In order to be added to our list of certified annuities carriers, a company must have a minimum of 8 signed contracts from Roseville Community School employees. To remain on the list, the company must maintain 5 active contracts. If the number drops to 4 or less for 3 consecutive months, the carrier would be dropped from the list of certified carriers and those employees who had been serviced by the company may transfer to an active company or discontinue the annuity program. The company will be reinstated when it again has 8 clients signed to contracts.

Section 18

EXTENSION OF INSTRUCTIONAL DUTY

A regular contract teacher hired to work an additional hour daily during the school year shall be prorated at one-sixth (1/6) of his basic salary but not less than the contractual hour rate and granted two (2) additional sick days. Teachers will also be responsible for a preparation period to be scheduled with the principal's agreement either before or after the regular school day.

Section 19

TEACHERS SUBSTITUTING DURING PREPARATION PERIOD

- Elementary and Secondary teachers voluntarily substituting during an unassigned or preparation period shall be compensated at the contractual hourly rate
- Exception: Effective in the 1998-99 school year, elementary teachers will not be compensated if their fourth and/or fifth preparation periods (Article X, Section 2, E and F) are lost due to elimination of the program(s).

ARTICLE IX – SALARY ITEMS

Section 20

COMPENSATORY TIME

- A. In the secondary schools, the principals may allow teachers who substitute during their preparation time, compensatory time in lieu of payment. This compensatory time can only be used in full-day units. Half-day and hourly units may be used with prior approval of the principal.
- B. Compensatory time shall not be used on days preceding or following holidays and vacations, except with prior approval of the principal.
- C. One hour of compensatory time will equate to one hour of released time.
- D. Up to 15 hours of compensatory time may be carried over to the next year. Payment will be made for any amount in excess of 15 hours.

Section 21

MILEAGE

All mileage payments for school-related activities shall be at the prevailing I.R.S. rate of compensation.

Section 22

OUTSIDE EXPERIENCE

- A. Teachers hired by the Roseville Community Schools on or after September 26, 1973, shall be granted up to two (2) years full credit on the salary schedule for up to two (2) years of verified teaching and/or military experience. Teachers hired for the 1999/2000 school year shall be credited with up to one (1) year of verified teaching experience and/or two (2) years of military experience. Teachers hired for the 2000/2001 school year, and thereafter, shall receive up to two (2) years credit for military experience.
- B. The Board may grant additional credit for personnel hired in technical teaching areas for experience in teaching and/or work experience in a directly related area up to the amount of actual experience applicable.
- C. Teachers formerly employed by the Roseville Community Schools who return to employment after having lost seniority privileges shall be granted all Roseville teaching credit up to four (4) years at full step of the schedule.
- D. Teachers who return within 2 years from their termination from the layoff list shall receive:
 - 1. Seniority to their date of termination.
 - 2. Restoration of their accumulated sick leave though date of layoff.
 - 3. Placement on the salary schedule based on salary step 1 on their date of layoff.
- E. The following outside experience factors shall continue to be applicable to all teachers hired prior to September 26, 1973, who remain in employment or who leave and return within the period required to protect their seniority rights.
 - 1. Up to four (4) years of teaching experience shall be fully credited. A fifth year of teaching experience shall be credited at One Hundred Dollars (\$100.)
 - 2. Up to two (2) years of military experience shall be fully credited.
 - 3. A fifth year of Roseville experience shall be credited at One Hundred Dollars (\$100). Up to two years of military experience shall be fully credited. The combined Roseville and military experience credit shall be limited to four (4) years fully credited and one (1) year at One Hundred Dollars (\$100).

ARTICLE IX – SALARY

Section 23

JURY DUTY

A teacher who serves jury duty shall be paid regular salary without loss of days. The Business Office shall deduct from an employee's pay only that amount which is equal to the per diem jury service fee for each school day served on jury duty.

ARTICLE X - NON-SALARY ITEMS

Section 1

THE SCHOOL DAY

A.	<u>Hours</u>	<u>Elementary</u>	<u>Jr. & Sr.</u> <u>High</u>
	Teachers Duty Begins	8:20 a.m.	7:35 a.m.
	1 st Bell	8:30 a.m.	7:40 a.m.
	Instruction Begins	8:35 a.m.	7:45 a.m.
	Lunch Dismissal	11:45 a.m.	1/2 hour
	Teachers Duty/Inst. Begins	12:30 p.m.	
	Students Dismissed	3:40 p.m.	2:40 p.m.
	Teachers Duty Ends	3:45 p.m.	2:45 p.m.

It is recognized that wherever adjustments in the schedule are necessary, such may be made, however, the school day shall be standard in terms of hours, minutes, and duty time.

- B. Duty Free Lunch
Lunch period shall be duty free. Elementary principals may alter or stagger the lunch time provided every teacher receives a 45 minute duty free lunch each day.
- C. Secondary teachers will be assigned no more than 5 teaching periods and will be guaranteed one equivalent period as a personal preparation each day. Seventh and eighth grade teachers who serve on a formal instructional team will also receive a team preparation period daily, equivalent to a regular class period.
- D. Half-day release time meetings will be scheduled for school improvement or professional development activities. The first half-hour of SIP/PD meetings will be designated for staff meetings.
- E. Principals may schedule up to five (5) thirty-five minute staff meetings each year. Teachers will be given at least one week's notice of the meetings which will be held on Wednesdays before or after school as determined by a majority vote of the staff.

Section 2

ELEMENTARY AUXILIARY SERVICES

- A. All grades from one through six and special education classes shall receive one 60 minute art period, one 45 minute physical education period, one 45 minute vocal music period and one 35 minute media period per week. (Exception: 4th grade – first semester will have tonette instead of vocal music).
- B. Kindergarten teachers will receive 185 minutes of preparation time per week.

ARTICLE X – NON-SALARY ITEMS

Section 2

ELEMENTARY AUXILIARY SERVICES (CONTINUED)

- C. Art, physical education and vocal music teachers and media specialists will receive 185 minutes of preparation time each week.
- D. Art teachers will be scheduled for no more than 27 sections per week. Physical education and vocal music will be scheduled for no more than 36 sections per week. Media specialists will be scheduled for no more than 35 sections per week.
- E. Special and Auxiliary Daily Schedule
Before the start of each school year, auxiliary service teachers shall meet with principals and the curriculum director to jointly establish building schedules. Auxiliary teachers will receive a stipend if the meeting is held outside of the school calendar.
- F. Special and Auxiliary Building Assignments
All Special Service and Auxiliary Service teachers shall be allowed to recommend their respective building assignments to their principals or directors for approval. The final decision will be made by the Deputy Superintendent for Employee Relations and Personnel.
- G. Department meetings for auxiliary and special service personnel may be scheduled during the afternoon of elementary parent teacher conferences.

Section 3

CLASS SIZE

- A. Class size shall be limited to 28 in grades kindergarten through third (K-3) and 31 in grades four through six (4-6)
- B. There shall be no combination classes unless absolutely necessary. When it is necessary, mutual arrangement as to the composition of the classes will be made with the teacher(s), principal, and the central administration, and such additional aid as may be possible shall be given. Combination classes shall be limited to 26.
- C. The number of students assigned to an experimental class shall be determined by the teacher and principal involved.
- D. Academic class size at the secondary level, including typing, shall not exceed 155 pupils for a five-period day.
- E. Physical Education classes at the secondary level shall not exceed 180 pupils for a five-period day.
- F. Music classes at the secondary level shall not exceed 155 pupils for a five-period day, not including Concert Band and Choir.
Should the high school music instructor's total load, excluding the Concert Band and Concert Choir, exceed 125 students, assistance will be provided as follows:
 - 1. Choir: An accompanist will be provided for preparation and assistance not to exceed fifteen (15) hours for each major choral presentation.
 - 2. Band: Clerical assistance will be made available for up to a maximum of five (5) hours/week.
- G. Shop, Life Management, Crafts, Chemistry and Physics Laboratory classes shall be limited to 26 students.
- H. At the secondary level every effort shall be made to limit each academic class to 31 pupils but not to exceed 33 and to limit each physical education and music class to 36 pupils.
- I. The schedule for payment for student overloads shall be according to the following formula:
 - a. Elementary: 1/30 of 1/180 of the amount listed in the Chart in Appendix E
 - b. Secondary: Student overload on an individual or daily basis is to be paid at the rate of:
 - (1-5 - \$400/year) (6-10 - \$700/year) (11-14 - \$1,000/year)

ARTICLE X NON-SALARY ITEMS

Section 3

CLASS SIZE (CONTINUED)

- c. No deduction shall be made for teacher absences due to sick days except during extended absences of 5 or more days.
- d. At the elementary level, overloads shall be paid on student rosters established on the first Monday of the school year.
At the secondary level overload payments shall be based on class rosters the second Monday of the school year.
- e. Auxiliary service teachers will be eligible for overload payments. The amount of payment shall be subtracted from the amount due the regular classroom teacher.
- J. Every effort shall be made to assign aides to assist teacher(s) with a student overload of four (4) or more and/or any building having a number of classes that exceed the contractual limits. The aide(s) may be assigned to more than one building or more than one classroom.
- K. The Board will make a reasonable effort to make the planetarium available to students and to the community.
- L. Special Education class sizes will be those stated in the Michigan Special Education Code, as amended; and shall be subject to the guidelines specified therein.
- M. Secondary swimming classes with more than 31 students will be assigned a paraprofessional or a student aide certified in life saving.

Section 4

PHYSICAL FACILITIES

- A. The physical facilities of the classroom and the school must be conducive to the health and welfare of the students and teachers.
- B. Normal classroom conditions must be maintained including adequate temperature, lighting, lavatory, and water facilities. If the conditions are not normal, the principal will make necessary arrangements to provide facilities for teachers and students. The principal with notification to Central Administration may dismiss the students for the period of time deemed necessary.
- C. Within the limitation of available space, each school shall provide adequate classroom and storage facilities for auxiliary and special service personnel.
- D. The Board will provide maintenance and repair of playground, parking lots, and athletic fields to promote the safety of students and teachers.
- E. Parking spaces shall be either undesignated or assigned by number.
- F. All itinerant special education personnel shall be provided with filing space and when feasible, with a desk or other workspace.
- G. Teachers shall not be required to repair school equipment.

Section 5

TEACHERS' LOUNGE

- A. Teachers' Lounges must provide adequate seating, table space, heating and ventilation, and be designed exclusively for staff use. Provision shall be made for separate lavatory facilities for male and female teachers.
- B. Where teachers wish to prepare tea or coffee in lounge rooms, the cooks will provide hot water, cups and saucers, if this special demand upon the cook's time is not unreasonable.

ARTICLE X – NON-SALARY ITEMS

Section 6

SICK LEAVE BANK AND LEAVE DAYS

A. Accumulated Sick Leave Days

1. For teachers hired before September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of twelve (12) days per school year, without limit.
For teachers hired on or after September 15, 1998, unused sick leave days shall accumulate in a single bank at the rate of eleven (11) days per school year, without limit.
2. Sick bank information will be recorded and distributed in September of each year to all teachers. This will include accumulated days from prior years together with total days credited for the current contractual year.
3. Teachers must give notification if they wish to cancel a sick leave or personal leave. Failure to notify may result in a pay deduction equal to the cost to the Board for a substitute's "show up" pay.
4. Perfect Attendance Incentive: Teachers who do not use a sick or personal day for an entire marking period will receive a payment of \$125.

B. Central Sick Leave Bank

1. The Board of Education will contribute a day for each day contributed by a teacher to the Central Sick Leave Bank. The Board will subtract from its contribution the number of days that equals the number of unpaid days members had to wait to be eligible for initial entry to the Central Sick Leave Bank; except that those days waived by the Central Sick Leave Bank Board shall not be subtracted.
2. There shall be a Central Sick Bank Board consisting of one representative each from the bargaining unit, central administration, and the Board of Education to act upon application and to manage the Central Bank.
3. Newly contracted teachers will automatically contribute one day to the Central Sick Leave Bank.
4. Further contributions to maintain the stability of the Central Sick Leave Bank shall be determined by the Bank Board.

C. Use of Central Sick Leave Bank

1. A member's eligibility to access the Central Sick Leave Bank requires the use of twenty (20) days from his/her individual sick bank.
 - a. A member with less than twenty (20) days in his/her individual sick bank must exhaust his/her bank and wait the balance of the 20 days without pay.
A member with no days in his/her sick bank must wait the required twenty (20) days without pay.
 - b. No days shall be granted from the Central Sick Leave Bank for family illness.
2. Up to thirty (30) days may be granted by said Board.
3. If a member uses all thirty days from the central Sick Leave Bank, he must return to the use of his own bank for fifteen (15) days, or having exhausted his bank, he must wait the passage of fifteen (15) school days without pay, before making application to the Board for additional days.

ARTICLE X – NON-SALARY ITEMS

Section 6

SICK LEAVE BANK AND LEAVE DAYS (CONTINUED)

4. If an illness continues beyond the period and conditions set forth above, the Bank Board may grant additional sick leave days from the Central Bank up to a maximum of sixty (60) additional days.
 - a. Central Sick Leave Bank days will not be provided to those teachers who are eligible to receive benefits under the Long Term Disability Program.
 5. The Bank Board may request an individual to be examined by a doctor at any time at the member's expense.
 6. The Central Sick Leave Bank regulations may be amended with the concurrence of the Board of Education and Bargaining unit.
- D. Extended Illness
1. A teacher returning after eight (8) consecutive school days of illness shall present a doctor's release to return to duty.
 2. A teacher returning from such extended absence must notify the principal at least two school days before reporting for duty.
- E. Personal Leave
1. For teachers hired before September 15, 1998 four (4) days of the individual sick leave may be used for personal business each year.
For teachers hired on or after September 15, 1998 three (3) days of the individual sick leave allowance may be used for personal business each year.
 2. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of cancellation of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
- F. Funeral Leave
1. Each employee shall be allowed up to five (5) days of funeral leave to attend the funeral in event of death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.
 2. If a school should be closed because of the death of a member of the unit, members from that school who attend the funeral shall incur no loss of pay or days from their individual bank.
 3. An employee may be granted up to five (5) days to attend the funeral of relatives not listed, guardian or friends where the relationship is similar to that of the immediate family, upon application, explanation and approval of the Deputy Superintendent.
- G. Conference Leave
1. Teachers shall give at least one-week's notice when applying for conference leave. Forms may be obtained in the principal's office and must be approved by the principal.
 2. A local, state, or national Union officer shall be allowed conference leave whenever necessary to fulfill the duties of his office. The time limitation of notice will be waived whenever necessary.

ARTICLE X – NON-SALARY ITEMS

Section 6

SICK LEAVE BANK AND LEAVE DAYS (CONTINUED)

H. Speaking Engagements

Teachers who are invited to address educational or civic groups during the school day shall be given release time without loss of pay or deductions from the sick bank. Such release time shall be treated as conference leave.

I. Adoption Leave

Teachers on non-compensated leave due to the adoption of a child will be paid one half of their daily rate for a maximum of fifteen (15) days. Eligibility will be limited to the time of the adoption. This benefit is payable one time only.

Section 7

SABBATICAL LEAVE

A. A teacher holding at least a Bachelor's Degree and a permanent Michigan Teaching Certificate may make application for sabbatical leave providing he shall have completed not less than seven (7) consecutive years of service with the Roseville Community Schools.

B. Sabbatical leave shall be granted for professional improvement including attendance at a college or university, research under the direction of a college or university, or travel which can be shown to improve the teacher's capability and benefit the local school district.

C. Requests for sabbatical leave shall be submitted by March 1. At least one (1) sabbatical leave may be granted if one is requested and the applicant meets the minimum requirements for sabbatical Leave. The Board may grant Sabbatical Leaves to up to 1% of the staff.

D. During a sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid one-half of the regular annual salary. Grants and Stipends shall not affect sabbatical pay except that these funds added to sabbatical pay shall not exceed the teacher's annual full-pay salary.

E. Teachers returning from sabbatical leave shall be restored to their former teaching position or one of a similar nature. Seniority shall accrue, and they shall be eligible for a regular increment on the salary schedule unless already at the top.

F. If enrolled in an institution of higher learning, at least ten (10) semester hours of graduate credit study shall be carried per semester.

G. Sabbatical leave teachers shall not assume such additional employment as would affect the purpose of the leave adversely.

H. As a condition to receiving final approval for a sabbatical leave, a staff member shall file an agreement stating intent to remain in the service of the school district for a period of two (2) years after the expiration of such leave.

Should an employee not remain with the school district for two years immediately following the sabbatical leave, the teacher shall within two years repay to the Board an amount of money which shall bear the same relation to the amount granted as the expired period of service bears to two years. This rule shall not apply if the teacher becomes incapacitated or in cases where the Board may, upon request, waive this requirement. Should a sabbatical leave be of less than one (1) year, the responsibilities of the Board and of the teacher shall be considered on a proportional basis.

I. A teacher on sabbatical leave shall continue to receive the benefits provided in hospitalization, life and disability benefits.

J. Applications for Sabbatical Leave will be considered by the Board on the basis of

a.) Purpose of Leave b.) District Seniority c.) Date of Initial Request for Leave.

ARTICLE X – NON-SALARY ITEMS

Section 8

RETURN AFTER ABSENCE

- A. After leaving the employment of the Roseville Community Schools, a teacher who returns within four years shall:
 - 1. Be placed on the salary schedule of the step above the one he/she was on when he/she left.
 - 2. He/she shall also receive credit according to his/her creditable experience within the district and to a maximum outside experience as stated in Article IX, Section 21.
 - 3. His/her accumulated sick leave shall be reinstated.
 - 4. His/her seniority shall be reinstated as defined in Article II.
- B. Teachers on leave under the terms of prior contracts may return under the return from leave provision of the contract in effect at the time the leave was granted.

Section 9

SECONDARY PREPARATIONS

Every effort shall be made to limit secondary preparations to three (3). In high schools where multi-track systems are used, multi-track classes shall be assigned as equitably as possible among the teachers assigned to that grade level. Such classes shall be considered a single preparation.

ARTICLE XI - CONTRACT CONFLICTS

In all instances wherein there is a conflict between this Master Contract and items included from the teacher's handbook, or this contract and the pre-established Board Policy, then in all such instances, the negotiated contractual items shall prevail.

ARTICLE XII - MANAGEMENT RIGHTS CLAUSE

Section 1

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- 1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
- 2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
- 3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- 4. To decide upon the means and methods of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

ARTICLE XII - MANAGEMENT RIGHTS CLAUSE

Section 2

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

ARTICLE XIII - TEACHER'S LEGAL RIGHTS

Nothing contained herein shall deny to any teacher his/her rights under Section 11 of Act 336 of Public Acts of 1947, as amended by Act 379 of the Public Acts of 1965, or otherwise under statute.

ARTICLE XIV - WORK STOPPAGE

Recognizing that the education of children is the basic reason for establishment and operation of our public school system, the Union agrees that no work stoppage will be voted, condoned, authorized or undertaken by its members within the life of this contract and that any teacher engaging in a concerted work stoppage, authorized or unauthorized by the Union, in the Roseville School District or in any of its schools will be subject to suspension or dismissal according to statutory provisions.

ARTICLE XV - LAW SAVING CLAUSE

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers should be found contrary to law by a court of last resort or court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, or to any rule or regulation of the State Department of Public Instruction from which rule or regulation on appeal has been taken within the time provided for doing so, then such provision or application shall be deemed invalid except to the extent permitted by law but all other provisions hereof shall continue in full force and effect. Such decision or ruling shall necessitate immediate renegotiation of the provision.

ARTICLE XVI - TERM OF AGREEMENT

Section 1

- This Agreement shall be and continue in full force and effect from September 1, 2004 to August 31, 2007, at which time it shall terminate.
- Should either party wish to extend, or modify this Agreement beyond the date of termination, they shall deliver written notice to the other party no less than ninety (90) days prior to the expiration date.

Section 2

This Agreement will be executed when it has been:

- A. Ratified by the Union according to their procedures.
- B. Approved by the Board of Education by a resolution duly adopted.

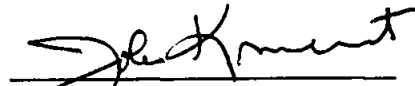
ARTICLE XVI - TERM OF AGREEMENT

Section 3

In witness whereof the parties have executed this Agreement by their duly authorized representatives the day and year stated below:

BOARD OF EDUCATION
ROSEVILLE COMMUNITY SCHOOLS

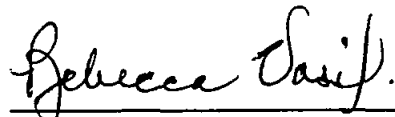
ROSEVILLE FEDERATION OF
TEACHERS
AFT LOCAL No. 1071
Affiliated with the Michigan
Federation of Teachers, AFL-CIO



John Kment
Superintendent



David Skidmore
Chief Negotiator



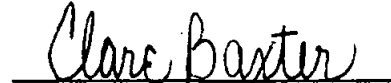
Rebecca Vasil
Chief Negotiator



Lucy Thill
Federation Negotiating Team



Michael LaFeve
Administrative Negotiating Team



Clare Baxter
Federation Negotiating Team



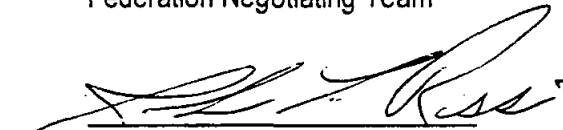
Lynn Hutchison
Administrative Negotiating Team



Nancy Gitter
Federation Negotiating Team



Karen McGuire
Administrative Negotiating Team



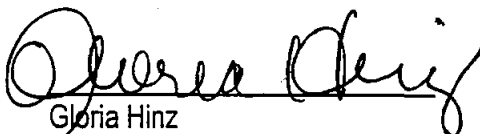
John Rossi
Federation Negotiating Team



Peter Hedemark
Administrative Negotiating Team



Amy Colling
Federation Negotiating Team



Gloria Hinz
Administrative Negotiating Team

APPENDIX A

I. Building Chairperson Structure - Secondary

- A. Teachers in each secondary school shall elect building chairpersons for the departments listed below:

Senior High

Business Education

English

Math

Social Studies

Life Management

Art

Language

Physical Education

Applied Technology

Science

Special Education

Counselor

Music

Media

Junior High

English

Science

Math

Social Studies

- B. Duties and Responsibilities of Chairpersons

1. The Building Department Chairperson shall chair department meetings as scheduled in the calendar.
2. The Building Department Chairperson shall prepare and distribute minutes of all department meetings to department members, principals, and the Curriculum Director.
3. The Building Department Chairperson shall serve as liaison for general department concerns.
4. The Building Department Chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
5. The Building Department Chairperson shall co-ordinate requisition of materials for the department, inventory of materials and shall oversee maintenance of department equipment.

- C. Each Building Department Chairperson shall receive a \$400 stipend for the year and will be responsible for overseeing the implementation of the building's yearly MEAP plan.

II. North Central Association

- A. A committee comprised of North Central Association elementary building chairpersons will meet with the Assistant Superintendent to review, recommend and share information regarding NCA goals, strategies, reporting systems, etc.
- B. Each elementary school shall receive a five hundred dollar (\$500) annual NCA Chairperson stipend.
- C. Each secondary school NCA chairperson shall receive an annual stipend of \$500.
- D. NCA committees at all elementary and secondary buildings shall receive a five hundred dollar (\$500) annual budget for committee determined expenditures.

III. IEP Coordinator

Each IEP coordinator will receive an annual stipend of \$400.

APPENDIX B

Mutually Recognized Past Practices as agreed by the Roseville Board of Education:

- A. Use of the Sick Day
It is a recognized practice that certified personnel may use a "sick day" because of an illness in the immediate family. (Immediate family as defined in the contract.) Teachers may use up to two weeks of sick leave in the event of an extended illness in the immediate family. In emergency situations up to one additional week may be approved by the Deputy Superintendent.
- B. Release Time
It is a recognized practice that a principal may release a teacher from duty for up to one hour without a loss of pay or time in cases of emergency or extreme need, provided no additional cost to the district results from his/her action.
- C. Probationary Teachers
It is a recognized practice that upon request a probationary teacher who has been recommended for dismissal may have a hearing before the Board of Education.
- D. Personal Leave
It is a recognized practice that under unusual circumstances, teachers may be allowed the use of a personal day before or after a holiday or during the first or last week of school, providing prior approval has been granted by the Superintendent.
- E. Extra Instructional Assignments
It is a recognized practice that qualified teachers employed by the school district are offered positions in such programs as Adult Education, Driver Education, and summer school classes offered for credit before non-district employees are hired.
- F. Teachers' Dress Code
It is a recognized practice that teachers are allowed discretion in regard to their personal appearance and dress, providing their choice is in good taste and reflects their professional role.
- G. First Day of School
It is a recognized practice that upon request, the RFT may be allowed limited time on the agenda for announcements during a new teacher orientation meeting.
- H. Emergency Closings
It is a recognized practice that the school district may close the schools down for a day or a period during the day in situations of national tragedy, local conditions, or some other similar circumstances, provided the released time is included within the 900 hours of instruction.
- I. Teaching Experience
It is a recognized practice that teachers who are employed in the district for one-half of one year are given a full year's credit on the salary schedule the following year, only. An employee working two different one-half year periods shall be counted as one year credit.
- J. Payroll Deduction
It is a recognized practice that teachers may request payroll deduction for such programs as may be approved by the Roseville Board of Education.

APPENDIX B (CONTINUED)

- K. Conference Leave
It is a recognized practice that under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his designee.
- L. Preparation Time
It is a recognized practice that teacher's preparation periods shall be used in conformity with the contract, including conferences with other certified personnel.
- M. Supervision
It is a recognized practice that teachers shall not be required to supervise the students of another teacher while he/she is supervising his/her own class. However, he/she may on occasion do so on a voluntary basis.
- N. Closing of a Building
It is a recognized practice that teachers, when a building is closed because of power failures or such similar events, will not be assigned to teaching assignments in other buildings.
- O. Reemployment Practices
It is a recognized practice that qualified personnel formerly employed by the district and who request reemployment, will be given preference of consideration for employment, provided prior work had been satisfactory.
- P. Extended Calendar Assignment
It is a recognized practice that when the services of teachers are required to perform functions related to the regular school year, but beyond the normal school year, they shall be paid a prorata salary based on their current annual salary.
- Q. Conference Leave
It is a recognized practice that the Board through the administration has the right to regulate, approve and disapprove conference leaves considering the financial burden and the potential benefit of the school district.
- R. Right of the RFT to Appear Before the Board of Education
It is a recognized practice that the Roseville Federation of Teachers has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication within Central Administration. Should the RFT desire to appear before the Board, they shall request a place on the agenda through the Superintendent.
- S. State Guidelines
It is a recognized practice that the Board of Education will make every reasonable effort to comply with the recommended state guidelines relative to the operation of a state reimbursed program.
- T. Auxiliary and Special Service Substitutes
It is a recognized practice that where unanticipated absences in excess of ten percent (10%) occur, auxiliary and special service teachers may be assigned to substitute to cover such absences in excess of ten percent (10%). Auxiliary and special service teachers, however, may not be required to cover such absences more than two times a year and to the extent possible such mandatory substitute service shall be on a rotating basis.

APPENDIX C

JOB SHARING

The Union and the Board agree to adopt the concept of Job Sharing. The Union recognizes the Board's right to deny individual requests subject to a showing of cause by the administration. The show cause is not arbitrable but is grievable to the Board of Education level only. The Union also recognizes the Board's right to terminate a job sharing at any time provided that the employment rights of all the parties are maintained and protected.

The following rules shall govern the job sharing system:

1. Job sharing will refer to the mutual agreement of two teachers to share one full-time position and/or the sharing of a full-time position between a teacher and a laid-off teacher. In the selection of a laid-off teacher for a job share, the district, as nearly as possible, shall follow and be governed by district seniority. In the event that seniority is not honored, the administration shall be required to show cause as outlined above.
2. Entry into the program shall be voluntary and at the request of the teacher. Exit from the program may be requested by the participants and may be implemented provided there is mutual agreement of all participants and the Deputy Superintendent.
3. Teachers must submit their request to job share to the Personnel Office no later than April 1 or such other date as may be agreed upon by the Union and the Board.
4. Each job sharing arrangement must be renewed each school year following procedures in #2 and #3.
5. If a teacher elects to return to full-time teaching, the teacher must notify the Personnel Office in writing by April 1.
6. As part of the job share agreement, the two teachers will stipulate which of them will retain rights to the position if the job share is discontinued. The second teacher will have rights to a position in the district based on his/her seniority. The standard assignment and transfer procedures will apply. If the teacher holding rights to the job share position terminates employment with the district during the period of the share, the rights will transfer to the second teacher.
7. Teachers who are job sharing will receive a prorated salary.
8. Teachers who job share will receive full seniority, full salary credit and shall share fringe benefits not to exceed the cost of one (1) full family coverage package of benefits.
9. The responsibilities of a job sharing assignment shall be divided and allocated according to a plan designed and agreed upon by the job sharers and reviewed by the principal. This shall include but not be limited to attendance at staff meetings, parent/teacher conferences, in-service meetings, substituting, et cetera.
10. If forced to pass on a recall, a laid-off teacher in a job-share position shall be given continuing contract status and be treated as a permanent employee for purposes of assignment and transfer for the ensuing school year subject to limits of the teacher's seniority and qualifications.
11. Final approval of all job shares shall rest with the Personnel Office.

APPENDIX D - LEAVES OF ABSENCE

LEAVE	SALARY	MEDICAL INSURANCE	SENIORITY	RIGHT TO POSITION	DURATION	CONDITIONS
PERSONAL	NO	TEACHER PAID ONE YEAR	NO	IF LEAVE BEGINS AND ENDS WITHIN ONE SCHOOL YEAR	UP TO ONE YEAR REQUESTED ANNUALLY OR END OF LEAVE	
MEDICAL (PAID)	YES	BOARD PAID	YES	YES	SICK DAYS & C.S.B. LANGUAGE	PHYSICIAN'S RECOMMENDATION
DISABILITY	LONG TERM DISABILITY INSURANCE	BOARD PAID ONE YEAR TEACHER PAID ONE YEAR	YES	SAME OR SIMILAR	TERMS OF THE L.T.D. POLICY	PHYSICIAN'S RECOMMENDATION 90 DAY QUALIFYING
MEDICAL (NON-PAID)	NO	BOARD PAID ONE YEAR. TEACHER PAID ONE YEAR.	YES	IF LEAVE BEGINS AND ENDS WITHIN ONE SCHOOL YEAR		PHYSICIAN'S RECOMMENDATION
SABBATICAL	50%	BOARD PAID	YES	SAME OR SIMILAR	MAXIMUM ONE YEAR	REQUEST BY MARCH 1 ; TWO YEARS SERVICE REQUIRED.
EDUCATIONAL	NO	TEACHER PAID ONE YEAR	YES	YES	MAXIMUM ONE YEAR	PROOF OF ATTENDANCE
ADOPTIVE	NO	TEACHER PAID ONE YEAR	YES	IF LEAVE BEGINS AND ENDS WITHIN ONE SCHOOL YEAR	MAXIMUM ONE YEAR	DOCUMENTATION
LAYOFF	NO	TEACHER PAID ONE YEAR	YES	NO		RIGHT TO PASS ONE YEAR
UNION	NO	TEACHER PAID DURATION OF LEAVE	YES	SAME OR SIMILAR	1 YEAR RENEWABLE ANNUALLY	ELECTION TO STATE/NATIONAL OFFICE
FAMILY LEAVE	NO	BOARD PAID	NO	YES	12 WEEK MAXIMUM	

APPENDIX EELEMENTARY OVERLOAD SCHEDULEAPPENDIX EOVERLOAD SCHEDULE

	<u>BA</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>BA</u> <u>Payment</u> <u>Per Day</u>		<u>MA</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>MA</u> <u>Payment</u> <u>Per Day</u>
Step 1	16,731	3.10	Step 1	18,344	3.40
2	17,373	3.20	2	19,398	3.60
3	18,231	3.40	3	20,451	3.80
4	19,301	3.60	4	21,925	4.10
5	20,481	3.80	5	23,398	4.30
6	21,767	4.00	6	25,082	4.60
7	23,263	4.30	7	26,976	5.00
8	24,766	4.60	8	28,729	5.30
9	26,800	5.00	9	30,977	5.70
	<u>MA+30</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>MA+30</u> <u>Payment</u> <u>Per Day</u>		<u>PHD</u> <u>Base</u> <u>Overload</u> <u>Rate</u>	<u>PHD</u> <u>Payment</u> <u>Per Day</u>
Step 1	19,155	3.50	Step 1	19,804	3.70
2	20,211	3.70	2	20,859	3.90
3	21,263	3.90	3	21,910	4.10
4	22,737	4.20	4	23,384	4.30
5	24,209	4.50	5	24,859	4.60
6	25,894	4.80	6	26,541	4.90
7	27,788	5.10	7	28,436	5.30
8	29,680	5.50	8	30,329	5.60
9	31,787	5.90	9	32,435	6.00

ROSEVILLE COMMUNITY SCHOOLS
Roseville, Michigan

LETTER OF AGREEMENT
ADMINISTRATIVE SENIORITY

Administrators shall accrue teacher seniority while in administrative positions provided:

1. The administrator has previous experience teaching in Roseville Community Schools.
2. The administrative assignment commenced prior to September 1, 1982.
or
3. The assignment is a temporary position. In the event the temporary position becomes permanent or the teacher accepts another permanent and/or temporary position there shall be a retroactive loss of teacher seniority.

Upon returning to the teaching ranks, administrators shall be credited with the aggregate seniority as provided above. However, they shall have only the right to bump the least senior teacher they could replace.

BUILDING ASSISTANTS

BUILDING ASSISTANTS

Section 1

SALARY ITEMS

A.	2004-2007 SALARY SCHEDULE		
<u>STEP</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>
1	27,166	27,845	28,541
2	28,209	28,914	29,637
3	29,599	30,339	31,097
4	31,339	32,122	32,925
5	33,503	34,341	35,200

- Building assistants employed during the 1997-98 school year shall be entitled to an annual salary differential of five hundred dollars (\$500.00).
- Building assistants hired after September 1, 1998, who are certified as teachers, shall be entitled to an annual salary differential of five hundred dollars (\$500).

B. Longevity

During the term of this contract, building assistants shall be entitled to longevity payments according to the following schedule. Regular longevity payments shall be made in December following the June in which they were earned.

6 years or more by June 30	\$ 375
11 years or more by June 30	425
15 years or more by June 30	525

Section 2

FRINGE BENEFITS

A. Medical Insurance

- The Board will pay up to and including the full family subscribers rate for medical surgical, major medical, and hospitalization insurance which shall be comparable to or an improvement over that of Blue-Cross/Blue Shield MVF coverage.
Hospital-Medical Insurance provided shall include the following: 1) prescription drugs as follows:
- Effective September 1, 2003 - \$10.00 generic co-pay/\$20.00 non-generic co-pay. 2) FAE/VST at the established reasonable and customary fee; 3) Reciprocity; 4) Master Medical IV (90/10) with \$150 single/\$300 family deductible. 5) XVA-2 rider; Arrangements will be made for members who wish to purchase a VA rider at no cost to the district.
- All building assistants hiring in after January 4, 1994 will only have the HMO or the Comprehensive Master Medical (CMM) plan with a \$100/200 deductible and 80% co - pay up to \$1,000, plans available for the duration of their probationary periods. After four years of satisfactory service, the building assistant may request to change the coverage to Blue Cross/Blue Shield MVF at the next "window" period.

Section 2
FRINGE BENEFITS
Medical Insurance (CONTINUED)

- The Medical Insurance coverage year will be July 1, through June 30 of each school year. Insurance coverage for employees who leave the district for any reason will end on the last date worked. EXCEPTIONS: Employees who retire from the district at the end of the school year under the terms and provisions of the Michigan Public School Employees Retirement System will be reimbursed the retirees share of the July and August MPSERS premium.
- Medical Insurance coverage will continue through July and August for employees laid-off effective at the end of a school year.

B. Cafeteria Benefits

- The following Cafeteria Plan will be offered as described below provided that it does not violate any laws and/or not change the tax status of the Benefit Plan of the Roseville Community Schools. If the program is judged in non-compliance with law or IRS Regulations the Union and the Board will meet to explore alternatives.
- The plan year will be October 1 through September 30.
- Should either party wish to change the Cafeteria Plan Year from October - September the parties shall meet to agree on the changes.
- Members who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1,000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the \$1,000 annual stipend. The other spouse will not be eligible for any stipend or added benefit listed below.
- Members who are enrolled in medical coverage as two-person family will be eligible for an annual stipend in the amount of \$250 plus an enhanced benefit. Members enrolled in single person medical coverage will be eligible for an annual stipend of \$500 plus an enhanced benefit. The enhanced benefits will be announced on September 1 for the next Cafeteria Plan Year effective October 1 through September 30.
- All members will be eligible to participate in Salary Reduction Reimbursement Accounts for Child Care and Medical Expenses.

C. Workers' Compensation/On-the-Job-Injury

1. Each employee will be covered by the applicable Workers' Compensation Laws.
2. The employer further agrees to make up the difference between the employee's regular net pay and that which has been paid by the Workers' Compensation Insurance for injury sustained on the job and under the provisions of the Workers' Compensation Law.
3. An employee who suffers injuries compensable under the Michigan Workers' Compensation Act shall be paid the difference between his regular net pay and payment received under provisions of the Act for a second year; and his days off of work shall not be deducted from accumulated sick leave during the two years.
4. An employee shall not accumulate a day of sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.

D. Life Insurance

All building assistants will be provided \$30,000 in life insurance.

Section 2
FRINGE BENEFITS

- E. Dental Insurance
- Dental insurance plan paid for by the Board and providing the following benefits:
 - 100% coverage for examination, cleaning and emergency palliative care, except radiographs.
 - 50%/50% co-payment on x-rays.
 - 85%/15% insurance/employee co-payment on all other Class I procedures.
 - 60%/40% insurance/employee co-payment for all Class II procedures.
 - The total maximum per person per year on Class I and Class II procedures shall not exceed \$1,000.
 - 50%/50% insurance/employee co-payment on all Class III benefits with an \$1,000 per person lifetime maximum.
- F. Optical Insurance
- Building Assistants shall be eligible for a District paid optical plan equal to Co-op optical plan, providing benefits up to and including full family coverage.
- G. Long Term Disability
1. The Board shall provide a long-term group disability policy for each teacher. The terms of the policy shall provide that payment shall begin after ninety (90) calendar days and will continue coverage as long as the disability continues for the balance of his life or until the age of 65, whichever comes first.
 2. This coverage shall be for sixty-five percent of the employee's annual wage on a fully integrated basis with other coverage with a maximum wage consideration of \$2,000 per month.
 3. Individual sick bank accumulations will be frozen from the 91st day of disability until the teacher returns, or retires. Teachers who retire on disability will be eligible for the severance payment based on the formula and their frozen accumulation of sick leave.
 4. The policy shall provide that after inception and offsets are established, increases in social security payments and/or payments from the Michigan Public School Employees Retirement Fund shall not decrease the insured payments. All terms and conditions of the policy shall prevail.
 5. Terms of the policy prevail in all disputes.
- H. Sick Leave
- Building assistants hired before September 15, 1998 will have twelve (12) sick days per year. Four of the days may be used as personal days.
 - Building assistants hired on or after September 15, 1998 will have 12 sick days per year, 3 of which may be used as personal days.
 - Effective June 15, 2001, building assistants hired on or after September 15, 1998 will have eleven (11) sick days per year, 3 of which may be used as personal days.
- I. Partial Schedules
- Benefits, including sick and personal leave days, for building assistants on partial schedules will be pro-rated accordingly.

Section 2

FRINGE BENEFITS (continued)

J. Step Increment

If the Building Assistant is a LAID OFF teacher:

1. The Building Assistant time will count toward longevity when they are eligible as teachers.
2. The Building Assistant time will count toward step increment when recalled to a teaching position.

Section 3

NON SALARY ITEMS

A. WORK DAY

Hours 8:30 a.m. - 4:00 p.m., including a 45 minute lunch.

It is recognized that wherever adjustments in the schedule are necessary, such may be made, however, the workday shall be standard in terms of hours, minutes and duty time.

B. WORK YEAR

Building assistants will work the teacher calendar, plus five (5) additional days before the start of the school year and five (5) additional days following the end of the school year.

Section 4

DUTIES AND RESPONSIBILITIES:

- May be responsible for students instruction:
- Small group and individual instruction
Small group or individual remediation
Substituting as needed.
- May be responsible for organization and assist in building testing program.
- May be responsible to assist and coordinate extra-curricular activities conducted during the school day.
- May be responsible for supervision of students as directed including bus duty and lunchroom supervision.
- May represent the building principal at meetings and conferences as instructed.
- May assist with student disciplinary procedures as directed.
- May perform such teacher/principal duties as may be directed.

Section 5

MISCELLANEOUS

- A. The following provisions of the 1998/01 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to the position of Building Assistant.

1. PERSONNEL FILE-Article III, Section 7
2. STAFF-PRINCIPAL CONFLICTS-Article III, Section 13
3. DIRECTIVE TO TEACHERS-Article IV, Section 5
4. OPEN HOUSE RESPONSIBILITY-Article IV, Section 6
5. FAIR EMPLOYMENT PRACTICE-Article V, Section 1
6. PAYROLL DEDUCTIONS-Article V, Section 5
7. ADMINISTRATIVE AND EXTRA CONTRACTUAL OPENINGS-Article V, Section 19
8. ASSAULT UPON A TEACHER-Article V, Section 20
9. TUITION REIMBURSEMENT-Article V, Section 23
10. GRIEVANCE PROCEDURE-Building Assistants shall have access to the regular grievance procedure to the level of a hearing before the Board of Education.

PARAPROFESSIONALS

PARAPROFESSIONALS

Section I JOB DUTIES

Paraprofessionals will work at the direction of the building principal and/or the program administrator and within the parameters of any applicable grant. Their duties may include, but are not limited to:

- A. Assisting certified personnel in the instruction and management of students.
- B. Assisting the building principal in the management of students and building facilities.
- C. Supporting and supplementing the instructional process during the school day and in extended day programs.

When a question of interpretation occurs regarding assignments or schedules, a paraprofessional may request an informal meeting with the building principal. If not resolved at the building level, the matter may be appealed to the Assistant Superintendent.

Section II JOB CLASSIFICATIONS

- A. General Paraprofessionals
- B. Technical Paraprofessionals
- C. District Technology Paraprofessionals
- D. School Readiness Paraprofessionals

Education, experience and other qualifications for each classification will be determined by the Board of Education.

Section III SENIORITY

- A. Following the completion of a 90 day probationary period, paraprofessionals will be placed on the seniority list, with ranking from their original date of hire within the classification.
- B. Seniority will be earned within the classification. Seniority and qualifications will be the basis for layoff, recall, assignment and transfer within the classification.
- C. Tiebreakers
 - 1. For employees hired before January 1, 1997, seniority date ties will be broken by a lottery. That seniority listing shall be permanent.
 - 2. For employees hired after January 1, 1997, relative position on the seniority list shall be determined by the Deputy Superintendent on the date of hire or whenever a tie is created because of an adjustment in seniority time.

Section IV ASSIGNMENT AND TRANSFER

- A. All new positions shall be posted as they arise. All vacancies shall be posted as they arise, except those vacancies occurring at the end of the school year, which will be posted after all transfers (involuntary and voluntary) and recalls have been made.
- B. Paraprofessionals will have the right to apply for positions within other parapro classifications but will have no automatic claim to such positions.
- C. In the event a vacancy occurs after October 1, it shall be administrative prerogative to fill the vacancy with a new parapro or with a qualified parapro presently employed.
- D. In the event of a reduction of personnel within any classification, the administration and union will meet and determine a procedure for the reassignment and/or transfer of remaining personnel.
- E. A paraprofessional shall retain his/her position on the layoff list until rehired but not to exceed 2 years or the length of their employment whichever is less.

Section V FRINGE BENEFITS

- A. Secondary paraprofessionals hired before January 1, 1997 shall retain their existing benefits and leave days.
- B. Medical Insurance
Full Family HMO Health Care shall be provided to all eligible paraprofessionals. Paraprofessionals shall be eligible for coverage if they are:
 - 1. Currently uninsured
 - 2. Purchasing health care insuranceThose paraprofessionals who waive medical coverage will be entitled to a \$200 stipend payable at the end of the plan year.
- C. Life Insurance
All paraprofessionals shall be provided \$25,000 in life insurance.
- D. Dental Insurance
Beginning September 1, 1999 paraprofessionals may participate in the teacher's dental coverage on a self-paid premium basis.
- E. Disability Insurance
 - The Board shall provide a long term group disability policy for each paraprofessional. The terms of the policy shall provide that payment shall begin after ninety (90) calendar days and will continue coverage as long as the disability continues for the balance of his life or until the age of 65, whichever comes first.
 - This coverage shall be for sixty-five percent of the employee's annual wage on a fully integrated basis with other coverage with a maximum wage consideration of \$2,000 per month.
 - Individual sick bank accumulations will be frozen from the 91st day of disability until the paraprofessional returns, or retires. Paraprofessionals who retire on disability will be eligible for their frozen accumulation of sick leave.
 - The policy shall provide that after inception and offsets are established, increases in social security payments and/or payments from the Michigan Public School Employees Retirement
 - Fund shall not decrease the insured payments. All terms and conditions of the policy shall prevail.
 - Terms of the policy prevail in all disputes.

Section V
FRINGE BENEFITS

- F. Cafeteria Plan
All paraprofessionals shall be eligible to participate in the district's Salary Reduction Reimbursement Accounts for child care and medical expenses.
- G. Sick Leave/Personal Leave
- All paraprofessionals shall be provided up to ten (10) sick days per year, two (2) of which may be used for Personal Leave, with pre-approval.
 - Sick days may be accumulated to a maximum of 90 days.
 - Administration is authorized to deduct from future checks any advances or overpayments for absences by employees who do not have days in their sick bank. The amount of the deduction will be limited to the amount of advances or overpayments.
- H. Funeral Leave
Paraprofessionals shall be provided five (5) days of funeral leave to attend the funeral in the event of a death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter and the above in-laws of the employee.
- I. Partial Schedules
Benefits, including sick and personal leave, for paraprofessionals on partial schedules will be prorated accordingly.

Section VI
12 MONTH PARAPROFESSIONALS

- A. Work day/
- Normal workday is 7 1/2 hours from 8:00 a.m. to 4:30 p.m.
 - Lunch is 1 hour, work day includes two (2) 15 minute breaks.
 - Summer Hours:
 - a) Summer work shall be seven (7) hours per day, Monday through Friday, thirty-five (35) hours per week. Summer hours will begin the Monday following the close of the school year in June. Regular hours shall commence one week prior to the scheduled opening of school in the fall.
 - b) It is agreed that on any extended school holiday (for two (2) or more school days) in which classes are not in session and/or midwinter break and Records Day or K-12 In-Service days, summer hours will prevail.
- B. Vacation
- Vacations shall be earned by continuing 12 month employees, approved by the immediate supervisor and credited for the employee's usage on July 1.
 - Continuing 12 month employees shall be granted vacation according to the following schedule:
 - After one (1) year of accumulated seniority—Two (2) weeks
 - After five (5) years of accumulated seniority—Three (3) weeks
 - After ten (10) years of accumulated seniority—Three (3) weeks plus two (2) days
 - After fifteen (15) years of accumulated seniority—Four(4) weeks
- C. Sick Leave/Personal Leave
Twelve month paraprofessionals hired before September 1, 2000 will have twelve (12) sick days per year. Four of the days may be used as personal days.
Twelve month paraprofessionals hired after September 1, 2000 will have twelve (12) sick leave days per school year, three of which may be used as personal days.

Section VI
12 MONTH PARAPROFESSIONALS
Holidays (CONTINUED)

D. Holidays

Continuing 12 month employees shall be entitled to the following holidays with pay provided they would normally be scheduled to work on the days stated:

Independence Day (July 4)	Day before New Years
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Easter Monday
Day before Christmas	Memorial Day
Christmas Day	

- Should any of the above listed holidays fall on a Saturday, Friday, the day preceding shall be the recognized holiday. Should any of the above holidays fall on a Sunday, Monday, the day following shall be the recognized holiday.
- Should schools be open on one or more of the holidays listed above, employees shall work at regular pay rates and shall be allowed compensatory time off at another date.
- An employee must work on the last day preceding a holiday and the first work day after a holiday unless on an approved leave for personal reasons or on a valid sick leave absence in order to receive pay for the holiday.

E. INCLEMENT WEATHER

- When schools are closed due to inclement weather, all employees are required to work their regular shifts or use vacation or personal leave.
- When schools are closed due to inclement weather and teachers are not required to make up the lost day(s), employees required to work that day will be permitted compensatory time off at a time mutually agreed between the employee and the immediate supervisor. Employees not required to work need not report to work and will not be pay deducted or have a day deducted from their leave bank.

F. OVERTIME

- Overtime shall be paid at the rate of time and one-half for all hours in excess of 40 hours per week or eight hours per day.

Section VII
SCHOOL YEAR PARAPROFESSIONALS

A. General Paraprofessionals

1. The work year for general paraprofessionals will equal the teacher work year including all required staff meetings and evening activities.
2. The standard work day is 8 hours a day, which includes a 30-minute unpaid lunch period. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
3. The beginning and ending times of the work day will be assigned by the building principal.

Section VII
SCHOOL YEAR PARAPROFESSIONALS (CONTINUED)

B. Technical Paraprofessionals

1. The work year for the technical paraprofessionals will equal the teacher work year, including all required staff meetings and evening activities.
2. The standard work day is 8 hours a day, which includes a 30-minute unpaid lunch period. In schools where the lunch period is longer, the 8-hour work day remains, the entire lunch period is unpaid, and the salary will be prorated to reflect this.
3. The beginning and ending times of the work day will be assigned by the building principal.

C. School Readiness Paraprofessionals

1. The school day and year will be defined by the school readiness grant. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.
2. Staff will be required to attend
 - Two (2) home visits per student per year
 - Parent orientation, parent conferences and other activities scheduled as part of the school readiness program
3. School Readiness Paraprofessionals will be paid an annual stipend of \$250 if they meet the licensing requirements of
 - a.) Associate degree in Early Childhood, or
 - b.) Child Development Associate, or
 - c.) 120 clock hours in designated content areas.
4. Paraprofessionals who substitute for a School Readiness teacher will be paid \$20 per day in addition to the regular daily pay.

Section VIII
SALARY ITEMS

A. 2004-2007 Salary Schedule

	<u>STEP</u>	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>
GENERAL	1	\$15,550	\$15,939	\$16,337
	2	16,761	17,180	17,610
	3	17,974	18,423	18,884
	4	19,185	19,665	20,157
TECHNICAL	1	\$16,809	\$17,229	\$17,660
	2	18,020	18,471	18,933
	3	19,233	19,714	20,207
	4	20,445	20,956	21,480
DISTRICT TECHNOLOGY	1	\$36,627	\$37,543	\$38,482
	2	38,459	39,420	40,406
	3	39,678	40,670	41,687
	4	39,901	40,899	41,921
SCHOOL READINESS	1	14,799	\$15,169	\$15,548
	2	15,228	15,609	15,999
	3	15,657	16,048	16,449
	4	16,083	16,485	16,897

If the paraprofessional schedule is determined to be less than 7½ working hours, the salary will be prorated accordingly.

B. Paraprofessionals who complete the MISD General Paraprofessional certification shall be entitled to a one time payment of five hundred dollars (\$500).

C. Longevity

During the term of this contract, paraprofessionals shall be entitled to longevity payments according to the following schedule. Regular longevity payments shall be made in December following the June in which they were earned.

5 years or more by June 30	\$ 175
11 years or more by June 30	275
15 years or more by June 30	375

Section IX
MISCELLANEOUS LANGUAGE

- A. The following provisions of the 2004/07 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to the position of Paraprofessionals.
1. AGENCY SHOP/MAINTENANCE OF MEMBERSHIP-Article I, Section 7
 2. PERSONNEL FILE-Article III, Section 7
 3. DISCIPLINE OF TEACHERS-Article III, Section 18
 4. OPEN HOUSE RESPONSIBILITY-Article IV, Section 6
 5. FAIR EMPLOYMENT PRACTICE-Article V, Section 1
 6. PAYROLL DEDUCTIONS-Article V, Section 5
 7. ASSAULT UPON A TEACHER-Article V, Section 20
 8. WORKERS'COMPENSATION/ON THE JOB INJURY-Article IX,Section 8
 9. ANNUITIES-Article IX, Section 16
 10. MILEAGE-Article IX, Section 20
 11. JURY DUTY-Article IX, Section 22
- B. GRIEVANCE PROCEDURE
Paraprofessionals shall have access to the Roseville Federation of Teachers grievance procedure, excluding the Step 3 hearing before the Board of Education.
- C. MEMORANDUM OF AGREEMENT - The administration shall develop a memorandum of agreement outlining the administrative procedures for the earning and use of compensatory time by paraprofessionals. The memorandum shall also include procedures for the payment of stipends.

ALTERNATIVE EDUCATION AND SCHOOL READINESS TEACHERS

Section I
UNION RIGHTS

A. Agency Shop/Maintenance of Membership

1. As a condition of continued employment, each member of the bargaining unit shall establish or maintain membership in the Union for the term of the contract or shall tender to the Union a service charge in the amount equivalent to the periodic and uniformly required union dues.
2. At the time of employment, the Personnel Office shall provide union enrollment cards to new employees.
Each member of the bargaining unit shall execute written authorization for payroll deduction of dues, or service fee, and assessments. Said service fee or dues shall be equivalent to the periodic and uniformly required Union dues.
3. Termination of employment for failure to comply herewith shall be effective at the end of the current school year.
4. The Union agrees to protect, save harmless and defend the Board from any and all claims, demands, suits, and other forms of liability and to be fully responsible for and pay any and all judgments against the Board of Education resulting from action taken or not taken by the Board in accordance with this section of the Agreement.

Section II
ALTERNATIVE EDUCATION/CEYM PROGRAM

A. Seniority/Assignment and Transfer

Seniority and all rights of assignment, transfer, lay-off and recall shall be earned and exercised within the alternative education program. Seniority shall accrue from the original date of hire in the program.

B. Tenure Rights

Provisions of the Michigan Teacher Tenure Act will be applicable within the program to certified personnel employed in the program and eligible under the Act.

C. Benefits

As of the 2004/05 school year, the Board shall provide benefits to the alternative education teachers as described in ARTICLE IX, Section 6 of the general membership agreement.

Section II
ALTERNATIVE EDUCATION/CEYM PROGRAM

D. Leave Days

1. Unused sick leave days shall accumulate in a single bank at the rate of eleven (11) days per school year, without limit.
2. Up to three (3) days of the individual sick leave allowance may be used for personal business each year. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
3. Up to five (5) days of funeral leave will be allowed to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.

E. School Day and Year

1. The calendar will conform to the prevailing requirements of the Michigan School Code regarding instructional hours and professional development days.
2. The staff will follow the regular school calendar, including school improvement, professional development, open house and parent conference days.
3. Teachers will be on duty 15 minutes before the start of the student school day and remain 10 minutes after student dismissal.
4. It is recognized that whatever adjustments in the schedule are necessary, such may be made, however, the school day shall be standard in terms of hours, minutes, and duty time.
5. Teachers will teach five classes, have one prep period and a 30-minute duty free lunch each day.
6. Staff will be required to attend one 30-minute staff meeting per month, held before the start of the school day.

F. Salary

As of the 2004/05 school year, alternative education teachers will be paid on the general membership salary schedule.

Section III
SCHOOL READINESS PROGRAM

A. Seniority/Assignment and Transfer

Seniority and all rights of assignment, transfer, lay-off and recall shall be earned and exercised within the School Readiness Program. Seniority shall accrue from the original date of hire in the program.

B. Tenure Rights

Provisions of the Michigan Teacher Tenure Act will be applicable within the program to certified personnel employed in the program and eligible under the Act.

C. Benefits

Full time employees in the group shall be entitled to the following benefits:

1. Up to full family coverage by the district's designated Health Maintenance Organization.
2. Term life insurance in the amount of \$25,000.
3. Long-term disability coverage comparable to the prevailing policy offered to district teachers.
4. Participation in the district's salary adjustment reimbursement accounts for dependent care expenses and/or medical expenses.
5. School Readiness teachers who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$200. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for the annual stipend.

D. Leave Days

1. Unused sick leave days shall accumulate in a single bank at the rate of nine (9) days per school year, without limit.
2. Up to two (2) days of the individual sick leave allowance may be used for personal business each year. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstances of an extreme nature.
3. Up to five (5) days of funeral leave will be allowed to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.

E. School Day and Year

The school day and year will be as defined by the school readiness grant. Any modifications from the grant will not be implemented without prior discussion with the staff and the Union.

Staff will be required to attend

1. Two (2) home visits per student per year
2. Parent orientation, parent conferences and other activities scheduled as part of the school readiness program.

F. Salary

1. Schedule

2004/2005

	BA	MA	MA-30
Step 1	31,764	34,980	36,589
Step 2	32,756	35,913	37,521
Step 3	33,575	36,809	38,438

2005/2006

	BA	MA	MA-30
Step 1	32,558	35,855	37,504
Step 2	33,575	36,811	38,459
Step 3	34,414	37,729	39,399

2006/2007

	BA	MA	MA-30
Step 1	33,372	36,751	38,442
Step 2	34,414	37,731	39,420
Step 3	35,274	38,672	40,384

2. Hourly rate where applicable:
\$21.00 (2004/05), \$21.00 (2005/06), \$22.00 (2006/07)

Section IV

MISCELLANEOUS LANGUAGE

1. Use of School Day

Teachers shall use the school day for:

- planning and preparing for daily classes
- teaching and supervising their pupils
- conferring with parents of their pupils when necessary.
- conferring and planning with other staff members, when necessary

No scheduled class may be eliminated without permission of the principal.

Section IV
MISCELLANEOUS LANGUAGE (CONTINUED)

2. The following provisions of the 2001-2004 contract between the Roseville Federation of Teachers and the Roseville Community Schools shall be applicable to Alternative Education and School Readiness teachers.
- a. Agency Shop/Maintenance of Membership: Art 1, Sec 7, A-D
 - b. Organizational Membership: Art III, Sec 1
 - c. Union Representation: Art III, Sec 2
 - d. Teachers Attending Classes: Art III, Sec 3
 - e. Instructional Supplies: Art III, Sec 5,C
 - f. Requisitions-Instructional Materials: Art III, Sec 6, A,B
 - g. Personnel File: Art III, Sec 7, A,B,C,E,G
 - h. School Improvement, Shared Decision Making: Art III, Sec 10, A-C
 - i. Probationary Teachers: Art III, Sec 11, A,B
 - j. Teacher-Principal Conference: Art III, Sec 12
 - k. Staff-Principal Conflicts: Art III, Sec 13,A
 - l. Reclassification of Students: Art III, Sec 14, A
 - m. Building Policies: Art III, Sec 15, A, B
 - n. Principal-Teacher Communication: Art III, Sec 16, A
 - o. Classroom Management: Art IV, Sec 1, A,B
 - p. Student Evaluation & Placement Recommendation: Art IV, Sec 2, A,B
Exception: In paragraph 2B there is no right to appeal beyond the principal.
 - q. Sign In Procedures: Art IV, Sec 4 (requires signature)
 - r. Open House Responsibility: Art IV, 6
 - s. Lesson Plans: Art IV, Sec 11
 - t. Use of Telephone: Art IV, Sec 12
 - u. Fair Employment Practice: Art V, Sec 1
 - v. Payroll Deductions: Art V, Sec 5
 - w. Assault Upon a Teacher: Art 5, Sec 2
 - x. Grievance: Members will have access to the grievance procedure, excluding the Step 3 hearing before the Board of Education.
 - y. Optional Pay Plan: Art IX, A,B
 - z. Workers Compensation: Art IX, 1-4
 - aa. Annuities: All contracted teachers may avail themselves of the tax-sheltered annuities programs, according to the rules and regulations established by the Business Office.
 - bb. Substituting During Preparation Period: Art IX, 18
 - cc. Mileage: Art IX, 20
 - dd. Jury Duty: Art IX, 22
 - ee. Management Rights Clause: Art XII
 - ff. Teachers Legal Rights: Art XIII
 - gg. Work Stoppage: Art XIV
 - hh. Law Saving Clause: Art XV

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