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Romeo Community Schools.

A G R E E M E N T

between the

ROMEO BOARD OF EDUCATION

and the

ROMEO EDUCATION ASSOCIATION

1969-1970

MEA
1216 Kendall
East Lansing, Mich.
48823

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A G R E E M E N T

between the

ROMEIO BOARD OF EDUCATION
and the
ROMEIO EDUCATION ASSOCIATION

THIS AGREEMENT entered into this _____ day of June, 1969, between the Board of Education of the Romeo Community Schools School District, Macomb and Oakland Counties, Michigan, hereinafter referred to as the "Board" and the Romeo Education Association, hereinafter referred to as the "Association".

ARTICLE I

RECOGNITION AND DEFINITION

Pursuant to and in accordance with all applicable provisions of Act 336 of 1947 as amended by Act 379 of 1965, the Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining in the respect to rates of pay, wages, hours of employment or other conditions of employment for the term of this Agreement, for all employees of the Board included in the following bargaining unit: All regularly employed elementary and secondary teachers who are legally certificated, including counselors, special education teachers, librarians, attendance officers, permanent substitutes, and teachers on leave, and specifically excluding the Superintendent, Assistant Superintendents, Principals, Assistant Principals and other administrative and supervisory personnel, and substitute teachers.

The term "regularly employed" as used herein shall include those teachers employed on a regular full time or regular part time contract.

The term "certificated" as used herein shall mean a teacher who holds a valid teacher's certificate issued by the State Board of Education under the requirements of Act 202 of Public Acts of 1903.

ARTICLE II

BOARD RIGHTS

The Board reserves and retains full rights, authority and discretion to properly discharge its duties and responsibilities, to control, supervise and manage the Romeo Community School District and its professional staff, to make final determination of and administer educational policy, to operate the schools and to direct the professional staff, to hire, promote, transfer, assign, suspend, demote, discharge, discipline or retain teachers within the system, and otherwise retain all rights, authority and discretion which are exclusively vested in the Board or its agents under governing law, ordinances, rules and regulations as set forth in the Constitution and laws of the State of Michigan and of the United States except as the same may be expressly and specifically limited by this Agreement.

ARTICLE III

TEACHERS RIGHTS

A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. The Board further agrees that it will not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by the Act or other laws of the State of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any employee by reason of his institution of any grievance, complaints or proceedings under this Agreement, or participation in collective negotiations.

In addition to the terms of this Contract, and the policies of the Board of Education, the Association is hereby guaranteed all rights established by State Law governing teacher employment, tenure, fair labor practices, and recognition.

B. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary or discriminatory and without regard to race, sex, religion, marital status, national origin, age, or association membership.

C. The Code of Ethics of the Education Profession is considered by the Association, its membership, and the Board of Education to define acceptable criteria of professional behavior for teachers. The Association and its members shall be expected to abide by this code.

ARTICLE IV

ASSOCIATION RIGHTS

A. The Romeo Education Association will be allowed space in the school building to store duplicating machines, paper and supplies for Association use.

B. Meetings of the Romeo Education Association may be held in the school buildings before or after school hours. Should the meeting time, arrangements for the meeting, or clean up following the meeting require extra custodial help, the Association will be expected to bear the expense. Prior arrangements must be made with the building principal. Committee meetings and individual contacts may be scheduled during the teachers noon relief period provided that Association activities shall not interfere with the operation of the schools, or of any class within said schools.

C. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards in faculty areas at least one of which shall be provided in each building.

D. The Romeo Education Association will be allowed to use mail service and mail boxes of the school district for distribution of announcements, Association news, and the dissemination of professional literature.

E. The Association may use, within the school building, the typewriters, duplication equipment and the audio-visual equipment necessary to their operation; provided that the equipment is not otherwise in use or scheduled for use and that the request for use of the equipment is approved by the Principal of the building. The Association shall pay for all materials and supplies incidental to the use of such equipment, and shall be responsible for any damages to equipment used if the damage is directly attributable to their use.

F. The Board agrees to make available to the Association in response to reasonable requests, a copy of any available public information necessary to administer this agreement, to formulate contract proposals and to process grievances.

G. The Board will advise the Association of any major new building, fiscal, budgetary or tax programs, or major modifications of same, or major revisions of educational policy which are proposed. If the Association desires, it shall be given an opportunity, on request, to present its position to the Board.

H. Membership in the Association shall be open to all teachers regardless of race, religion, creed, sex, marital status, national origin, or age.

ARTICLE V

STRIKE PROHIBITION

The Association agrees that neither its members nor any member of the bargaining unit will take part in any strike. As used in this context, the word "strike" shall mean the concerted failure to report for duty, the wilful absence from one's position, the stoppage of work, the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment.

ARTICLE VI

TEACHING CONDITIONS

A. The Board of Education and the Association recognize that the availability of optimum school facilities is desirable to insure the high quality of education that is the goal of both the Association and the Board.

B. Cooperative efforts will be continued during the 1969-70 school year to reduce the non-instructional duties of the teachers in the elementary schools so that more of their time may be directed to the education program. During 1969-70 the Board will apply data processing techniques to the attendance procedure.

C. The Board will make a continuing effort to achieve and maintain the standards in class size as recommended by the North Central Association of Colleges and Secondary Schools in the High School and Junior High. Pupil-teacher ratio is recognized as an important aspect of an effective educational program.

At the elementary level, all reasonable efforts will be made to retain a class size of 35 or less in all regular classroom situations in order to insure adequate attention to individual differences.

Maintenance of the above standards is recognized as being dependent upon available facilities and finances, supply of qualified teachers, and rate of school district growth.

D. The Board recognizes that appropriate teaching materials, supplies and equipment are essential to the efficient and effective operation of the schools and agrees to keep the schools reasonably supplied, equipped and maintained.

E. Where possible, the Board shall make available in each school adequate restrooms and lavatory facilities exclusively for teacher use, and at least one room, appropriately furnished, in which smoking shall be permitted. Provision for such facilities shall be made in all future buildings.

F. A vending machine may be installed in the teachers lounge of a school providing the machine has no special installation requirements and that a request is received signed by a majority of the teachers assigned to that school.

Teachers submitting such a request should first be satisfied that adequate space for such a machine exists.

Should vending companies refuse to provide and service a particular building, the Board is under no obligation to provide such a machine.

G. Where possible, one telephone will be made available in each building for the teachers' professional and emergency use.

H. Off street parking facilities shall be made available for teachers at all existing schools. Necessity of parking space will be considered at all future sites.

I. 1. The normal teaching load at the Senior High School shall consist of thirty (30) instructional periods and five (5) periods for conference and/or preparation per week.

2. The normal teaching load at the Junior High School shall consist of thirty (30) instructional periods and five (5) periods for conference and/or preparation per week.

3. In the Elementary Schools, the Board will attempt to provide special teachers for Art and Music in grades one through six and Type A. Special Education. Art and Music periods will be no less than twenty minutes in length.

Regular classroom teachers thus released from duty may use these periods for conference and/or preparation periods. Released time for classroom teachers shall equal at least ninety (90) minutes per week provided the Board is able to employ the qualified personnel who have been approved. Length of periods will vary in accordance with the age and level of the students concerned.

The Board will attempt to provide Library service at the elementary level.

J. Duty free lunch periods shall be provided for every teacher, every day as follows:

1. Secondary - 25 minutes
2. Elementary - 40 minutes.

When temporary facilities must be used, a 35 minute lunch period for elementary teachers shall be acceptable.

K. The Board agrees to relieve teachers from the present noon duty assignment no later than October 31, 1969. One teacher shall be available for playground assignment in each school and for the first semester shall be paid \$2.00 per day. One teacher in each elementary school may be assigned in the second semester to supervise, coordinate and assist personnel during the noon duty at \$2.50 per day. In the event no teacher is assigned to supervise noon duty personnel, a teacher shall be available in each school during the lunch period for emergencies.

All other duties during the school day will continue to be covered by the teaching staff on a rotating basis.

L. It shall be the policy of the Board to supply substitutes for all teachers absent, whenever possible. In emergency situations teachers may be requested to fulfill the need for a substitute. A teacher may decline, with valid reason, to substitute, provided other arrangements can be made.

When required to substitute, teachers shall be paid a pro-rata share of the day-to-day substitutes rate.

M. Under normal conditions, no teacher shall be required to drive a school bus as part of his regular assignment.

N. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which unnecessarily endanger their health, safety or well being, provided that the specific conditions are determined to be unsafe or hazardous by the office of the state fire marshal or other duly qualified public agency.

Should a specific condition be declared unsafe or hazardous, the Board shall be allowed a reasonable period of time to correct the condition before it can become the subject of a grievance.

O. 1. The regular school day for all teachers shall consist of seven (7) hours and fifteen (15) minutes. The time designated for each building as the regular starting time, is the time that teachers are expected to be at their assigned stations ready to begin the day. Beginning and closing times will be established by the appropriate administrator.

2. Any teacher desiring to leave his assigned building prior to the close of the daily schedule shall first receive permission of his immediate supervisor, or in his absence, leave written notice with his designated representative.

3. It is mutually agreed and understood that teachers meetings, curriculum workshops and other professional activities may extend beyond the limits of the day as described above.

4. It is recognized by the Association and the Board that the professional service of the teacher includes such duties as general supervision to preserve property and the welfare of students at all times.

P. In each building, the appropriate administrator should designate a tenure teacher who will be in general charge of the building during the absence of the administrator.

Q. In case school is cancelled for any reason, teachers are expected to report for work.

If impossible to report for work, teachers will contact their respective buildings by 10:00 A.M.

Teachers recognize that in some situations (i.e. snow, fog and ice) roads may be cleared by noon. In this event, teachers would be expected to report for the afternoon session.

Any suspected abuse will be reported by the Superintendent to the Association for investigation and recommendation of appropriate disciplinary action.

R. Chaperoning school dances and spectator buses to interscholastic athletic events shall be on a voluntary basis.

The Board and the Association will cooperate in obtaining chaperones for school dances and spectator buses.

ARTICLE VII

VACANCIES, SUPERVISORY APPOINTMENTS, TRANSFERS & SPECIAL ASSIGNMENTS

A. Whenever a vacancy in any professional position in the district shall occur, the Board shall publicize the same by posting in every school building notice thereof in writing for a period of at least seven (7) calendar days. During the summer vacation period, the Board will mail a notice to the Association secretary who, prior to leaving for the summer, will leave his mailing address with the Superintendent.

B. Any teacher may apply for such vacancy.

C. The Board declares its support of a general policy of appointments from within its own teaching staff. Consideration will be given to staff members for appointments to the supervisory and executive levels and applications will be encouraged. The Board reserves the

right to fill such vacancies from outside the district should present staff applicants not meet the necessary qualifications.

D. The Board agrees to give due weight to the professional background and attainments of all applicants in filling such vacancies.

E. When filling a vacancy, the Board will select the best qualified candidate. The Board reserves the right to fill vacancies temporarily when necessary.

F. All teachers will have an opportunity annually to express their preference for building assignments, grade level and/or subject area, where possible transfer requests will be honored consistent with the best interests of the district. The Superintendent will give due consideration to the preference indicated.

Consideration will be given to the following:

1. Academic qualifications of the teacher.
2. Recommendation of current administrator.
3. Recommendations of receiving administrator.
4. Experience in the assignment requested.
5. Seniority in the school district.

All other considerations being equal, seniority shall be the deciding factor.

Written explanation, if requested, will be given to any teacher denied a request for transfer.

G. Involuntary transfers will be made only in case of emergency, to prevent undue disruption of the instructional program or to make needed improvements in staff balance. The teacher to be transferred shall be informed as early as possible. Should the notice of transfer be made after July 1 of a given year, he shall have the opportunity to resign on thirty (30) days notice without prejudice.

H. Assignments for Driver Education and Summer School will be made on the basis of application from teachers holding valid teaching certificates. Teachers regularly employed in the district shall be given preference for such assignments. Applicants will be considered on the basis of:

1. Academic qualification for the assignment.
2. Regular teaching assignment.
3. Recommendation of the administrator directly responsible for the program.
4. Experience in the field for which application is submitted.
5. Seniority in the district.

If the above qualification cannot be met by teachers within the district, a second posting may be made.

All other considerations being equal, seniority shall be the deciding factor.

I. No teacher shall be assigned more than one student teacher during a semester. The Association members accept the concept that members of the profession have an obligation to aid in the training of future teachers to the best of their ability. Whenever possible, assignments will be made to teachers who have volunteered.

In accordance with the policies of the sponsoring college or university, any remuneration credited to the school district shall be assigned to the benefit of the teacher providing the supervision.

J. All teachers shall be given notice of their tentative assignments and schedules for the forthcoming year prior to the close of school in June, if possible. In the event that changes in such schedules are necessary, teachers affected shall be notified promptly.

K. Assignments for Adult Education will be made on the basis of application from teachers holding valid teaching certificates when the course to be taught requires such a certificate. Teachers regularly employed with the district shall be given preference for assignments in their teaching field. Applicants will be considered on the basis of:

1. Academic qualifications for the assignments.
2. Recommendation of the Administrator responsible for the program.
3. Experience in the field for which the application is submitted.
4. Regular teaching assignment.
5. Seniority in the district.

All other considerations being equal, seniority shall be the deciding factor.

ARTICLE VIII

REDUCTIONS IN STAFF

In the event it becomes necessary to reduce the teacher work force as a result of a decrease of work or operating funds, the Board will discuss the matter with the Professional Relations Committee. The order of reduction shall be: first, temporary and non-certificated teachers; next, probationary teachers; and finally, tenure teachers according to qualification, certification and seniority.

ARTICLE IX

TEACHER QUALIFICATIONS

A. No new teacher shall be employed by the Board of Education for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university. Provided, that teachers may be employed, under the certification provision for special certificates, in cases of necessity, or where the teacher has outstanding credentials.

B. To the extent possible, teachers will be assigned to instruct in their major field of study and within the scope of their certificate.

ARTICLE X

TEACHER EVALUATION

A. The building principal or his designee is responsible for written evaluations of all professional employees assigned to his building. His responsibility shall include:

1. Orientation of new employees with the evaluative procedures and instruments during the first five (5) weeks of their assignment to his building.
2. Compilation of observations made from time to time prior to formal evaluation.
3. Evaluation of probationary teachers formally once each semester.

4. Each formal evaluation must be preceded by at least one classroom observation of at least thirty consecutive minutes and within ten days prior to the evaluation.
5. Conferring with teachers and discussing with them each item which is to be included in their respective personal files.
6. Providing each teacher with a copy of formal evaluation reports.
7. Providing definite, positive assistance to rectify professional difficulties to teachers receiving substandard evaluations that may lead to dismissal.
8. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
9. All tenure teachers may be evaluated once each year.

B. The procedures set forth in Section A, above, shall be fully applicable to those teachers working in supplementary duty assignments listed in Appendix II except that item "4" may be adjusted to accommodate the nature of the activity.

C. The Board agrees that in the enforcement of discipline, reprimands, demotions, involuntary change in primary employment status or deprivation of any professional advantage, it will be fair and all actions will be for just cause.

Discharge, demotion and involuntary change in primary employment status shall be preceded by:

1. The faithful execution of the evaluation procedure and the honoring of all teacher's rights included in this agreement and applicable statutes.
2. The forwarding of a written explanation of the action to the teacher and the Association should a written explanation be requested by the teacher.
3. A complete review of the teacher's personnel file will be conducted with the teacher, and his representative

if requested. Confidential reports from colleges and former employers or other references are excluded from this review.

4. A hearing before the Board of Education, if requested by the teacher.

D. Nothing in this section shall be construed to indicate that teachers have tenure in supplementary assignments. The administration will continue to make recommendations to the Board on supplementary assignments.

ARTICLE XI

PROFESSIONAL DUES AND SERVICE FEES

A. Since all members of the bargaining unit are beneficiaries of this agreement, the expense of its negotiation and administration shall be shared.

B. All teachers shall as a condition of employment execute an Authorization for deduction of a service fee of a sum equivalent to the Association dues, provided:

1. Sums deducted as dues shall be forwarded to the Association treasurer within thirty (30) days after their deduction.

2. Sums deducted as service fees shall be collected and held by the Board pending a ruling on the legality of the "agency shop" by a proper judicial authority. If a ruling is made by such judicial authority prior to March 1, 1970, in favor of "Agency Shop", the Board shall notify employees of termination of their employment at the end of the 1969-70 school year unless they comply for the 1969-70 school year. If the above mentioned judicial authority rules against the "Agency Shop", the Board will refund all assessments deducted because of this article. If the proper judicial authority does not rule either way prior to March 1, 1970, the conditions and provisions above shall remain in effect until a clear ruling is made by such judicial authority.

3. Should a teacher or teachers contest a discharge under the provisions of this Article, either in a court of competent jurisdiction or before the Michigan Tenure Commission, such teacher's services shall not be discontinued or terminated until such time as

the teacher or teachers shall have obtained a final decision as to the validity or legality of such discharge or said teacher or teachers have ceased to pursue the legal remedies available to them.

4. In any case in which a teacher or teachers contest a discharge under the provisions of this article and it is necessary for the Board to defend its position and to engage legal counsel and to incur other expenses in so doing, the Association agrees to pay one-half (1/2) of all the expenses so incurred by the Board.

C. Deductions for dues and service fees shall be pro-rated and made from the second pay check each month beginning in September and ending in June during the life of this Agreement.

D. The Association shall prior to September 1, notify the Board of the full amount of dues and service fees for the year. Additional dues or service fees requested after that date will not be serviced by the Board.

E. The Association will protect and save harmless the Board from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Board for the purpose of complying with this Article.

ARTICLE XII

CURRICULUM STEERING COMMITTEE

The Board and the Association recognize that continual study and review of the instructional and related curricular and extra curricular offerings, is essential to the development and maintenance of a quality educational program.

A. There is hereby established a Curriculum Steering Committee (CSC) composed of six (6) members, three (3) to be selected by the Association from the teaching staff and three (3) to be selected by the administration. The Superintendent or his designee shall serve as Chairman of this committee. All principals shall be ex-officio members of this committee.

B. The CSC shall meet at regular intervals and shall systematically review courses of study, textbooks, curriculum guides, instructional materials, techniques and equipment, pupil evaluation

plans, programs and devices and other related matters, consistent with the declared philosophy and educational aims and objectives of the school district.

C. The CSC may establish additional ad hoc committees to review particular areas or segments of the curriculum. All such committees shall have administrative representatives.

D. The ad hoc committees will make their reports to the CSC. The Curriculum Steering Committee will make its report and recommendations to the Board of Education through the Superintendent.

E. The Board of Education will take action on recommendations within sixty (60) days. Such action will be to accept, hold for further study until a specified date, reject or refer back to the CSC.

F. Both parties agree that the Curriculum Steering Committee and the ad hoc committees so established by the CSC serve in an advisory and consultive capacity only and that failure of the Board to place any of its recommendations in effect shall not constitute the basis for a grievance.

ARTICLE XIII

TEACHER PROTECTION

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in all school activities.

B. A teacher shall report in writing to the administration any case of assault or attempted assault suffered by him while in the performance of official school assignments.

The Board will provide advice to the teacher as to his rights and obligations with respect to such assault and render reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. Any significant complaint by a parent of a student, directed toward a teacher, shall be promptly called to the teacher's attention and the plaintiff identified. If a written record of such complaint is to become a part of the teacher evaluation file, a copy will be provided to the teacher.

D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property and shall be individually liable for any damage or loss to person or property in any case of negligence or neglect of duty.

E. In cases of extreme classroom discipline problems, the teacher may request a conference with the principal and other affected teachers in an attempt to resolve the problems.

F. A teacher may use such force as is necessary to protect himself from attack or to prevent injury to another student. Corporal punishment may be administered within the limits of the state law, provided that the teacher shall always have another adult present as a witness.

G. A teacher may exclude a pupil for one class period when the grossness of the offense, the persistence of the misbehavior or the effect of the violation on the class makes it necessary. In such cases, the teacher will furnish the principal as promptly as his teaching obligations allow, full particulars of the incident. The principal may request such particulars in writing.

H. Temporary suspension of students from school or from a given class may be imposed only by a principal. The teacher and the principal will cooperatively endeavor to achieve correction of student misbehavior through whatever avenues are reasonably available.

ARTICLE XIV

ACADEMIC RESPONSIBILITY

Since teachers are working with students who have not yet reached full maturity, they are expected to consider carefully the effect of their words and deeds in all classroom and supplementary duty situations.

The Board recognizes that a teacher cannot provide adequate stimulation to students nor permit the free exchange and development of ideas, without occasional, unexpected results.

It is the responsibility of the teacher to insure the fair presentation of facts, philosophies, and ideologies for consideration. Teachers should not attempt to urge students to accept their personal beliefs in regard to religion, politics or other areas of consideration.

Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed to safeguard the legitimate interests of the schools.

ARTICLE XV

GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation, misapplication or misinterpretation of the terms of this contract as expressed herein.

B. Discussions of alleged violations of this contract may be held informally at any time. Such discussion shall be held with the employee's immediate supervisor and shall not be considered as grievances.

C. No actual grievance shall be deemed to exist until a grievance is presented in writing to the immediate supervisor on the forms provided.

D. The term "days" as used in the Grievance Procedure shall be interpreted as working days when school is in session.

E. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision. In exceptional circumstances, extensions in time may be granted when so requested in writing and by mutual agreement. Such request must be filed within the normal appeal period.

F. The Romeo Education Association shall inform the Board by the first Monday in October of each school year of the names of the members of the Romeo Education Association Grievance Committee. At any grievance hearing, one member of this committee and/or representative of the Michigan Education Association, designated by the Romeo Education Association, shall represent the Association in the presentation of the grievance. At no time shall the aggrieved party serve as the Association Grievance Committee Representative.

G. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent, or his designated representative to act at Level Two as hereinafter described.

H. Grievances may be presented by a teacher, group of teachers, or by an Association representative for a teacher, a group

of teachers or by the Association. If a grievance arises of a general nature, the Association may present such grievance directly to Level Two.

I. Should the grieving party or parties fail to institute the grievance or appeal a decision within the time limits specified, all further proceedings shall be barred and the grievance shall be considered terminated.

J. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when the grievant or grievants or their representative are expected to be at assigned duty stations.

K. Any adjustment made by the parties as a result of any grievance review shall be consistent with the terms and conditions of this Agreement.

L. Any matter subject to the procedures specified in the Teacher Tenure Act (Act 4 of the Public Acts of 1937 of Michigan, as amended) shall be processed as required by the Tenure Law. These matters shall not be subject to the grievance procedure as outlined.

M. Level One

Within five (5) days of the act or condition giving rise to the grievance as an alleged violation, misinterpretation or misapplication of this agreement, the aggrieved party or parties shall present the grievance on the form provided, to the building administrator. The building administrator shall within three (3) days render a decision in writing, including reasons for the decision and give a copy of his decision to the employee, to the Superintendent and to the Secretary of the Association.

If no decision is rendered by the end of the three (3) day period, or if the decision is unsatisfactory to the grieving party, the grieving party or parties may within the next five (5) day period present the written grievance to the Superintendent or his designate at Level Two.

Level Two

A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level Two with the endorsement of the approval or disapproval of the Association.

Within three (3) days of the receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting at the earliest mutually agreeable date with the grievant, grievants or Association representative to discuss the grievance.

Within seven (7) days of the discussion, the Superintendent or his designated representative shall render his decision in writing including his reason for the decision, transmitting a copy of the same to the grievant, the principal(s) of the building(s) in which the grievance arose and the Association secretary.

If no decision is rendered by the end of the seven (7) day period following the discussion, or if the decision is unsatisfactory to the Association, the Association may appeal same to the Board of Education by filing a copy of the grievance with the Secretary of the Board through the Superintendent, within five (5) days after the decision was rendered, or due to be rendered.

Level Three

Upon receipt of the grievance, as specified in Level Two, the Board shall within three (3) days of receipt of the grievance, inform the grieving party or parties of the scheduled date for a hearing. Such hearing shall be held at the next regularly scheduled meeting of the Board or within fifteen (15) days, whichever may be sooner.

Within seven (7) days following the conclusion of the hearing, the Board shall render its decision in writing, including the reasons for the decision. Copies of the decision shall be forwarded to the grievants and the Association secretary.

N. Advisory Arbitration

If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Level Three above, either the Board or the Association shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. Such appeal must be taken within ten (10) days from the date of the decision rendered in Level Three above.

1. Powers of the Arbitrator.

It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due

investigation, to make a recommendation in cases of alleged violation, misapplication, or misinterpretation of the specific articles and sections of this Agreement.

- a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
- b. He shall have no power to establish new wage scales or change any wage established in this contract.
- c. He shall have no power to change any practice, policy or rule of the Board, except as these practices, policies or rules are in violation of this contract. His powers shall be limited to deciding whether the Board has violated, misinterpreted or misapplied articles or sections of this Agreement; and he shall not imply obligations and conditions binding upon the Board from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved and legal rights of the Board.
- d. Should either party dispute the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first rule on the question of arbitrability. Should it be determined that the matter is not arbitrable, it shall be referred back to the parties without recommendation on its merits.
- e. Any recommendation of the arbitrator shall be advisory only and not binding upon the parties to this Agreement.
- f. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of witnesses called by the other.

ARTICLE XVI

SICK LEAVE

A. All regular professional personnel covered by this agreement shall be granted leave for illness and emergencies, as later defined.

B. Sick leave shall be granted at the rate of one day per school month per year with accumulation to a maximum of 175 days.

C. The yearly sick leave allowance is to be allowed in advance of the first day of assignment each year.

D. Each employee will be notified at the beginning of the school year as to his accrued number of sick days.

E. Any professional employee covered by this Agreement not fulfilling his contract, either by resignation or dismissal, will have his sick leave pro-rated for the year, based on the number of full months completed.

F. In case of absence due to injury or illness incurred in the course of the teachers employment for which the employee receives benefits under the Michigan Workmen's Compensation Act, the Board shall pay the difference between the amount paid for compensation and the amount due under the employee's contract as long as the employee has days in his bank. A pro-rated amount of time shall be deducted from his sick leave bank.

G. Any teacher whose personal illness extends beyond the period compensated under sick leave, may be granted a leave of absence, upon request, without pay for a set time as is necessary for complete recovery from such illness, but not to exceed one year. Such leave of absence may be extended upon submission of satisfactory proof of continued disability. Upon return from leave, the Board of Education will attempt to assign the teacher to the same position if it is available, or to a substantially equivalent position.

H. DEFINITION OF EMERGENCIES UNDER SICK LEAVE

1. Teachers shall be granted leave for emergencies arising from death or serious illness of husband, wife, children, father, mother, brother, sister, grandparent and father-in-law or mother-in-law. One day may be used in case of death of a close associate.

2. Quarantine of employee or employee's living quarters.

3. To provide care for a parent, child or spouse of a teacher for one day, in case of illness or accident when no one else is available.

I. Any request for pay for absence for emergency reasons other than those stated in Section H will be referred to the Principal for consideration.

J. Sick leave days may be used for doctor appointments provided that the request is made in advance, in writing, and has the approval of the administration.

K. SICK LEAVE BEYOND THIRTY DAYS

1. In case of an absence extending beyond thirty (30) working days, it shall be the obligation of the employee to inform the Board of the current status of his health, except in cases involving compensable injury or illness. A statement from the attending physician indicating probable date of the return to work is required.

2. The Board of Education reserves the right to have an examination of the employee by a physician of its own choosing at the Board's expense.

3. An employee ill for more than ten (10) consecutive working days will present the Board of Education with a statement from his attending physician indicating that his condition of health is adequate for him to return to work without danger to students or himself.

L. DEDUCTIONS FOR ADDITIONAL SICK LEAVE DAYS

When an employee is absent an additional number of days over his sick leave allowance, the full daily wage will be deducted. The deduction for the daily wage will be based on the school year of two hundred days being divided into the base salary of the teacher.

M. SICK LEAVE BANK

1. The Board of Education will cooperate in the establishment of a sick leave bank. All regularly employed professional employees whose positions require a teaching certificate shall participate.

2. Two days of each employee's sick leave will be deposited in the bank each year until the bank is built up to a maximum

of 1000 days. No more days will be added to this maximum until the bank is depleted to 500 days. The bank will then be built up again to 1000 days and the process repeated.

3. Additions will be made to the bank at the beginning of each fiscal year according to the above limitations.

4. An employee withdrawing from the bank will not be allowed to withdraw the contributed days.

5. The first thirty (30) school days of illness or disability will not be covered by the bank but must be covered by the person's own accumulated sick leave or absence without pay.

6. No days may be drawn from the sick leave bank until the employee's own individual accumulated leave has been depleted.

7. A maximum of fifty (50) days during one school year may be drawn by one individual from the bank.

8. Persons withdrawing sick leave days from the bank will not be required to replace these days except as a regular contributing member of the bank.

9. The secretary of the REA shall certify as to the accuracy of the additions to, and deductions from the bank.

10. Limits of Liability. The Association will protect and save harmless the Board from any and all unreasonable claims, demands, suits, and other forms of liability by reason of action taken or not taken for the purpose of complying with this article.

11. Nothing in this article shall be construed as placing any obligation on the Board to advance or loan additional sick leave days to the bank should all days be used up in any period or periods of its operation.

N. The Association recognizes the professional responsibility of each member to use sick leave for its intended purpose.

ARTICLE XVII

PERSONAL LEAVE DAYS

A. In addition to sick days, two days per year shall be granted for personal business and shall not be accumulative.

B. Personal business days, upon approval, shall be granted to conduct such business as would be difficult to conduct on other than school days.

Personal business days shall not be used to interview for new positions in other school districts or businesses.

In the event of misuse of personal business days, the Association and the Board shall jointly investigate the case and recommend appropriate action.

C. A teacher planning to use a personal day or days shall notify his principal in writing immediately upon knowing his need to take a personal business day and at least one week in advance except in cases of emergency. The reason for personal leave should be in writing, and if of confidential nature, so indicated.

D. Absence for personal business on the day prior to or immediately after a holiday or vacation should not be requested except in an emergency situation.

E. The Board will consider short term leaves without pay for members of the teaching staff for reasons of personal nature. Such leave requests must be submitted in writing at least ten (10) school days in advance. The Board reserves the right to use its discretion in granting such leaves.

F. Absence for jury service by a teacher will not be chargeable to the sick leave or personal leave allowance and the school district will pay the difference in salary between his daily salary and any fee he is paid for jury duty.

G. Teachers shall be paid the difference between his daily salary and any fee he is paid as a witness only for appearance before administrative bodies or courts only if subpoenaed on behalf of the administration, or for court appearances involving litigation arising out of the teacher's employment where the teacher has been finally adjudged not guilty of culpable conduct in his employment and such other cases as the Board in its discretion shall decide. A teacher subpoenaed as a witness will be paid the difference between his daily salary and any fee he is paid as a witness.

A teacher subpoenaed as a witness in court cases not involving the school district, or its employees, will be paid the difference between their daily salary and any fee they receive as a witness.

ARTICLE XVIII

PROFESSIONAL LEAVE DAYS

A. The Board may grant professional leave days with pay, for members of the teaching staff to attend conferences and meeting to improve their competency in their teaching field. Teachers will submit requests for such leave in advance in writing and accompany their request with a meeting agenda when possible. Number of leaves granted may be limited by the Administration when necessary to assure reasonable distribution among the total staff within the approved budget.

B. One day may be granted for visitation to other school districts during the school year for the purpose of observation, evaluation and study of other school programs and activities.

Written application for such visitation is to be submitted to the principal at least one week in advance of the proposed visit. Such application shall describe the place and purpose of the visit and the potential value to the school district. All such requests are to receive final approval of the Superintendent.

C. The Board will approve a maximum of seven (7) days professional leave per year for Association activities at full pay. Five (5) additional days may be granted provided the Association reimburses the district for the full cost of the required substitute teachers. None of the above days shall be granted for meetings where the major topic is collective bargaining or for salary workshops. A written agenda or notification of the purpose of the meeting shall be provided before approval is granted.

All applications for such leaves must bear the approval of the Association president before presentation to the Superintendent.

The Board of Education accepts no responsibility for expenses incurred in attending such meetings.

ARTICLE XIX

PROFESSIONAL LEAVE

A. The Board will grant a leave of absence for professional growth for a maximum of one year without compensation, contingent upon the direct relationship of the professional growth plan of the applicant to his teaching position.

B. The conditions for the return of a teacher on professional leave will be mutually agreed upon before the Board grants the leave.

C. Professional leave shall count as time taught for salary schedule purposes only.

D. The Board will attempt to place the teacher returning from a professional leave in a teaching position for which the said teacher is qualified.

E. A teacher on professional leave must make written application for employment for the ensuing year by March 1st of the current year during the teacher's professional leave.

ARTICLE XX

MATERNITY LEAVE

A. Leave under this maternity clause is not considered as sick leave.

B. Expectant mothers shall request a leave of absence at least five months prior to the expected birth. Willful violation of this clause will cause termination of the contract.

C. A female teacher adopting a pre-school child may receive similar leave.

D. Leave will begin at the discretion of the administration and the teacher involved after the teacher has submitted her written request for maternity leave.

E. No salary will be received during the time of maternity leave. Schedule increment adjustments, salary and retirement credit are not allowed for such a leave.

F. No employee may be permitted to return in less than one calendar year from date of birth of child, except in cases of miscarriage or stillbirth. Exception to this provision can be made by mutual agreement of the teacher and the Board.

G. An employee on leave of absence for maternity leave who has made written application for reinstatement 90 days before the beginning of the second semester or 120 days prior to the beginning of

the first semester shall be reinstated, provided a vacancy exists for which this employee is qualified.

H. Upon application to return to work, the teacher must file a physician's statement verifying that return to full duties will not be injurious to the health of the teacher.

ARTICLE XXI

LEAVES OF ABSENCE

A. The Board may grant a leave of absence for personal reasons without compensation, for a period of up to one year.

B. Schedule increment adjustments and salary and retirement credit are not allowed for such a leave.

C. To be granted a leave of absence an employee must make written application through the Superintendent of Schools during the current school year. This request must be submitted prior to March 1st. Exceptional cases will be given special consideration, especially for programs based on financial aids, grants, or fellowships.

D. Employees on leave of absence must make written application for employment for the ensuing year by March 1st of the current year during his leave. The Board will attempt to place the person returning in an equivalent position to that which he left.

E. A leave of absence of up to one year may be granted to any teacher upon application to serve the Association, provided that the teacher has been elected to a state office. Upon return from such leave, such teachers shall be placed on the salary schedule in the same position as they would have been had they taught in the system during such period.

F. An employee returning from a leave of absence may be granted a second year's leave by mutual agreement of the teacher and the Board.

G. An employee who accepts full time employment with another school district while on leave of absence, will forfeit all rights and accrued privileges.

H. Leaves of absence will be granted up to one year to any teacher who joins the Peace Corps as a full time participant in any such a program. Such service will count as time taught for salary

schedule purposes only. The Board of Education will attempt to place the teacher in a position for which he is qualified on his return. Upon application by March 1st, the leave may be renewed for a second year of Peace Corps service.

I. 1. Any teacher who has left or leaves a teaching position other than a temporary teaching position, in any school district in Michigan in order to serve in any branch of the armed services of the United States and who upon termination of such services (1) receives an honorable discharge from the armed forces; (2) is still qualified and competent to perform the duties of such teaching position; and (3) makes application to said school district for reemployment within ninety (90) days after he is relieved from such military service shall be restored at the beginning of the semester or term following the application to such teaching position or to a position of like nature, seniority, status, and pay unless circumstances have so changed as to make it impossible or unreasonable to do so.

2. Any teacher who is restored to a position in accordance with the provisions of this act shall be considered as having been on leave of absence during his period of training and service in the military forces of the United States, shall be restored without loss of status or seniority, shall be entitled to participate in any benefits under the established rules and regulations of the school district and shall not be discharged from such position without cause within 1 year after such restoration.

J. A maximum of two years credit for purposes of applying the salary schedule will be granted for military service, whether as an initial employment credit or as credit earned during employment.

ARTICLE XXII

SABBATICAL LEAVE

Teachers may be granted a Sabbatical leave as provided in Section 572 of the School Code of 1955. Additional conditions are as follows:

A. Any professional employee who has served the school district, under contract, for seven (7) consecutive years or more, of satisfactory service as a full time employee may file an application for sabbatical leave.

B. The applicant must hold a Michigan Life or Permanent Certificate, and must hold a Master's Degree, or Bachelor's Degree.

C. No professional employee will be granted more than two (2) sabbatical leaves. A minimum of seven (7) years must elapse between the first and second leaves.

D. A sabbatical leave may be granted for not less than one or more than two full semesters. Granting of sabbatical leaves will be dependent upon the financial condition of the school district.

E. The applicant for leave shall file with the Board of Education an agreement that he will remain in the service of the Romeo Community Schools for at least two (2) years after the expiration of the leave.

An employee who does not return to the employ of the district shall refund, within 24 months, all compensation received while on leave, provided that for each year that the teacher does serve following the leave, the amount due would be reduced by one-half.

F. The compensation for the staff member on sabbatical leave shall be one-half of the base salary he would receive if on active status for the period in which the leave is effective, payable when other staff salaries are paid with appropriate deductions for retirement, F.I.C.A., and income tax, both federal and state, and his M.E.S.S.A. hospitalization insurance and Group Life Insurance; provided that the sabbatical leave salary may be adjusted should the recipient receive additional awards or grants in order that the employee should not receive more compensation than if he were not on leave.

G. Upon return from a sabbatical leave, the employee shall be entitled to advance to the next level of the salary schedule, provided all requirements of the sabbatical leave policy have been fulfilled satisfactorily in the judgment of the Superintendent.

H. A maximum of 1% of the total professional staff per year may be granted a sabbatical leave. This shall mean that no more than three semesters of leave shall be granted and that at no time shall more than two staff members be on leave.

I. Applications for a sabbatical leave must be filed in writing with the Superintendent of Schools by March 15 for leaves beginning with the first semester and by October 15 for leaves beginning the second semester.

J. Sabbatical leave is granted to professional personnel to permit them to improve their ability to render services to the Romeo

Community Schools. Therefore, sabbatical leaves may be granted for the following purposes:

1. For formal study in a program of recognized courses leading to an advanced degree, conducted by a recognized college or university in the United States or abroad. A minimum of 10 semester hours of credit must be carried each semester.
2. For individual research, study, or writing under the direct supervision of the school district.

K. The regular sick leave policy shall apply to an employee on sabbatical leave. It shall be the responsibility of the employee to promptly notify the Board of Education in case of illness or accident in order that such absence days may be recorded.

L. The professional employee on sabbatical leave shall not accept outside employment while on such leave, which will interfere with his planned program.

M. The employee on sabbatical leave shall file periodic reports with the Superintendent of Schools as follows:

- a. An initial report describing his plan for study.
- b. A mid-semester progress report.
- c. A final report at the end of each semester.

The employee may also be required to furnish such additional reports as the Superintendent deems reasonable and necessary to determine that the employee is fulfilling the agreements and requirements of the leave.

Should it be determined that the requirements are not being fulfilled or that the employee is dilatory in any respect, the entire sum paid to the employee by the Board will become immediately due and all future payments stopped.

N. All applications for a sabbatical leave will be considered on their merits as they relate to the potential benefits to the Romeo Community Schools. Consideration will be given to:

1. Previously approved sabbatical leave denied due to lack of funds or qualified replacement.
2. Potential benefit to the district.

3. Previous evidence of professional growth on the part of the employee.
4. Previous leave of absence.
5. Date of filing.
6. Years of service in the district.

O. Approval of a sabbatical leave will be contingent upon securing a qualified replacement for the period of the leave. Should the same person be approved for a second time after being denied a leave because of lack of replacement, this section shall not be applicable.

P. A sabbatical leave once granted may not be terminated before the date of expiration of the leave unless authorized by the Board of Education upon the request of the employee on leave and with the recommendation of the Superintendent.

Q. The above policy on sabbatical leave becomes effective with the signing of this contract. Requests for retroactive considerations will not be accepted.

- R. 1. A Sabbatical Leave Committee shall be established to:
- a. Review and evaluate applications.
 - b. Recommend candidates to the Superintendent based on considerations as outlined in this article.
2. The Committee shall consist of:
- a. One teacher from each level, Elementary, Junior High, and Senior High to be appointed by the Association.
 - b. One Elementary Principal and one Secondary Principal to be appointed by the Superintendent.
 - c. The Assistant Superintendent or his designate shall serve as chairman and secretary of the committee.
3. The Committee shall recommend no more than three candidates for any single leave. All applications may be rejected if not deemed acceptable.

4. All actions of the committee shall be passed by a minimum of four votes.
5. The Committee shall report their recommendations to the Superintendent within three weeks following the application deadline.
6. The Superintendent shall make his recommendation to the Board after giving the due consideration to the recommendations of the committee.

ARTICLE XXIII

PROFESSIONAL COMPENSATION

A. The salary schedule marked Appendix I shall be a part of this Agreement.

B. The salary schedule shall remain in effect during the term of this Agreement.

C. All teachers newly employed by the School District shall be given credit for prior teaching experience up to a maximum of eight (8) years. This provision shall apply to teachers hired for the 1969-70 school year. No retroactive payments will be considered.

D. The supplementary salary schedule marked Appendix II is a part of this Agreement and teachers so assigned shall be compensated as provided therein.

E. Assignment of teachers to supplementary duties shall be on the recommendation of the Administration and the approval of the Board of Education.

F. Teachers required, in the course of their employment, to move from one school to another, during the school day, shall receive reimbursement for the use of their personal automobile at the rate of ten (10¢) cents per mile upon filing and approval of monthly mileage reports.

G. Insurance

1. The Board agrees to pay the full cost of Blue Cross-Blue Shield Hospitalization plan presently in effect for each regular

full time certificated employee who chooses to enroll. Such coverage shall include either:

- a. the employee only,
- b. the employee and spouse, or
- c. the employee and spouse and eligible dependents.

The Board assumes no responsibility for the payment of charges for sponsored dependents assumed by the employee.

NOTE: Employees may elect to carry their hospitalization coverage with the Michigan Education Special Services Association. In that event, the Board will pay up to an amount equivalent to that due under Blue Cross-Blue Shield rates for the same employee - dependent classification.

2. Employees not electing to be covered by hospital - medical - surgical programs noted above will be offered Group Life Insurance coverage of \$10,000.00, payable to their designated beneficiary upon death.

3. All employees in the bargaining unit will be offered Group Life Insurance coverage of \$4,000.00, payable to their designated beneficiary upon death.

NOTE: In all items above, the provisions of the group policy and the rules and regulations of the carrier will govern as to the commencement and duration of benefits, nature and amount of benefits and all other aspects of coverage.

H. Retirement Benefits

Teachers retiring from service with the Romeo Community Schools shall receive a retirement benefit of twenty-five (\$25.00) dollars for year of service over ten (10) years in the Romeo Community School District, provided that notice of intent to retire must be filed in writing at least six (6) months in advance of the proposed retirement date.

Such benefit shall be paid only once to an employee. Should a teacher return to employment after such payment, at her own request, or at the request of the Board of Education, he will not be eligible for further payments of this benefit.

ARTICLE XXIV

DEPARTMENT HEADS

The teachers in any department in the elementary or secondary schools, at their option, may each year select a department chairman. Final selection must have the approval of the administration. In the event that the teachers' selection is not acceptable to the administration, the selection process may be repeated until the person selected has administration approval. Such chairmen shall not be considered supervisory employees. Duties shall consist of making recommendations regarding curriculum matters between the teachers and the administration.

ARTICLE XXV

TEACHER INSTITUTE DAYS

All teachers represented in the bargaining unit are expected to attend the institute days authorized by the State the same as any regular school day.

ARTICLE XXVI

SCHOOL CALENDAR

The school calendar, marked Appendix III shall be incorporated into and shall become a part of this contract.

ARTICLE XXVII

PROFESSIONAL RELATIONS COMMITTEE

The Association will establish a Professional Relations Committee which will meet once each month during the school year with designated representatives of the Board to discuss and study matters of mutual interest and advantage concerning the Romeo Community Schools which fall outside of the provisions of this contract.

The purpose of these meetings shall be to provide a means whereby:

- A. A high level of mutual understanding may be maintained.
- B. Information may be exchanged.
- C. Matters pertaining to the general welfare of the district may be discussed.

ARTICLE XXVIII

CONTRACT DURATION

- A. The term of this contract shall be for one (1) year beginning on July 1, 1969 and expiring on June 30, 1970.
- B. One hundred fifty (150) days prior to the expiration of this Agreement, upon request of either party, negotiations will be undertaken for an agreement covering the 1970-71 school year.

ARTICLE XXIX

MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed

valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

E. Copies of this Agreement shall be produced at the expense of the Board and presented to all teachers now employed or hereafter employed.

F. The Board and the Association agree to form a committee to draft a model contract which shall include a grievance procedure terminating in binding arbitration for the year 1970-71.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year written below:

BOARD OF EDUCATION
ROMEO COMMUNITY SCHOOLS
COUNTIES OF MACOMB AND OAKLAND,
MICHIGAN

ROMEO EDUCATION ASSOCIATION

By: _____
President

By: _____
President

By: _____
Secretary

By: _____

DATE: June , 1969

DATE: June , 1969

APPENDIX I

SALARY SCHEDULE
1969-70

| <u>Experience</u> | <u>Bachelors Degree</u> | <u>Masters Degree</u> | <u>Education Specialist Degree</u> |
|-------------------|-------------------------|-----------------------|------------------------------------|
| 0 | \$ 7300 | \$ 7900 | |
| 1 | 7555 | 8200 | |
| 2 | 7820 | 8510 | \$ 9410 |
| 3 | 8100 | 8840 | 9740 |
| 4 | 8395 | 9190 | 10,090 |
| 5 | 8705 | 9560 | 10,460 |
| 6 | 9035 | 9950 | 10,850 |
| 7 | 9385 | 10,360 | 11,260 |
| 8 | 9755 | 10,790 | 11,690 |
| 9 | 10,145 | 11,240 | 12,140 |
| 10 | 10,560 | 11,710 | 12,610 |
| 11 | 11,300 | 12,450 | 13,350 |

BACHELORS DEGREE - All teachers possessing a baccalaureate degree from an accredited college or university and holding a Michigan teaching certificate or permit shall be placed on the Bachelors Degree Schedule.

MASTERS DEGREE - All teachers possessing a Master's Degree from an accredited college or university and holding a Michigan teaching certificate or permit shall be placed on the Masters Degree Schedule.

EDUCATION SPECIALIST DEGREE - All teachers holding a Michigan Teaching Certificate and an Educational Specialist Degree shall be placed on the Educational Specialist Degree Schedule. *Credit may be given for thirty (30) hours beyond the Masters Degree even though the Specialists Degree has not been granted provided the employee is enrolling in a program leading to, and making satisfactory progress toward a Doctors degree.

NOTE: Teachers working in the field of Special Education shall receive an additional annual compensation of \$500 above the basic salary schedule.

Teachers who can present transcripts indicating academic advancement beyond the Bachelors Degree shall be entitled to an increase in salary as per the following schedule. Such transcripts must be presented by October 15 of the current school year to be eligible for salary increase during the current year. Hours submitted must be applicable toward a Master's Degree or Educational Specialist's Degree.

After obtaining a total of:

Salary Increase:

20 Semester Hours
25 Semester Hours
Degree

\$200
\$300
Advance to eligible step
on new degree schedule.

Credit will be given for outside experience according to the contract. No half-year credits will be allowed after the date of this agreement excepting one-half year credits earned in the employ of the Romeo Community Schools. One-half year credit earned in Romeo shall be granted as a full year.

Teachers may elect to receive their salary on one of three plans as follows:

- a. 26 equal payments including checks during July and August.
- b. 21 equal payments
- c. 21 payments with the twenty-first check including the payments otherwise received in July and August.

Such election must be made by September 5, 1969. Election may not be changed after that date. Employees not filing a slip indicating their preference by September 5, 1969 will be paid twenty-six payments.

APPENDIX II
SUPPLEMENTARY PAY SCHEDULE
 1969-70

SENIOR HIGH SCHOOL

| | |
|-----------------------------------|------|
| Band | 5% |
| Vocal Music | 2.5% |
| Sophomore Class Sponsor | 1% |
| Junior Class Sponsor | 2% |
| Senior Class Sponsor | 2% |
| Debate | 5% |
| Dramatics - Junior/Senior Play | 1% |
| Dramatics - Junior/Senior Musical | 1.5% |
| Athletic Director | 11% |
| Varsity Football Coach | 10% |
| Assistant Varsity Football | 7% |
| Reserve Football Coach | 7.5% |
| Assistant Reserve Football | 5% |
| Varsity Basketball | 10% |
| Reserve Basketball | 7% |
| Track, Head Coach | 7% |
| Track, Ass't Coach | 5% |
| Baseball, Varsity | 7% |
| Baseball, Junior Varsity | 5% |
| Golf | 5% |
| Intramural Athletics (Basketball) | 1.5% |
| Girl's Athletics | 2% |
| Student Council | 2% |
| Wrestling | 5% |
| Cross Country | 5% |
| Cheer Leader Sponsor | 2% |

JUNIOR HIGH SCHOOL

| | |
|---|------|
| Band | 4% |
| Vocal Music | 1.5% |
| 9th Grade Basketball Coach | 7% |
| 9th Grade Football Coach | 7% |
| Assistant Football Coach | 5% |
| 9th Grade Baseball | 5% |
| 7th & 8th Grade Intramural Sports (Basketball, Bowling) | 2% |
| 9th Grade Track | 5% |
| Girls' Athletics (GAA) | 2% |
| Junior High Yearbook | 1.5% |
| Cheer Leader Sponsor | 2% |

ELEMENTARY SCHOOLS

| | |
|---------------|----|
| Safety Patrol | 2% |
| Service Squad | 2% |

SPECIAL ASSIGNMENT RATES

| | |
|-----------------|-----------------|
| Driver Training | \$6.00 per hour |
|-----------------|-----------------|

NOTE:

Rates for federally sponsored summer programs will be fixed at the time of the program approval.

A. Payment Schedule

1. Duties that are assumed for a full year will be paid twice. The first pay, which will be for half, will be in the first check after the end of the first semester. The second check for the remaining half will be paid on the second pay in June. This also includes Driver Training.
 2. Those people assigned to Yearbook duties will be paid on the second pay in June.
 3. Debate coaches will be paid in the same way as other yearly duties.
 4. Those persons who are assigned for plays or like productions will be paid on the same basis as other yearly duties.
 5. Coaches:
 - a. Football coaches will be paid the first pay in December.
 - b. Basketball coaches will be paid in full the first pay in April.
 - c. Baseball, track and golf coaches will be paid the second pay in June.
 6. The percent payment schedules shall be based on the years of experience on the Bachelors salary schedule. Credit for experience will be allowed for the number of years of experience actually acquired in the supplemental assignment. Credit for previous outside coaching experience shall be allowed up to a maximum of eight years.
- B. The two hundred dollar payment for the teacher in charge of the yearbook shall not be allowed during the 1969-70 contract year, nor shall it be a subject of negotiation unless requested by the Board of Education.

APPENDIX III
CALENDAR 1969-70

| | | |
|-----------|-------------|--|
| Monday | September 1 | Labor Day - Legal Holiday |
| Tuesday | September 2 | General Meetings - District, Grade Level & Department and Building. |
| Wednesday | September 3 | Registration and Parent Conferences, Elementary, Half Day Schedule, Junior and Senior High School. |
| Thursday | September 4 | Classes Begin - All Students. |
| Thursday | October 16 | State Teachers Institute. No School. |
| Friday | October 17 | Regular School Day. |
| Wednesday | November 26 | Close at end of day for Thanksgiving vacation. |
| Thursday | November 27 | Thanksgiving Day. |
| Monday | December 1 | School Reopens. |
| Friday | December 19 | Close at end of Day for Christmas Vacation. |
| Thursday | December 25 | Christmas Day. |
| Thursday | January 1 | New Years Day. |
| Monday | January 5 | School Reopens. |
| Thursday | January 22 | End of first semester for students. |
| Friday | January 23 | Record and Report Day. |
| Monday | January 26 | Second Semester Begins. |
| Thursday | March 26 | Close at end of day for Easter Vacation. |
| Friday | March 27 | Good Friday. |
| Sunday | March 29 | Easter Sunday. |
| Monday | April 6 | School Reopens. |
| Saturday | May 30 | Memorial Day. |
| Thursday | June 11 | Last day for all students. Dismiss early afternoon. |
| Friday | June 12 | Record and Report Day. End of Second Semester. |

At least four early dismissal dates will be established by the Board for curriculum workshop purposes.

At the end of each semester, kindergarten teachers shall have an additional 1/2 day without students to prepare reports and evaluations.

Level 1
Level 2
Level 3

APPENDIX IV

ROMEIO COMMUNITY SCHOOLS
ROMEIO EDUCATION ASSOCIATION

Notice of Grievance

Name of Grievant (s) _____

Building Assignment _____

Principal (s) _____

1. Grievance (Give facts describing alleged grievance)

2. Date or dates of alleged violation _____

3. Agreements Violated: (Describe by Article, section or sub-section that part of Master Agreement alleged to have been violated.) _____

4. Relief requested: (Outline the action you believe should be taken to rectify the alleged violation.)

Signature of Grievant (s) _____

Date Filed _____

ASSOCIATION ENDORSEMENT - LEVEL TWO

The Association Grievance Committee has reviewed the above stated grievances and:

- Agrees that the contract has been violated.
- Finds no contract violation.
- Forwards with no recommendations.

Signed _____
Association Secretary

Date _____