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**MASTER AGREEMENT**

**BETWEEN**

Michigan State University  
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**ROMULUS EDUCATION ASSOCIATION**

**AND**

**ROMULUS COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

**1973 - 1975**

*Romulus Community  
Schools*

*36540 Grant Rd.*

*Romulus, Mich.*

*48174*

*Romulus  
Community Schools*

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MASTER AGREEMENT BETWEEN THE  
ROMULUS EDUCATION ASSOCIATION  
AND  
ROMULUS COMMUNITY SCHOOLS BOARD OF EDUCATION

This Agreement entered into this 24th day of September, 1973, by and between the Board of Education of the Romulus Community Schools, Romulus, Michigan, which together with its designated representatives, hereinafter called the "Board", and the Romulus Education Association, hereinafter called the "Association".

PREAMBLE

The Board of Education of the Romulus Community Schools and Romulus Education Association recognize that the development and operation of educational programs of the highest quality, for the benefit of the students and the community of Romulus, are a common responsibility which requires, for its effective discharge, consultation among the Board and/or its designees and members of the teaching staff speaking through their elected representatives. Since both groups have the same ultimate aim of providing the best possible educational opportunity for all pupils enrolled in the schools consistent with community resources, relationships must be established and maintained which are based upon this common interest and the concept of education as a public trust and as a professional calling.

WITNESSETH

Whereas the Board and the Association, following negotiations, have reached certain agreements with respect to hours, wages, terms and conditions of employment, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of Michigan, 1965, for certified teaching personnel for purposes of collective bargaining in respect to rates of pay, wages, hours, terms and other conditions of employment.

B. The term "teacher" when used hereinafter in this Master Agreement shall mean all "certified teaching personnel" as herein defined. The following teacher personnel of Romulus Community Schools comprise this unit: personnel on tenure, probationary, on per diem appointments (classroom teachers, itinerant teachers, permanent substitute teachers, guidance counselors, librarians, social workers, department heads, supervising or critic teachers, attendance counselors, nurses and including teachers for children with physical, social and emotional handicaps) employed by the Board, but excluding the following personnel: superintendent, assistant superintendent, principals, assistant principals, coordinator of Federal and State programs, director

of business affairs, administrative assistant, athletic director, diagnosticians, daily substitutes, and such other supervisory or administrative personnel who may be hired or appointed during the term of this Agreement.

C. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent the Board or its designated representatives from meeting with any teacher or groups of teachers for the purpose of hearing and discussing their views, provided that the Board will not engage in collective bargaining with any group other than the Romulus Education Association. The rights granted herein to the Association shall not be granted or extended to any competing labor organization.

## ARTICLE II

### BOARD RIGHTS AND RESPONSIBILITIES

A. Except as modified by the specific terms of this Master Agreement the Board retains all rights and powers to manage the Romulus Community Schools, and to direct its employees through its administrative personnel. The exercise of the following powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations in furtherance thereof, the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement. The association recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and included in these responsibilities to manage the Public School System, the right to:

1. To execute management and administrative control of the school system and its properties and facilities, and the school activities of its employees during the employee working hours:

2. To hire all employees and subject to the provisions of law, to evaluate and determine their qualifications and conditions for their employment and their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees. In emergency situations, the Board may waive the degree requirements: employment shall comply with state certification code.

3. To approve and establish levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students.

4. To approve and provide the selection of textbooks, teaching materials and aids necessary for an adequate instructional program and have the foregoing available by the opening of school under normal circumstances.

5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers subject to the express provisions of this Agreement.

6. To reprimand or discipline employees.

B. The Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of classroom, professional, personal demeanor and academic freedom. The Board will report to the offending teacher and to the Association willful infraction of policies, rules and regulations as set forth in this Agreement.

C. It is the responsibility of the Board to maintain a list of substitute teachers and arrange for substitution when teachers are absent. Teachers will be provided with a telephone number which they may call if they are not available for work on any specific day or any period of time.

D. The Board prior to November 1, shall provide each school and the Association with a statement of Board Policies pertaining to teaching situations placed in a notebook filed in the teacher's lounge. Furthermore, the Board shall place into this notebook new policies within thirty (30) days of their effectiveness.

### ARTICLE III

#### TEACHER AND ASSOCIATION RIGHTS

A. Nothing contained herein shall be construed to deny or restrict a teacher's rights under the Michigan General School Laws, Michigan Tenure Law or other applicable laws and regulations.

B. Building and Equipment Use:

1. The Board grants the Association the right to reasonable use of school premises for its professional and business meetings on the same basis as other civic organizations or groups. The request should be made in writing by the Association and approved by the building principal and/or the Superintendent or his designee. The Association agrees to pay any overtime costs for use of special facilities which may be incurred by the Association in connection with building use.

2. The Association President, Vice President, Secretary and Treasurer may use school equipment, such as typewriters, duplicating machines, and adding machines in the building where he or she is assigned.

a. All uses of the above listed equipment will be at reasonable times when the equipment is not being utilized.

b. Request for such use shall be made to the building principal.

c. All materials and supplies are to be furnished by the Association.

d. The Association shall be responsible for damage to such equipment caused by its use, and agrees to pay the reasonable cost of repairs.

C. The Association may use the School District mail service and teacher mailboxes for its business and social events announcements. Such announcements shall contain the signature of an Association official and the Board assumes no responsibility for the content of any announcements or bulletins. The Association may post its social and business announcements on an adequate portion of the faculty bulletin board in the building lounges.

D. The teacher is hereby granted the privilege of the following payroll deductions: Annual association dues including the annual dues of the Michigan Education Association and National Education, credit union, hospitalization, annuities, and charity donations. The signed statements of all teachers who desire payroll dues deducted for the first semester shall be presented to the Board business office by September 20. Additional staff hired during the year shall have a thirty (30) day option for payroll deduction. The Association shall at least thirty (30) days prior to the beginning of each school year give written notification to the business office of the amount of its dues and those of the M.E.A. and N.E.A. which are to be deducted that school year. The business offices will deduct 1/20 of the total of such annual dues from the employees' paycheck in twenty (20) equal installments from the regular salary check each pay period for twenty (20) pay periods commencing with the second payroll in September and will remit amount withheld to the Association monthly. The bookkeeping office will provide the Association with a payroll deduction membership list each semester. The Association shall indemnify and save harmless the Board against and from any and all claims, demands, suits or other forms of liability which may arise out of reason of action taken by the Board for the purpose of complying with this Article.

E. Any teacher who is not a member in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties shall as a condition of employment pay a fee to the Association an amount equal to membership dues payable to the R.E.A., M.E.A., and the N.E.A., provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided in paragraph D of this Article, this being certified by the R.E.A., as the reasonable cost of representation.

1. In the event that a teacher covered by Section E above does not join the Association or tender his service charge to the Association, either directly or through a voluntary deduction authorization, as provided above, by the thirtieth (30th) day as required, such teacher shall be terminated in conformance with the Michigan Tenure of Teachers Act; provided the Association has complied with the following:

a. Fulfillment of its fiduciary obligations by sending written notice to the teacher that he has an obligation to tender dues or service charge, the reasonable date for such obligation, the amount of such tender, and to whom such tender is to be made. A copy of such notice must be sent to the Board.

b. Fulfillment of its responsibility by sending written notice to the teacher (copy to the Board) that he has not fulfilled his obligations by

the requisite date or reasonable period of time thereafter, and that a request for his termination was being made to the Board.

c. By stating in the request for termination that such request is in conformance with the provisions of this Article, that the teacher has not complied with his obligations; that it is an official request of the Association.

2. As a condition of the effectiveness of this Section, the Association agrees to indemnify and save the Board, harmless against any and all claims, demands, costs, suits or other forms of liability and all court or administrative agency costs that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this Article.

F. The elected officers and building representatives of the Association and its affiliates shall be recognized by the individual school administrators as the official representatives of the Association. The Association shall provide the Superintendent with the names of the elected officers and representatives by October 1. Elected officers and other duly authorized representatives of the Association and/or their affiliates shall announce their presence in each school building to the principal whenever they visit the building on Association business.

G. The regular Association activities of the building representative in his respective building shall not be limited during working hours provided such activities do not interfere with the teaching responsibilities of said representative and provided that such meetings do not interfere with the responsibilities of the teacher.

H. It is agreed that all personal mail will be delivered to the teacher unopened provided it is addressed in such manner so as to make sure the addressee is identifiable.

I. In the interest of quality education and protection of the students, no additional assignments above the normal schedule shall be given without the mutual consent of the teacher. All qualified tenure teachers in the department shall be contacted concerning the additional assignment. If there is no qualified tenure teacher in the department who has consented, probationary teachers in the department can be offered said assignment. Other teachers in the building may be contacted after the foregoing procedure has been followed. Compensation for this additional assignment is covered in Appendix C.

1. Methods for selecting teachers from the staff of the Junior and Senior High Schools on an hourly basis;

a. Tenure teachers from within the department, or subject area.

b. Non-tenure teachers from within the department, or subject area.

c. Tenure teachers from without the department, or subject area.

d. Non-tenure teachers from without the department, or subject area.

J. The Board recognizes the Association's contribution in the development and implementation of the best possible educational program for the school children of Romulus. It, therefore, will provide opportunities for the Association to meet and/or consult with the Board, or its designees, for a full and free exchange of information on fiscal matters and buildings, opinion or advice, in the promotion of education improvements, including such items as texts, and other teaching aids and equipment which are the tools of the teaching profession. The Board will consider all recommendations made by its representatives and/or the Association.

K. The Board will allow reasonable expenses, as determined by the Superintendent as are incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the Superintendent. The Superintendent will consider additional requests for attendance of conferences on non-school days.

L. The Board, upon written notice, will supply the Association officers all public records, old and newly adopted policies of the Romulus Community Schools, excluding personnel confidential records. Upon request to the Personnel Director, teachers may also review files, and they may submit comments to be included in their personnel files.

M. A teacher is entitled to have a representative of the association from his building present when being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance or the Association President, if available.

#### ARTICLE IV

##### TEACHER RESPONSIBILITIES

A. The Association or individual teachers agree it is neither their function nor their right to assume administrative responsibilities. No supervisory responsibilities shall be delegated to any teacher without his consent and compensation. The teacher agrees to uphold the policies, rules and regulations of the Board as set forth in this Agreement.

B. It is the responsibility of each teacher to continually improve his teaching abilities. In addition, it is the responsibility of the Association and each individual teacher, as well as the Board of Education, to provide the highest quality educational program possible for every boy and girl in the school district.

C. When a teacher is unable to be in school on any given day, it is

the responsibility of the teacher to notify the Board answering service no later than 6:30 a.m. of the date the teacher is unavailable in order that arrangements for a substitute may be made. In addition, teachers who have been absent two (2) consecutive days should notify the Board operator as to the day of their return so that substitutes may be dismissed or assigned elsewhere. Such call shall be made to the Board answering service no later than 6:30 a.m. of the date of return. Failure to so notify the Board of such return will result in a forfeiture of compensation in the amount paid the substitute which was otherwise due the teacher, except in extenuating circumstances.

D. In order to provide continuing health protection for students and other school personnel, it shall be the policy of the Romulus Community Schools that:

1. Upon initial employment, each employee shall provide by certification of his private physician evidence of such state of physical and mental health that he is able to attend to his assigned duties without undue absence during the ensuing year, statement to be on file in Personnel Office before teacher is placed on payroll.

2. In compliance with the State Administrative Code rules and regulations to control the spread of tuberculosis, all full or part time employees shall take an examination and file a statement of freedom from communicable tuberculosis. The statement of initial examination as a condition of employment, and the annual re-examination must be filed with the employing agency within fourteen (14) days of regular school session each school year.

Failure to comply will result in notification to the State Department of Public Health.

E. Evidence of proper certification must be on file in the Personnel Office before a teacher is placed on the payroll.

## ARTICLE V

### TEACHING HOURS AND WORKING CONDITIONS

It is recognized that the primary duties and responsibilities of the teacher are to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end. These duties are professional duties and therefore difficult to express in terms of a fixed number of hours per day or week. A teacher fulfilling his task will exceed these minimums by participation in professional and curriculum improvement committees, self-improvement classes and to continue supervision of approved extra-class activities by mutual consent of teacher and administrator.

The following schedules are hereby adopted:

A. Normal Workday

1. The normal workday for classroom teachers and other teachers on the classroom teachers salary schedule is as follows:

- |                |             |
|----------------|-------------|
| a. Elementary  | 8:30 - 3:45 |
| b. Junior High | 7:45 - 3:00 |
| c. Senior High | 7:45 - 3:00 |

In elementary schools, assigned teachers are to remain until the last regular school bus has left.

Teachers repeatedly reporting to work and/or classrooms late or leaving early are subject to proportionate pay deductions or disciplinary action.

Variance from the above time schedules may be prearranged with or by an appropriate administrator.

2. Lunch Periods

a. All teachers' duty free lunch periods will be a minimum of thirty (30) minutes each day.

b. The Board shall furnish personnel to supervise the lunch time activities at each elementary school.

c. The number of lunch periods in the respective building will be determined by student population and at the discretion of the Board of Education.

3. The management of students before, during, and immediately after the normal work day is an integral part of every teachers' duty and they will take effective action to promote conditions in school buildings and on school property which are conducive to good discipline. Reasonable support shall be given by the principal to the teachers in disciplinary matters consistent with Board Policy.

4. The teachers in the elementary schools recognize that recess is a necessary part of the educational program for this age group and they will be readily on hand to supervise the activities of all children at all required recesses and to assume duties that are assigned in a reasonable and non-discriminatory manner. Therefore, the Board shall provide for five (5) one-half (1/2) hour recesses per week; four (4) of these to be supervised by personnel furnished by the Board under the provisions of A2b above. The fifth (5th) shall be at the option of the teacher and supervised by said teacher.

5. Secondary Teaching Day

- a. Senior High - 6 periods per day of 55 minutes.

b. Junior High - 6 periods, or equivalent, per day.

c. It shall be the duty of each teacher to supervise his classroom for the full teaching period unless excused by the principal or in case of a dire emergency.

6. Teacher Preparation and Consultation Periods:

a. Senior High: One preparation/consultation period consisting of one (1) class period daily.

b. Junior High: One preparation/consultation period consisting of one (1) class period daily.

c. Elementary: For grades one through six, five (5) hours per week of preparation/consultation time will be provided. No preparation or consultation period shall be less than thirty minutes in duration nor more than ninety minutes in duration. Kindergarten teachers shall also have five (5) hours preparation/consultation time per week. In emergency situations (no substitute personnel) teachers will be paid at the substitute rate.

d. Special Services: Preparation/consultation periods determined by assignment and shall not be less than five (5) hours per week.

e. Elementary school scheduling of special service classes will insure that elementary teachers will be able to utilize their full preparation, consultation periods and duty free lunch periods.

7. Teachers may be required to attend two Wednesday staff meetings. The meetings may be either for total staff, department or grade level and shall not last over one hour beyond the normal work day. Attendance will be required and failure to attend may result in appropriate salary reduction.

a. Third Wednesday afternoon of each month - building meeting.

b.1. Second Wednesday afternoon of each month - subject, grade level at elementary schools.

2. Department meetings at intermediate, secondary and district level.

c. One general staff meeting per year at the discretion of the Superintendent of Schools.

8. The Board and Association encourage active participation in PTA affairs and other educational and community meetings as part of the teachers' professional responsibility.

9. The first Wednesday afternoon of each month is reserved for Association meetings after working hours.

10. Teachers assigned to Special Services will be granted the same privileges of duty free lunch period and preparation/consultation periods as other teachers in the school system. The normal work day shall comply with that of other elementary and/or secondary teachers. Variations of the work schedule would be by mutual consent of teachers and Special Services Director. Overtime required by the Board would be compensated for at regular substitute rate of pay.

a. Special service personnel shall be provided with a locked storage area within a school building.

b. Special service personnel may request of their immediate supervisor rescheduling of classes one (1) week in advance in advance in order to conduct rehearsals for annual programs.

c. Special service personnel shall receive a maximum of six (6) evaluations per year.

11. All teachers are encouraged to have daily written lesson plans (teachers not furnishing lesson plans for substitutes will be subject to discipline.)

#### B. Teaching Load

It is recognized by the Board and the local Association that the pupil-teacher ratio is an important aspect of an effective program. Therefore, they agree that every effort will be made to keep class size at an acceptable number--taking into consideration the building and classroom facilities available, and the best interest of the District as deemed administratively feasible. The Board and the R.E.A. agree that a recommended class size for grades K, 1 and 2 is twenty-five (25), 3 and 4, twenty-eight (28), 5 and 6, thirty (30) are desirable goals for the Romulus Community School District. It is further agreed that split-level classes at the elementary level are undesirable and will only be utilized at times of abnormal circumstances.

1. The Board and the R.E.A. agree that in every classroom specially designed for teaching a particular subject, such as typing, industrial art classes, etc. which have standard student stations, the class size shall not exceed the number of stations. A work station shall be defined as that area which provides adequate working space necessary to allow a student to fulfill the requirements of the class.

2. The Board and the R.E.A. agree that for grades kindergarten through 3, the maximum class size for any class in the District shall be 35 students.

3. The Board and the R.E.A. agree that for grades 4 and above for all normal academic classes (other than chorus, physical education, music, art, etc.), the maximum class size will be 35 students in any class in the District. In emergency situations, the superintendent may exceed this maximum of 35 by first designating an

emergency, then the class size may raise by a factor of .1 x 35. No class shall exceed 38 except by mutual consent between the teacher and administrator.

4. The ratio of students to counselors in the senior high school shall normally be 400-1. (North Central criteria to serve as minimum.)

C. Teaching Conditions

The parties recognize that the availability of satisfactory school classrooms and facilities for both student and teacher is necessary to insure the high calibre of education that is the goal of both teachers and the Board.

D. Department Chairman

1. Designation: There shall be one (1) Department Chairman for each of the following subject area groupings at the Senior High School:

- a. Science
- b. Mathematics
- c. English-Languages
- d. Social Studies
- e. Business
- f. Physical Education

There shall be one (1) Department Chairman for each of the following area groupings at the Junior High School:

- a. Science
- b. Mathematics
- c. 7th Grade English, Social Studies and Languages
- d. 8th Grade English, Social Studies and Languages

There shall be one (1) Department Chairman for each of the combined subject area groupings at the Junior and Senior High Schools:

- a. Home Economics, Commercial Foods and Cosmetology
- b. Industrial Arts

There shall be one (1) Department Chairman for each of the combined subject area groupings in the school district:

- a. Music Education
- b. Art Education

2. Selection:

a. Department Chairmen shall be selected by principals with final approval reserved by the Board.

b. The Board and the Association agree that the position of Department Chairman should be filled by the best qualified applicant, all qualifications being equal. The applicant who meets the following will receive priority consideration:

1. Experience in the School District will be considered.
2. Teacher who has a Major in the designated department and/or subject area grouping.

c. Teachers wishing to apply for the position of Department Chairman shall do so in writing outlining their qualifications for the position.

d. Principal shall post in his building, on the faculty bulletin board, that the position is available and request that interested teachers apply. Such notice shall include required qualifications.

e. Qualifications for position of Department Chairman shall be as uniform as possible throughout the District.

3. Duties:

a. To exercise professional leadership in the establishment of courses of study for each department.

b. To serve as chairman for all department meetings. Reports of these meetings to be submitted to the principal.

c. To exercise leadership in determining equipment and supplies needed for each department.

1. Each department chairman will maintain a textbook, equipment and materials inventory for his department.

2. He will be responsible for the preparation of a budget for his department for submission to his principal.

d. To screen and submit to the principal for approval all requisitions and transportation requests from members of his department.

e. To aid in the process of providing substitutes through the Substitute Office and to assist in the orientation of substitutes within the department.

f. To hold at least one (1) department meeting per month and attend monthly department chairman meetings held by the principal.

g. To read professionally to keep abreast of new methods and techniques as they are related to his department.

h. To be responsible for building and/or district-wide educational exhibits such as displays and programs.

i. To assist in the development of a school budget.

j. Department heads should be available for consultation with department members by appointment for a minimum of 30 minutes daily after the teacher's normal work day.

k. To notify department members of time, date, and place of monthly meetings.

4. Compensation:

The compensation for Department Chairman shall be at the percentage rate listed in Appendix D which is attached to and incorporated into this Agreement.

E. Facilities

1. The Board will provide a secure storage area for personal belongings, instructional materials and supplies, provided that the Board shall not be the insurer of the teachers' personal belongings and assumes no liability for same.

2. The Board will provide in every school a teacher work area containing adequate equipment, supplies and facilities to aid in planning and preparation, including a minimum of one typewriter and duplicating machine.

3. An appropriately furnished room to be used as a faculty lounge. This room shall be in addition to the aforementioned teacher work area. Schools without cafeterias shall have cooking facilities, storage and refrigeration in either the dining or lounge area. The Board will allow the Association to arrange for the installation of refreshment facilities in the various teachers' lounges.

4. Well-lighted, heated, ventilated and clean teacher restrooms.

5. The Board will make every effort to provide convenient telephones for teachers which shall include installation of non-pay telephones in the teacher lounges in all elementary schools and junior high. The Board will pay installation costs and basic monthly charges; the Association will pay any additional monthly charges.

6. Where parking facilities for teachers are not considered adequate, the Board will continue to improve such facilities.

F. Assignments, Transfers

Teachers' assignments, transfers and promotions shall be made without regard to age, race, creed, color, religion, nationality, sex or marital status.

The statements in this section apply to the teaching positions as covered by probationary and tenure contracts.

1. Assignments

a. Assignments shall be made at the discretion of the Administration and within the areas of teaching competence, teaching certificate, or their major or minor fields of study, except temporarily and for good cause; the latter being by mutual consent between teacher and administration.

b. Teachers shall be notified in writing of any changes in their programs and schedules for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes or assignments that they will have, and under normal circumstances not later than June 1. In the event of a change in circumstances or conditions during the months of May through August (e.g., resignations) such assignments may be changed by mutual consent whenever it is possible to contact the staff member.

c. No regularly assigned teacher shall be used as a substitute teacher except with mutual consent.

d. In arranging schedules for teachers who are assigned to more than one school inter-school travel will be limited to a minimum. Such assignments may be changed by mutual consent whenever possible. The final decision in any such schedule shall rest with the Assistant Superintendent.

e. Teachers who are assigned to more than one building on a daily basis and are thus required to travel between schools will be assigned a maximum workload of five (5) hours of assignments per day including travel time.

2. Transfers

a. Each year prior to May 1, teachers may request transfer to another school for the ensuing school year commencing the following September. The teacher shall make such request in writing, set forth the reasons for the transfer, and outline his qualifications for the position, if different from the positions he currently holds. The Board representative will notify the teacher to arrange an interview for the teacher with the principal of the school to which the teacher desires transfer. With the recommendation of the new principal and upon the approval of the Superintendent or his designee the transfer may be consummated.

b. Notice of action shall be given to the teacher as soon as practicable and under normal circumstances not later than June 1.

### 3. Vacancies and New Positions

a. Teaching vacancies and new teaching positions shall be publicized in the following manner; during the year, by sending notice to each R.E.A. building representative and President of the Association; during the summer by sending a notice to each appropriate teacher by mail except after August 10.

b. Teachers who desire to apply for such vacancies shall file their application in writing with the Personnel Office within the time limit specified in the notice.

c. Such vacancies shall be filled on the basis of qualifications for the vacant post.

### 4. Promotions

The statements in this section apply to supervisory and administrative positions.

a. The Board and the Association subscribe to the principle and practice of promotion from within the school system.

b. Posting of promotional vacancy notices within and outside the district shall clearly set forth the qualifications for the position.

c. The position shall be filled by the best qualified applicant, all qualifications being equal, the applicant from within the district will receive priority consideration.

### 5. Reduction of Staff

A teacher's seniority date shall be the date of hire by formal action of the Board. Teachers will be laid off in the following order:

a. Teachers on ninety (90) day or temporary certificates will be laid off before all others.

b. Probationary teachers will be laid off on a last in-first out seniority basis, except that the Board may pass over for lay-off any teacher, who because of specialized certification, cannot be replaced in established programs.

c. Tenure teacher lay-off will be based on length of service to the district and qualifications required of remaining assignments in the district. Qualifications shall be determined by major and minor fields of study, areas of certification, and additional educational preparation. Those teachers with least seniority shall be considered for lay-off first.

d. In the event of lay-off the Board will institute a recall procedure which, when implemented, will insure teachers that they will be recalled in the reverse order of lay-off.

## ARTICLE VI

### LEAVE POLICY

A. The following shall constitute the policy governing leaves of absence granted to teaching personnel. It shall be the policy of the School District to grant leaves of absence for the following reasons: HEALTH, MATERNITY, STUDY OR TRAVEL, MILITARY SERVICE, PEACE CORP, TEACHER CORP, EXCHANGE TEACHER PROGRAM AND SABBATICAL. It is expected that such leaves will be arranged for in advance except in case of emergency. All leaves of absence with the exception of those granted for Military Service, shall be subject to the following provisions:

1. Eligibility for a leave of absence other than health requires a minimum of two (2) years employment by the School District immediately prior to such leave of absence.

2. An extension of a leave of absence, or a second leave of absence, may be granted upon the recommendation of the Superintendent of Schools .

3. While an employee is granted a leave of absence, he shall retain the following employment rights held by him before such leave was granted:

a. The step on the current salary schedule attained during the last year of actual service in the district.

b. Unused sick leave held at the start of the leave of absence.

4. The Board shall re-employ each teacher, provided he remains qualified and certified, returning from an approved leave of absence at the beginning of a school year or at mid-year of the school year. An employee on leave of absence must give written notice to the Superintendent of Schools by April 1st of the year the leave expires of his intention to return or resign; and failure to furnish such notice shall constitute a notice of resignation. The Board may contact teachers on leave prior to April 1st to determine their intentions.

5. The notice of intention to return to duty after a health or sick leave shall be accompanied by a written statement from a physician, psychologist or psychiatrist, certifying the fitness of the employee to fulfill his duties.

Any employee who has been absent because of a nervous disorder must present a satisfactory report from a recognized physician and psychologist or psychiatrist and may also be requested to submit to an examination by a physician and psychologist or psychiatrist selected by the Board; such examination to be at the Board's expense.

6. Re-employment will be to the previously held position or similar position. Necessary reduction of the school staff may relieve the Superintendent of this obligation. If this occurs, seniority will prevail.

7. Requests for other than specified leaves or exceptions to leave policy will be subject to the approval of the Superintendent of Schools.

8. Leaves of absence for specific reasons shall also be governed by the following provisions:

a. Health Leave

Health leaves, when recommended by a physician, shall be granted up to a maximum of one year, plus any unfinished year at the time the leave of absence is granted. At the end of such leave, the employee must either return or resign unless a special extension is recommended by the physician and approved by the Superintendent. When the employee's health permits his return, the Superintendent shall give him a teaching assignment at the beginning of the following year. The returning employee's seniority status may entitle him to an assignment sooner, should one occur.

b. Maternity Leave

1. Leaves for the purpose of maternity shall be for the balance of the current school semester. At the conclusion of the leave the teacher is expected to return to work or to request a maternal care leave. She must provide the administration with notice of her intentions at least sixty (60) days prior to the beginning of the new semester, and her notice must be accompanied by a physician's statement approving her return. Teachers failing to notify the administration of their intentions within sixty (60) days prior to the new school semester will not be eligible for maternal care leave.

2. Teachers learning they are pregnant must provide the administration with the following information no later than the beginning of the fourth month of pregnancy:

a. Physician's statement verifying estimated date of confinement.

b. Written request for leave of absence indicating date for the leave to start.

3. Such teacher shall be allowed to continue in her duties as long as she and her doctor agree that she is physically able to carry out her assigned duties.

4. Maternal care leaves shall be granted after the expiration of the maternity leave up to a maximum of one year if the request is made within the time limits specified above.

c. Study, Travel, Peace Corp, Teacher Corp and Exchange Teacher Program

Leave for any of these purposes shall be granted for a maximum of one (1) year, subject to the recommendations of the Superintendent. No more than five (5) leaves per year may be granted from these categories.

d. Sabbatical Leave

1. Under the provisions of Section 572 of the School Code, a sabbatical leave of one (1) year for professional improvement may be granted to teachers who have been employed in the school district for seven (7) consecutive years.

2. No more than one (1) percent of the total teaching staff may be granted a leave under this section.

3. Teachers on sabbatical leave will be granted one half (1/2) of a year's salary, salary to be based on the step on the current salary schedule attained during the last year of actual service in the district. This amount to be paid during the leave as follows: One-third (1/3) in September, one-third (1/3) in January, and one-third (1/3) in June.

4. The teacher must return for not less than three (3) additional years employment in the district unless terminated through extenuating circumstances. Upon failure to comply with this provision repayment to the school district for the sabbatical leave pay will be prorated to the amount of additional employment.

e. Military Leave

Any employee covered by the salary schedule who terminated employment in the School District to perform involuntary active service in the Armed Forces of the United States is entitled to re-employment rights in the position he is vacating, or one of the like status and pay scale, provided the employee serves only one draft term or until the state of emergency is ended, and provided also as follows:

1. The position vacated is other than temporary.

2. He is honorably discharged from the armed services.

3. He applies for re-employment within ninety (90) days after discharge or from hospitalization continuing after discharge for a period of one (1) year and

4. He is still qualified to perform the duties of the position.

5. In the event of re-employment, the following provisions shall apply:

a. accrual seniority shall be granted.

b. increments shall be added as if the employee had been in school district employ during the time of such active service in the armed forces.

6. Furthermore all provisions of this policy shall be in accordance with state and federal laws governing military leaves of absence.

f. State and/or National Association Leave

Any R.E.A. teacher elected president, vice president, or secretary-treasurer of the parent associations shall be granted one (1) year leave of absence from the Romulus Community Schools without pay, but without loss of benefits.

B. Leave With Pay

All teachers employed by the district for the full school year shall be allotted eleven (11) days per year for use for personal illness days and personal leave days with no limit as to accumulation of days. (Days to be allotted at the rate of six (6) the first semester and five (5) the second semester. From these days each teacher shall contribute, on the first day of school, one day to a district sick bank to be administered by the Superintendent of Schools.

1. In any one year a teacher may use, from his yearly allowance of leave with pay, not to exceed three (3) days for death or illness in the immediate family (husband, wife, son, daughter, mother, father, brother, sister, grandparents, grandchildren, and the corresponding relatives of the employee's spouse, foster parents, or legal guardian).

2. In the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may, if it has reasonable cause to believe that there is an abuse of sick leave policy, require an examination by an independent physician, such examination to be at the Board's expense.

3. For the protection of children, the Board of Education may require of the employee a health certificate from a reputable physician to be filed in the office of the Superintendent of Schools at Board expense. Any employee who is not able to return to duty on Monday following two weeks' illness or injury, shall present a certificate of ableness to the Superintendent of Schools upon his or her return to work. This certificate shall be signed by a recognized physician.

4. District Sick Bank

Teachers who have exhausted their accumulated personal sick leave allowance and who have been absent for seven (7) consecutive work days may make reasonable withdrawals, as determined by the guidelines, from the district

sick bank, provided there are a sufficient number of days in the bank. At the end of each school year all days remaining in the bank will be removed from the bank and from the Board's liability and not accumulated.

a. Each teacher who applies for days from the bank shall provide medical evidence indicating need for the days and expected duration of the illness or injury.

b. No days shall be allotted to a teacher for an illness or injury covered by a workman's compensation award.

5. In any one year an employee may use up to but not more than five (5) days for personal business from his annual leave with pay because of quarantine or court subpoena and/or transact personal business such as legal business, household or family matters which require absence during the school hours. This leave shall be used only in situations of urgency for the purpose of conducting personal business which is impossible to transact on weekends, after school hours, or during vacation periods.

a. In cases of personal business leave the days shall be approved by the immediate supervisor and application for the leave shall be made as far in advance as practicable and ordinarily at least forty-eight (48) hours. These days may not be taken immediately preceding or following a holiday or school recess unless permission is applied for by the employee and granted by the Superintendent of Schools in advance of the intended absence. Failure to follow the above procedure may result in loss of pay for the days absent.

b. In addition to the annual sick leave days as provided in Section B of this Article, each teacher shall be entitled to one day leave each year which he may use at his own discretion. Such day, if not used, shall be accruable to the individual's sick leave bank at the end of the school year. Teachers making use of this day shall follow the procedure outlined in sub-section (a) above.

## ARTICLE VII

### GRIEVANCE PROCEDURE

#### A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings shall be informal and confidential.

#### B. Definition

A "grievance" shall mean an alleged violation, misinterpretation or misapplication of any provision of this Agreement relating to wages, hours, terms or conditions of employment. The discharge of a probationary teacher, consistent with the tenure law, may not be grieved, and the grievance procedure shall not apply to any matter which is prescribed by law, or State regulation, or over which the Board is without power to act. A grievance may be filed by an aggrieved teacher or by the Association.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step would be considered as maximum and every effort will be made to expedite the process. The time limits changes specified may, however, be extended by mutual agreement.

Step One--A teacher with a grievance shall discuss it with his principal or supervisor. At his option, the teacher may invite his Association Building Representative to be present while the grievance is discussed. Such grievance shall be discussed within seven (7) school days from the time of the incident. Every effort shall be made to resolve the grievance informally. However, the teacher may grieve in writing that the principal (supervisor) has knowledge that the topic under discussion is in fact a grievance. At the request of the aggrieved the principal (supervisor) will reply in writing with a copy to the Association.

Step Two--In the event that the aggrieved person is not satisfied with the disposition of his grievance at Step One, or in the event that no decision has been rendered within five (5) school days, the employee shall refer such grievance within five (5) school days in writing to the Superintendent or his designee. Copies of the written grievance are to be sent to the Superintendent in either procedure.

Within ten (10) school days after the Superintendent, or his designee, receives the grievance, he shall meet with the aggrieved teacher in an effort to resolve his grievance. The teacher may invite his Building Representative to be present at this meeting. The decision on the grievance shall be rendered in writing within five (5) school days after this meeting with copies to be sent to the aggrieved and the Association.

Step Three--If the grievance is not settled at Step Two, it may be referred in writing to the Board of Education within five (5) school days after receipt of the decision in Step Two. The Board may hold a hearing, or designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such other procedure as it may deem appropriate for consideration of the grievance. Within fifteen (15) school days the Board, or its representative as it may authorize, will render a decision on the grievance and present it in writing to the aggrieved teacher and the Association.

Step Four--If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period

above provided, the grievance may be submitted to arbitration and an impartial arbitrator. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter or subtract from the terms of this agreement. The fees and expenses of the arbitrator shall be shared equally by the parties, and neither party shall be responsible for the expenses of witnesses called by the other.

D. Miscellaneous

1. It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties. In the event this is not possible, the grievance may, by mutual agreement, be processed during the working day and the Association (or the teacher if the Association will not represent) will pay any compensation or expenses to be paid to its witnesses.
2. Any step in the grievance procedure may be bypassed to the next level for any reason as determined by mutual agreement of the Association and the Board.
3. If a teacher pursues the grievance without Association support as prescribed in Step Two, the right of the Association to be present and to present a view at hearings in Steps Two and Three is preserved, and the Association is to receive copies of written decisions at all levels.
4. If more than one teacher has a similar complaint which has been individually discussed as provided in Step One, the Association may file a grievance to be commenced at Step Two in lieu of individual grievances.
5. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limit shall permit the Association to proceed to the next step of the grievance procedure.
6. Failure of employee or the Association to process the grievance to the next step in accordance with the time limits specified in the grievance procedure shall mean the grievance is withdrawn.
7. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision on the grievance.
8. Grievance decisions with individual employees which appear in conflict with the Master Agreement may be aggrieved by the Association beginning at Step Two.
9. Any complaint with respect to discharge of a teacher

shall be reserved under the provisions of the Tenure Act.

10. Notwithstanding the expiration of this Agreement, any grievance arising thereunder may be processed through the grievance procedure until resolution.

## ARTICLE VIII

### A. Protection of Teachers

Teachers shall observe rules concerning discipline of students as have been established by the Board and the State of Michigan under Public Act 290, 1964. In the event criminal or civil proceedings are brought against a teacher as a result of being a Board employee, the Board will provide reasonable legal advice to the teacher. If it is alleged that a teacher committed assault and battery or assault and battery is committed on his person in the course of his employment and the teacher is ultimately exonerated, the Board will reimburse the teacher for legal counsel fees actually expended, but in no event more than the sum set forth on the suggested minimum fee schedule of the Michigan State Bar Association. The teacher shall furnish the Board with a statement from his legal counsel certifying the legal fees actually paid by the teacher. Time lost by a teacher in connection with such an incident mentioned in this section shall not be charged to the teacher.

### B. Workmen's Compensation

Any teacher who is absent because of an injury or disease sustained or contracted while on duty for the Romulus Community School District, compensable under the Michigan Workmen's Compensation Law shall receive from the Board the difference between the Workmen's Compensation payment prescribed by law and his regular salary for a period of twelve (12) weeks, (sixty working days). This benefit to be provided without reduction of sick leave bank. At the end of the twelve (12) week period, the employee has the option of district sick leave benefits or continued Workmen's Compensation or both.

C. The Board agrees to adopt the Teacher's Probationary Contract, Teacher's Continuing Contract and the Salary and Assignment Notice to Professional Staff.

D. No party to this Agreement shall discriminate in any way against a teacher by reason of his membership or non-membership or participation or non-participation in the activities of a teacher organization. No teacher shall be required to become or remain a member of any organization as a condition of employment.

E. The Board will support and assist teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional specialists, the teacher will advise the principal, and if the principal concurs, he will take prescribed

steps for prompt referral.

F. The administration and/or immediate supervisor will screen complaints against teachers registered by parents and will notify the teacher of the complaint.

G. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable to the Board for damage or loss to persons or property except in the case of gross negligence.

H. The Board of Education shall notify teachers as early as possible of changes in the daily teaching schedule which are brought about by severe weather, heating plant failures, etc. In instances of severe weather and possible hazardous driving conditions in the City of Romulus, the Board agrees further to consult with traffic advisory authorities for the purpose of determining the advisability of deviating from the regular school day. Any change will be announced over local and area radio stations as early as possible. Stations contacted will be WJR and WAAM, if contact can be made.

## ARTICLE IX

### STRIKE PROHIBITION

The Association recognizes that strikes (as defined by Section 1 of Public Act of 336 of 1947, as amended, by Michigan) by teachers are contrary to law and public policy. The Board and Association subscribe to the principle that differences shall be resolved by appropriate means, in keeping with the high standards of the profession, without interruption of the school program. The Association agrees to abide by the laws of the State of Michigan regarding strikes. Upon learning of any strike, slowdown, planned inefficiency, planned group illness, stoppage of work, for any reasons, the Association shall take all necessary steps to avert or bring any such activities to a prompt termination.

## ARTICLE X

### CONTRACTS

A. It is agreed that contracts for non-tenure personnel including those recommended for tenure, will be routinely issued in the Spring of each year. The contract will contain the current year's salary figures until a new agreement has been achieved. Salary notices and assignments for tenure personnel will be issued yearly by the Board. It is understood that all contracts issued by the District will be subject to the Master Agreement entered into between the Board of Education and the Association. Routinely, to facilitate recruitment and transfer requests, the Board of Education will seek informal indications of an employee's intent to return during the succeeding school year; it is understood that such action does not constitute a violation of this section.

## ARTICLE XI

### MISCELLANEOUS

A. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to State and Federal 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.

C. The Association may meet with the Board or its designated representatives from time to time to discuss matters of mutual concern which are not covered in the Agreement.

D. Copies of this Agreement shall be provided for all members of the Association, the School Board, and other interested parties. Expenses of printing shall be shared by the Association and the Board. The Board agrees to pay 50% of the cost of printing of the Master Agreement ratified by the Association.

E. All salaries listed in Appendix C and Article XII B shall be paid on a ten (10) month basis in twenty-one (21) equal installments. Employees will have an option of twenty-six (26) equal installments. Employees wishing to select this option must submit their request in writing to the bookkeeping office by the end of the first week of the school year. There will be no lump sum payments.

F. The Board agrees that the Association may use 25 days during the school year as released time for Association business. The Association agrees to designate the teachers and to notify the Board no less than 48 hours in advance of taking such leave.

## ARTICLE XII

### RETIREMENT AND/OR SEVERANCE

It shall be mandatory that all employees be retired from regular employment upon the completion of the fiscal school year in which the employee attains the age of 65 years.

A. Retirement pay for all teachers who have five (5) years in the system at retirement based upon Michigan School Law or Social Security Law, shall be paid at the rate of one-half (1/2) of unused sick days at the contract

rate up to a maximum of \$7,500.

B. Terminal leave pay for any teacher leaving the Romulus School District after twenty (20) years or more of continuous service will be paid for one-half (1/2) of his unused sick days at the contract rate of pay.

C. Upon death of a teacher during employment, retirement and/or terminal leave, pay will be paid to the beneficiary.

## ARTICLE XIII

### PROFESSIONAL COMPENSATION

#### A. Salaries:

The salaries of teachers and supplementary pay schedule covered by this Agreement are set forth in Schedule C which is attached to and will be incorporated in this Agreement.

#### B. Fringe Benefits:

The Board of Education agrees to make payment of insurance premiums for programs described below for each employee who completes their contractual obligation and who is on a continuing contract with the Board for the full twelve month period commencing September 1. Any teacher who has been placed on lay-off, or who is on an unpaid leave of absence shall be given the option of purchasing continued insurance coverage at group rates. Any teacher who resigns shall cease to be entitled to such benefits as of the date that his/her resignation becomes effective.

1. Health Insurance: Each teacher shall have his choice of one (only one) of the following full family health programs listed below:

a. Plan A: The Board will provide up to Full Family MESSA Super Medical Health insurance for each teacher; or

b. Plan B: The Board will provide up to Full Family MSB/BS Plan MVF-1 Master Medical with \$2.00 deductible drug prescription rider; or

c. Plan C: The Board will pay without cost to the teacher full family Delta Dental Plan of Michigan, Plan E with Plan 0-3 Orthodontic rider.

2. Life Insurance: The Board shall provide, without

cost to the teacher, group term life insurance protection in the amount of Five Thousand Dollars (\$5,000.00), that will be paid to the teacher's designated beneficiary. In the event of accidental death, the insurance will pay double the specified amount. The Board will select the insurance carrier.

3. Mileage rate for use of personal car: 11 cents.

4. Any teacher who attains the M.A. or Specialist Degree shall receive the appropriate adjustment in salary at the beginning of the next school semester.

5. Upon recommendation of the principal, teachers may be employed one (1) week before school opens or one (1) week after school closes. Compensation will be based on regular salary.

#### ARTICLE XIV

#### DURATION

This Agreement shall become operative as of September 24, 1973, and shall continue in force and effect until August 15, 1975.

Items of the Master Agreement which are considered in error may be re-opened for negotiations by mutual consent. Bargaining for the purpose of negotiation changes and amendments to this Agreement for the School Year 1975-76 shall commence, no earlier than April 1, 1975, and not later than April 15, 1975.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives the 24th day of September, 1973.

BOARD OF EDUCATION  
ROMULUS COMMUNITY SCHOOLS

\_\_\_\_\_  
\_\_\_\_\_

ROMULUS EDUCATION ASSOCIATION

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\_\_\_\_\_  
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APPENDIX A

ROMULUS COMMUNITY SCHOOLS

Teacher Evaluation Procedures

- A. Tenure Teachers: Evaluation(s) will be at the principal's discretion.
- B. Probationary Teachers:
- First ten (10) weeks:
- Worksheet evaluation for building file based on observation followed by conference.
- November 15:
- Formal evaluation statement to Personnel Office with copy to teacher.
- January 15:
- Second worksheet evaluation for building file based on observation followed by conference.
- March 1:
- Formal evaluation by conference on district form for Personnel Office file. Must contain signature of principal. The teacher has the option of signing.
- C. All Teachers: Additional evaluation by observation and conference may be made at principal's discretion. Such additional evaluation must contain the signature of the principal. The teacher has the option of signing.
- D. The Board and the Association recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, it is intended that the evaluation procedure be used by administrators for the improvement of the teacher's effectiveness in the school program.
- E. The Association recognizes that the Board, through its designees, has the responsibility to evaluate the work of all teachers. The Board agrees that all evaluations shall be based upon valid criteria for evaluation of professional growth. The Board, or designees, will afford the teacher the opportunity to file comments on or attached to the evaluation form. Classroom observation will be conducted

openly and with the knowledge of the teacher. Evaluations may be subject to the grievance procedure, except that any discharge or evaluation affecting a discharge which is under the jurisdiction of the tenure commission is not subject to the grievance procedure. However, any teacher whose services are being considered for termination under provisions of the tenure act shall receive a registered letter of notification and statement of charges from the Superintendent and advised of his rights under the tenure act for a hearing and appeal. The Association shall receive a copy of such notification.

F. The Board further agrees that membership or non-membership or participation or non-participation in the activities of the Association shall not be considered a valid criteria for the evaluation of professional growth.

G. A blank teacher evaluation form will be given to each teacher at the beginning of the school year or upon his employment. The final yearly observation for the purpose of evaluation shall be a minimum of thirty (30) consecutive minutes.

H. Teacher evaluation procedures, including criteria utilized for such purposes, shall be uniform throughout the district.

I. The Board encourages the Association's recommendations in regards to implementation and evaluation of professional evaluation procedure.

#### APPENDIX B

#### SCHOOL CALENDAR 1973-74

##### First Semester

Monday	September	3	Labor Day
Monday	September	24	Staff Orientation
Tuesday	September	25	Classes Commence - All Grades
Friday	September	28	Fourth Friday Membership Count
Thursday	November	22	Thanksgiving Day - Schools Closed
Friday	November	23	Thanksgiving Vacation - Schools Closed
Friday	December	21	Christmas Recess Begins 3:30 p. m.
Wednesday	January	2	All Classes Resume
Friday	February	8	Semester Ends - Records Day - No Classes

##### Second Semester

Monday	February	11	Second Semester - Classes Commence
Thursday	April	11	Spring Recess Begins 3:30 p. m.
Tuesday	April	16	All Classes Resume
Monday	May	27	Memorial Day - Schools Closed
Thursday	June	20	Semester Ends
Friday	June	21	Records Day - No Classes

<u>First Semester</u>	<u>Work Days</u>	<u>Teaching Days</u>	
September	5	4	
October	23	23	
November	20	20	
December	15	15	
January	22	22	
February	<u>6</u>	<u>5</u>	
	91		89
<u>Second Semester</u>			
February	14	14	
March	21	21	
April	20	20	
May	22	22	
June	<u>15</u>	<u>14</u>	
	<u>92</u>		<u>91</u>
Total	183		180

#### APPENDIX B

#### SCHOOL CALENDAR 1974-75

##### First Semester

Monday	September	2	Labor Day
Tuesday	September	3	Staff Orientation
Wednesday	September	4	Classes Commence - All Grades
Friday	September	27	Fourth Friday Membership Count
Thursday	November	21	Thanksgiving Day - Schools Closed
Friday	November	22	Thanksgiving Vacation - Schools Closed
Friday	December	20	Christmas Recess Begins 3:30 p.m.
Monday	January	6	All Classes Resume
Friday	January	24	Semester Ends - Records Day - No Classes

##### Second Semester

Monday	January	27	Second Semester - Classes Commence
Thursday	March	27	Spring Recess Begins 3:30 p.m.
Monday	April	7	All Classes Resume
Monday	May	26	Memorial Day - Schools Closed
Friday	June	13	Semester Ends - Records Day - No Classes

<u>First Semester</u>	<u>Work Days</u>	<u>Teaching Days</u>
September	20	19
October	23	23
November	19	18
December	15	15
January	<u>15</u>	<u>14</u>
	92	89
<u>Second Semester</u>		
January	5	5
February	20	20
March	19	19
April	18	17
May	21	21
June	<u>10</u>	<u>9</u>
	93	91
Total	185	180

### APPENDIX C

#### SALARY SCHEDULE FOR 1973-74 School Year and 1974-75 School Year

BA DEGREE		Step	MA DEGREE		Step	ED. SPEC. DEGREE	
1973-74	1974-75		1973-74	1974-75		1973-74	1974-75
\$ 8,968	\$ 9,443	1.	\$10,023	\$10,554	1.	\$11,078	\$11,665
9,416	9,915	2.	10,524	11,082	2.	11,526	12,137
9,864	10,387	3.	11,078	11,665	3.	12,080	12,720
10,445	10,999	4.	11,816	12,442	4.	12,792	13,470
10,972	11,554	5.	12,449	13,109	5.	13,451	14,164
11,711	12,332	6.	13,293	13,998	6.	14,269	15,025
12,396	13,053	7.	14,058	14,803	7.	15,034	15,831
13,188	13,887	8.	14,928	15,719	8.	16,010	16,859
13,979	14,720	9.	16,036	16,886	9.	17,065	17,969
14,902	15,692	10.	17,487	18,414	10.	18,225	19,191

1. Teachers receive additional pay if they are given additional class assignments: 1/8 of yearly salary.
2. Salary increments will remain at \$300 for teachers placed on third year probation.
3. District teachers substituting during preparation/consultation periods will be paid at the rate of \$6.75 per hour.
4. Substitute Rates:      Daily - \$27.50                  Permanent - \$40.00
5. Teachers on BA scale who continue studies beyond the basic degree will be paid \$20.00 per hour up to a maximum of 30 hours or \$600.00
6. Teachers on MA scale who continue studies beyond the basic degree will be paid \$22.50 per hour up to a maximum of 30 hours or \$675.00
7. Six dollars (\$6.00) per hour for other additional non-teaching duties.
8. Maximum years of experience allowed: Ten (10) years.
9. Salary schedule for non-degree, vocationally certified staff:

	<u>1973-74</u>	<u>1974-75</u>
First Year	\$ 7,968	\$ 8,443
Second Year	8,468	8,943
Third Year and thereafter	8,968	9,443

10. Teachers holding an approved Vocational Certificate shall receive the sum of \$500.00 above their placement on the salary schedule.

#### APPENDIX D

#### SUPPLEMENTARY PAY SCHEDULE FOR 1973-74 AND 1974-75

Assignment - Junior and Senior High

\$110 + 14% of BA Degree Base

Head Football Coach  
Head Basketball Coach  
Head Baseball Coach  
Head Track Coach  
Head Wrestling Coach

High School  
High School  
High School  
High School  
High School

\$80 + 11% of BA Degree Base

Tennis Coach	High School
Cross Country Coach	High School
Assistant Basketball Coach	High School
Assistant Football Coach	High School
Assistant Track Coach	High School
Assistant Wrestling Coach	High School
Head Basketball Coach	Junior High School
Head Track Coach	Junior High School
Head Baseball Coach	Junior High School
Head Football Coach	Junior High School
Head Wrestling Coach	Junior High School

\$60 + 9% of BA Degree Base

Assistant Football Coach	Junior High School
Assistant Basketball Coach	Junior High School
Annual Advisor	High School
Band Director	High School
Department Chairman	Junior High School and School District
Girls Basketball Coach	High School

\$50 + 8% of BA Degree Base

Cheerleader Advisor	High School
Senior Class Advisor	High School
Choral Director	High School
Debate Coach	High School
Drama Director	High School
Student Council Advisor	High School

\$30 + 6% of BA Degree Base

Junior Class Advisor	High School
Sophomore Class Advisor	High School
Freshman Class Advisor	High School
Orchestra Director	High School
JV Cheerleader Advisor	High School
Cheerleader Advisor	Junior High School
Student Council Advisor	Junior High School

\$20 + 5% of BA Degree Base

Newspaper	Junior High School
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\$10 + 4% of BA Degree Base

Band Director  
Choral Director

Junior High School  
Junior High School

MISCELLANEOUS - Junior and Senior High

1. \$6.00 per event approved by the building administrator during the past year and accepted on a voluntary basis by staff.
2. The number of people under these Supplementary Assignments will be determined by the Superintendent of Schools as required by the finances of the district.
3. Eligibility for any of the above positions requires full time employment in the Romulus Community Schools. If there are no qualified applicants for the position from within the system within 15 school days of posting the position may be filled from outside the district.

APPENDIX E

Letter of Understanding

It is expressly understood and mutually agreed that the specifically stated contractual provisions herein defined for teachers in the Middle School and Junior High School will supercede the provisions stated in:

Article IV, Section C  
Article V, Section A, subsection 1.b.  
Article V, Section A, subsection 7.a. and 7.b.  
Article V, Section D, subsection 1 (Junior High School)

of this Agreement and are for the duration of this Agreement only, unless major student housing revisions occur within the school district. This Letter of Understanding shall be reviewed at the onset of housing revisions and its application is subject to the negotiations procedure.

1. Normal Work Day
  - a. Middle School 6:45 a.m. - 12:15 p.m.
  - b. Junior High School 12:20 p.m. - 5:50 p.m.
  - c. Middle School and Junior High School teachers may be required to work beyond these hours listed above only for scheduled faculty meetings or department meetings; or for pre-arranged parent conferences; and for one in-service session per semester. At no time will the work day be extended for reasons other than these or will it begin earlier than 11:00 a.m. for Junior High teachers; nor end later than 1:30 p.m. for Middle School teachers.

d. The student instructional day shall consist of 305 minutes in the Middle School and the Junior High School.

2. In-Service Times

a. Middle School 1:15 p.m. - 4:15 p.m.

b. Junior High School 8:15 a.m. - 11:15 a.m.

3. Department Chairman

a. There shall be one Department Chairman for each of the following areas, in the Junior High School and Middle School, combined.

- a. Science
- b. Math
- c. English
- d. Social Studies

4. In instances where Department Chairman teaching assignments are in conflict with Junior High School, Middle School, Senior High School and/or Elementary School scheduled department meeting times, said Department Chairman shall arrange with consensus of his department an alternate meeting time outside of school hours.

5. When a teacher of the Middle School or Junior High School is unable to be in school on any given day, it is the responsibility of the teacher to notify the Board in the manner prescribed by the building administrator.

Notification times are listed below:

a. Middle School No later than 5:45 a.m.

b. Junior High School As early as possible but not later than 11:00 a.m.