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AGREEMENT

THE ROSEVILLE
BOARD OF EDUCATION

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THE ROSEVILLE
FEDERATION OF TEACHERS

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Roseville B.O. of Education

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AGREEMENT

BETWEEN THE BOARD OF EDUCATION

OF THE ROSEVILLE COMMUNITY SCHOOLS

AND THE ROSEVILLE FEDERATION OF TEACHERS

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

ARTICLE I - UNION RIGHTS

Section 1

UNION RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining representative for all certified personnel employed under contract by the district including state approved Social Workers, School Psychologists, licensed Special Education therapists and Speech Correctionists, but excluding Central Administrators, Principals, Assistant Principals, Teacher-Principals, Lunch Program Director, Director of Federal Programs, other administrative positions established by the Board of Education, per diem Substitute Teachers, Teacher Interns and Student Teachers.

Section 2

FAIR REPRESENTATION

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

Section 3

LEAVE OF ABSENCE FOR UNION OFFICE

- A. A member of the bargaining unit elected to a state or national office shall be granted a leave of absence for one (1) year upon request. Should the term(s) exceed one (1) year, extension shall be granted upon request annually for the duration of his term(s). District seniority shall continue to accrue during such absence.

ARTICLE I - UNION RIGHTS, Cont.

Section 3

LEAVE OF ABSENCE FOR UNION OFFICE, Cont.

- B. A teacher on leave of absence due to election to a state or national office who notified the Board of Education of his intent to return on or before March 1 of a given year shall be reemployed for the following September under the same circumstances as other teachers who have been absent on approved leave as described in Article X, Section 8.

Section 4

COMMITTEE REPRESENTATION

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

Section 5

UNION REPRESENTATION AT PUBLIC AND LEGISLATIVE MEETINGS

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

Section 6

UNION USE OF OFFICE MACHINES

- A. Union building representatives and Union officers shall have the use of typewriters and duplicating machines according to building procedures. Union officers may request permission to use other district owned equipment. Such requests shall be made to the administrator responsible for the equipment and shall include the time and nature of the use.

ARTICLE I - UNION RIGHTS, Cont.

Section 6

UNION USE OF OFFICE MACHINES, Cont.

- B. Consumable supplies used by the Union shall either be replaced by the Union to the respective building in which used or paid for by the Union.
- C. Use of equipment and materials shall be limited to business directly related to the Local Union organization.

Section 7

AGENCY SHOP/MAINTENANCE OF MEMBERSHIP

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

Section 8

UNION'S RELEASE TIME

- A. The Roseville Federation of Teachers' President shall have two (2) hours daily of release time in secondary, or one-half ($\frac{1}{2}$) day daily in the elementary in the afternoon, whichever applies.

ARTICLE I - UNION RIGHTS, Cont.

Section 8

UNION'S RELEASE TIME, Cont.

- B. The Union shall pay for one-half of the release time of the Union President at 1/6 of salary per hour.

Section 9

RELEASE TIME FOR UNION STAFF

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

Section 10

UNION-ADMINISTRATIVE MEETINGS

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

ARTICLE I - UNION RIGHTS, Cont.

Section 11

BUILDING AND UNION REPRESENTATIVES

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

Section 12

ADMINISTRATIVE COMMUNICATIONS AND INFORMATION

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

Section 13

CONTRACTS

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

Section 14

NEW POSITIONS

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

ARTICLE II - DEFINITIONS

Section 1
SCHOOL

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

Section 2
PRINCIPAL

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

Section 3
TEACHER

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

Section 4
SINGULAR-PLURAL

Whenever the singular is used it is to include the plural.

Section 5
UNION BUILDING REPRESENTATIVE

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

Section 6
AGENT

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

Section 7
SENIORITY

At the secondary level, seniority shall be based upon the length of service teaching in his endorsed fields in the district. At the elementary level seniority shall be based upon the length of service within the district.

ARTICLE II - DEFINITIONS, Cont.

Section 8

EXTENDED ASSIGNMENT

An "extended assignment" is one that is known to be extending continuously for a period of time of not less than two (2) school weeks. (This does not refer to day-to-day positions that might accumulate to two (2) weeks of service.)

Section 9

SCHOOL ORGANIZATION

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

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

Section 10

PAST PRACTICES

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

Section 11

AUXILIARY SERVICE PERSONNEL

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

Section 12

WRITTEN POLICY

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

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS

Section 1
ORGANIZATION MEMBERSHIP

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

Section 2
UNION REPRESENTATION

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

Section 3
TEACHERS ATTENDING CLASSES

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

Section 4
ACADEMIC FREEDOM

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

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 5

INSTRUCTIONAL SUPPLIES

- A. Teachers may requisition books and supplies from the basic lists of all levels to enable teaching at the level of the child. Teachers shall consult with the principal prior to requisition of materials for exceptional children.
- B. A standard list of basic resource materials for each elementary grade level and each secondary student service area shall be established. Each classroom or instructor shall be provided with the items listed for that level.
- C. All instructional materials and equipment shall be readily accessible to all teachers according to practices mutually established by the staff and principal. These practices shall be subject to annual review and revision no later than October 1.
- D. Teachers shall review and recommend annually by March 1, the lists of student supplies and materials required for their instructional level to be provided by the school district.

Section 6

REQUISITIONS - INSTRUCTIONAL MATERIAL

- A. Teachers shall recommend purchases to be made from funds allocated to their building. It is understood that this does not include basic materials required by the school. The principal shall present to the teachers a copy of his proposed budget allocation and shall give teachers an opportunity to review these allocations prior to submitting them to the Business Office.
- B. Teachers may requisition additional consumable materials as necessary, provided that the principal may question or request an accounting for unusual usage or request.

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 6

REQUISITIONS - INSTRUCTIONAL MATERIAL, Cont.

- C. Special and auxiliary service personnel shall recommend and review expenditures of funds for their respective positions.
- D. Special and auxiliary service personnel shall be allowed participation in the distribution of building allocation funds.
- E. Basic lists of materials shall be recommended by the elementary Art, Music and Physical Education Departments and approved by the Assistant Superintendent for Instruction. Each elementary school shall have on hand at the beginning of each year an adequate supply of materials from such basic lists as recommended by the Art, Music or Physical Education teacher who services the building.
- F. While most requisitions should be filed in the spring for the following year, additional requests may be made during the school year provided there are funds remaining in the building or departmental budget.
- G. Purchases made by a teacher for classroom use shall be reimbursed from the Student Allocation Fund, provided they have the prior written approval of the principal.
- H. Funds for the purchase of specialized materials and equipment for the elementary Art, Music and Physical Education programs shall be allocated on a per child basis in an account to be administered through the office of the Assistant Superintendent for Instruction.

Section 7

PERSONNEL FILE

- A. Teachers shall have the right to inspect, comment upon and duplicate the material in their own individual personnel file. Correspondence of a confidential nature received from outside sources shall be excluded.

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 7

PERSONNEL FILE, Cont.

- B. A copy of administrative or parental compliments or complaints shall be given to a teacher whenever such material is placed in the teacher's central personnel file. If there is a written follow-up to such material, the teacher shall receive a copy.
- C. A teacher shall have the right to submit a written response to any material filed. Such response shall be included in the teacher's individual file and attached to the copy of the material.
- D. The central personnel file shall constitute the official employment record of the teacher. It is recognized that only material which a teacher has received a copy of and which has been placed in the teacher's central personnel file may be used as a basis for official action against a teacher.

Section 8

PROTECTIVE CLOTHING

Protective clothing shall be made available upon the request of those teaching in a laboratory situation including elementary and secondary school art, home economics, shop and physical education. Such protective clothing shall be used only for school purposes and shall remain the property of the school district.

Section 9

RETIREMENT POLICY

All teachers shall be eligible to teach until they reach the age of 65. A teacher who reaches the age of 65 on or before June 30 of the then current school year shall be retired on June 30 of that year.

Section 10

EXPERIMENTAL PROGRAMS

Staff members of a given grade or grades or in a particular course or course area may recommend through their building principal an experimental program involving methods of instruction and/or organizational patterns.

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 10
EXPERIMENTAL PROGRAMS, Cont.

Standards of working conditions as prescribed by the Master Contract shall be considered in planning such programs.

Upon approval of central administration such experimental programs shall be implemented.

Section 11
PROBATIONARY TEACHERS

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

Section 12
TEACHER-PRINCIPAL CONFERENCE

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

ARTICLE III- TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 13

STAFF-PRINCIPAL CONFLICTS

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

Section 14

RECLASSIFICATION OF STUDENTS

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

Section 15

DISCIPLINE POLICY

The principal shall oversee the conduct of pupils and in cooperation with the building staff formulate necessary written procedures related to the maintenance of control and discipline of students, including physical assault, intentional damage to school property or theft. These procedures shall be distributed to all building staff members, and shall be reviewed annually, and shall follow present Board policy in regard to temporary exclusion of a student from a class or classes.

Section 16

PRINCIPAL-TEACHER COMMUNICATION

- A. Teachers should be informed of disciplinary action taken relative to a student enrolled in their class when such action may have an affect on the student's classroom behavior or progress.

ARTICLE III - TEACHER'S PROFESSIONAL RIGHTS, Cont.

Section 16

PRINCIPAL-TEACHER COMMUNICATION, Cont.

- B. Teachers should be informed of reasons for student's absence, if reasons are known, so that adequate planning for make-up work or grade adjustment can be made.
- C. Teachers shall be informed of unusual student problems reported by parents that have an affect on student behavior or progress.

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES

Section 1

CLASSROOM MANGEMENT

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

Section 2

STUDENT EVALUATION AND PLACEMENT RECOMMENDATION

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

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES, Cont.

Section 3
COUNSELORS

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

Section 4
SIGN-IN PROCEDURE

- A. The arrival and departure of a teacher in a building shall be indicated by a check mark on the sign-in sheet.
- B. Title I personnel shall check in at the school or schools in which they are scheduled to work.

Section 5
DIRECTIVE TO TEACHERS

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

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES, Cont.

Section 6
OPEN HOUSE RESPONSIBILITY

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

Section 7
USE OF SCHOOL DAY

- A. Teachers shall use the school day for:
1. planning and preparing for daily classes
 2. teaching their pupils
 3. conferring with parents of their pupils when necessary

B. Elimination of Classes

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

Section 8
CLERICAL AND BOOKKEEPING RESPONSIBILITIES

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

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES, Cont.

Section 9
P.T.A. ATTENDANCE

Attendance at PTA and PTC activities shall be voluntary.

Section 10
SUPERVISION AND EXTRACURRICULAR ACTIVITIES

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

Section 11
LESSON PLANS

Lesson plans shall always be prepared and recorded in the Plan Book in advance. They must be available and complete enough to provide a substitute teacher with sufficient information to carry on regular classroom work.

Section 12
USE OF TELEPHONE

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

Section 13
NON-GRADED ELEMENTARY PROGRAMS

Teachers wishing to institute a non-graded elementary program within a building may develop a plan which fits within the framework of the curriculum and available school facilities and present it to the Assistant Superintendent for Instruction who must approve the program

ARTICLE IV - TEACHER'S PROFESSIONAL DUTIES, Cont.

Section 13

NON-GRADED ELEMENTARY PROGRAMS, Cont.

before it may be implemented. Within fifteen (15) school days, the Assistant Superintendent shall arrange a meeting with the teachers and their principal to review the plan. Should he disapprove, he shall give his reasons for the disapproval in writing. A revised plan may be submitted.

Section 14

STUDENT TEACHERS

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

Section 15

SCHOOL PSYCHOLOGISTS AND SOCIAL WORKERS

- A. There shall be a meeting of the Assistant Superintendent - Employee Relations and Personnel, Assistant Superintendent for Instruction, Director of Special Education, School Psychologists and Social Workers, and a representative selected by the Union to clarify the duties, rights, and responsibilities of School Psychologists and Social Workers employed by the Board. Such meeting shall be held by October 15, 1973. The School Psychologists and Social Workers shall be given a copy of the duties, rights, and responsibilities of their positions within ten (10) days following the conclusion of the meeting.
- B. School Psychologists and Social Workers recommended for discharge or demotion shall have the right to a private hearing upon request before the Board of Education prior to the termination of their employment. The request shall be made within thirty (30) days after their notification of the recommendation.

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION

Section 1
FAIR EMPLOYMENT PRACTICE

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

Section 2
CHIEF EXECUTIVE OF BUILDING

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

Section 3
CHANGES IN POLICY

The Board agrees with respect to matters not covered by this Agreement affecting the professional rights, the working conditions, assignments, remuneration, and/or welfare of teachers that it will make no changes in written policies without prior consultation with the Union.

Any changes in mutually recognized existing practices and policies in individual buildings shall be mutually agreed upon by the principal and staff.

The list of mutually recognized district-wide past practices as listed in Appendix B shall be considered part of this Agreement.

Section 4
AVAILABILITY OF BOARD RECORDS

The Board shall make available to the Union upon its request, at reasonable hours mutually agreed upon, any and all information, statistics, and records which may be necessary to make intelligent decisions relevant to negotiations, or necessary for the proper enforcement of

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 4

AVAILABILITY OF BOARD RECORDS, Cont.

terms of this Agreement, except that nothing stated here is deemed to permit Union access to the confidential records in a teacher's file maintained in the personnel office.

Section 5

PAYROLL DEDUCTIONS

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

Section 6

BOARD/UNION BULLETIN BOARD PROVISION

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

Section 7

BOARD/UNION MAILBOX AGREEMENT

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

Section 8

BOARD/UNION AGREEMENT OF MEETING FACILITIES

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

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 9

IMPLEMENTATION OF AGREEMENT

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

Section 10

PARENTAL COMPLAINTS

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

Section 11

POSTING OF CONFERENCE ATTENDANCE AND INFORMATION

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

Section 12

CLERICAL AND BOOKKEEPING PERSONNEL

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

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 13
STANDARDIZED TESTS

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

Section 14
AVAILABILITY OF BOARD POLICY

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

Section 15
RESEARCH AND IMPROVEMENT

- A. The Board recognizes the desirability of professional improvement and shall continue to make funds available to provide for conferences and other programs which may contribute to this end.
- B. Upon the request of the teaching staff, the Board shall provide in-service programs or materials for experimental programs in curriculum development in accordance with funds budgeted for this purpose.

Section 16
CLASSES FOR EMOTIONALLY DISTURBED AND OTHERS

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

Section 17
CONFERENCE LEAVE

- A. Conference leave monies for teachers shall be provided from an account budgeted specifically for that purpose.
- B. Counselor college follow-up visits shall not be construed as conference leave.
- C. A committee shall be established by October 1, 1973 to review conference leave policies and recommend an

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 17

CONFERENCE LEAVE, Cont.

- C. equitable system of conference leave assignments.
The committee shall include:

Three (3) teachers selected by the Union

Two (2) principals selected by the
superintendent.

The committee shall be chaired by the Assistant
Superintendent for Instruction.

Section 18

DICTIONARIES

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

Section 19

ADMINISTRATIVE AND EXTRA CONTRACTUAL OPENINGS

- A. All administrative openings shall be posted in each building during the school year. A teacher interested in administrative positions shall submit his name and summer address to Central Administration prior to the end of the school year and shall be notified by mail if an opening occurs during the summer.
- B. All teachers shall be equally eligible for vacancies in any extracurricular assignment, including coaching, within the district. The Board shall post in each building the position and qualifications of extracurricular sponsorships and coaching positions. A teacher interested in any vacancy shall submit his name and qualifications in writing to the Assistant Superintendent - Employee Relations and Personnel within five (5) school days of the posting. If the qualifications are met by the teacher employed by the Board for said positions other applicants may not grieve their nonacceptance.

Section 20

ASSAULT UPON A TEACHER

Principals shall report to the superintendent all cases of assault against a teacher during school hours or at school related activities in which injuries have been suffered or in which there appears to have been intent to

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 20

ASSAULT UPON A TEACHER, Cont.

do harm. Such assaults against teachers shall be reported to the principal who shall ascertain the facts and then shall promptly report to the superintendent. In any such reported assault case the teacher may request the advice of the school attorney through the Superintendent or the Board of Education.

Section 21

CURRICULUM COORDINATING COUNCIL

A curriculum coordinating council shall be established as provided in Appendix A.

Section 22

REPORT PERIODS

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

Section 23

COUNSELING RATIO

The Board shall make every effort to establish a counseling ratio in secondary education of 375:1 on a system-wide basis.

Section 24

TUITION REIMBURSEMENT

If a college course is taken at the request of the Board, the Board will pay for the tuition of such course.

Section 25

REFERRALS

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

ARTICLE V - OBLIGATIONS OF THE BOARD OF EDUCATION, Cont.

Section 26

SPECIAL EDUCATION

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

Section 27

SUBSTITUTE TEACHERS

- A. Any teacher laid off during the life of the contract shall be given priority of substitute assignment in the district.
- B. Whenever possible priority of substitute assignment shall be given to those requested by the teacher.

Section 28

SENIORITY LIST

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

ARTICLE VI - GRIEVANCE PROCEDURE

Section 1

DEFINITION

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

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

ARTICLE VI - GRIEVANCE PROCEDURE

Section 2

PROCEDURE FOR ADJUSTMENT OF A GRIEVANCE - INFORMAL STEP

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

Section 3

FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE

Step 1

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

Step 2

- A. Within fifteen (15) school days after receiving the decision of the principal, an appeal from the decision may be made to the Superintendent. The appeal shall be made in writing and shall be accompanied by a copy of the decision at Step 1.

ARTICLE VI - GRIEVANCE PROCEDURE, Cont.

Section 3

FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE, Cont.

Step 2

- B. Within seven (7) school days after receiving the appeal, the Superintendent, or his designated representative, shall meet and confer on the grievance. All those listed in Step 1 shall have a right to participate.
- C. Within seven (7) school days after the meeting on the appeal, the Superintendent, or his designated representative, shall communicate his decision in writing and state his reasons, if requested, to the teacher and the Union.

Step 3

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

Section 4

APPEARANCE AND REPRESENTATION

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

ARTICLE VI - GRIEVANCE PROCEDURE, Cont.

Section 5

INITIATING GRIEVANCE AT STEP 2

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

Section 6

ARBITRATION

- A. Within thirty (30) school days after receipt of the decision of the Board, the Union, upon written notice to the Board, may submit the grievance to an impartial arbitrator selected from the American Arbitration Association, under and in accordance with the rules thereof.
- B. The parties will select an arbitrator as soon as possible. He shall render his opinion and decision within thirty (30) days, or as soon thereafter as possible, of the hearing. The opinion and decision shall set forth his conclusions on the issues properly submitted to him and shall be binding on both parties.
- C. No decision or adjustment shall be contrary to any provision of this Agreement.
- D. The fees and expenses of the arbitrator, including the filing fee, shall be paid by the losing party. If, in the opinion of the arbitrator, to achieve equity, the costs should be shared, he shall determine the liability of each party.

Section 7

NO IMPAIRMENT OF AGREEMENT

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

Section 8

TIME LIMITS

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

ARTICLE VI - GRIEVANCE PROCEDURE, Cont.

Section 9
APPEAL

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

Section 10
FILING OF GRIEVANCE

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

Section 11
SCHOOL DAYS

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

ARTICLE VII - ASSIGNMENT AND TRANSFER

Section 1
SENIORITY

- A. Teacher assignment shall be based upon the seniority policy as defined herein.
 - 1. At the secondary level seniority shall be based upon the length of service teaching in his endorsed fields in the district.
 - 2. At the elementary level seniority shall be based upon the length of service within the district.
 - 3. District seniority shall be the determining factor whenever a reduction in staff occurs; the person with the least seniority to be the first eliminated from the staff.
- B. Where length of service is equal, the determining factors may include the subject area taught, academic advancement of past years, personal recommendations (administrative or faculty) or any pertinent data relevant to said situation.

ARTICLE VII - ASSIGNMENT AND TRANSFER, Cont.

Section 1

SENIORITY, Cont.

- C. A contract teacher who interrupts his teaching career for military service shall continue to accumulate seniority during his absence provided he returns to the Roseville Community Schools within a year of terminating military duty.
- D. Whenever a teacher has interrupted continuity of service by four or more years, seniority shall be limited to that period of service following such absence.

Section 2

TRANSFER FROM BUILDING TO BUILDING

- A. All vacancies and new positions shall be posted as they arise.
- B. New teachers shall not be hired to fill vacancies until teachers under contract have had opportunities, as provided under subsection K of this Article.
- C. Requests for transfer shall be made in writing by the teacher on or before March 15 when a September transfer is sought. Such requests for transfer shall specifically indicate position, grade level, subject matter, and building to which transfer is desired. Such requests filed by the teacher represent his consent to transfer and may be acted upon without further consultation with the teacher. A teacher may withdraw his request at any time before it is acted upon.
- D. If an administrator denies transfer to a teacher who is qualified for the vacancy, he shall be required to show cause. His decision may be appealed under grievance procedure.
- E. Whenever a teacher is transferred involuntarily, said teacher may request a showing of cause by the administration or Board of Education, whichever initiated such transfer. The teacher shall appeal in writing to the principal within ten (10) days after the effective date of the transfer if she wishes to protest the transfer formally.

ARTICLE VII - ASSIGNMENT AND TRANSFER, Cont.

Section 2

TRANSFER FROM BUILDING TO BUILDING, Cont.

- E. As nearly as may be done, the grievance procedure of this contract shall be employed to resolve transfer where voluntary acceptance is not obtained.
- F. Transfers made because of decreased pupil enrollment shall be based on seniority. The teacher with the least district seniority within the classification being reduced shall be the first transferred, and so on, provided that substitutes filling a vacancy in the same classification have first been removed.
- G. Teachers transferred because of decreased pupil enrollment shall have the right to return to their original school in the reverse order to that in which they were transferred out provided a request for such transfer is made within one year from date of transfer.
- H. Where transfers are required because all or part of the student body is moving to a new school, the staff of the school being reduced shall have the first priority in transferring to the new school.
- I. Not more than 25% of the teachers may transfer from any one building in a given year except under unusual circumstances such as the division of a school, or decreased enrollment.
- J. The Superintendent of Schools shall state in writing the disposition of each properly submitted transfer request on or before May 15.
- K. In the event a vacancy occurs after October 1 in the elementary level, it shall be the administrative prerogative to fill the vacancy with a new teacher or with a qualified teacher presently employed. At the secondary level the effective dates shall be October 1 and semester break.
- L. Requests for transfers shall be kept on file in the superintendent's office for one year from the date of receipt.

ARTICLE VII - ASSIGNMENT AND TRANSFER, Cont.

Section 2

TRANSFER FROM BUILDING TO BUILDING, Cont.

- M. A teacher transferring voluntarily to another building shall not be permitted to exercise district seniority rights earned outside of that building, within that building, for a two (2) year period. The limitation on exercise of seniority rights contained herein does not affect seniority rights under the lay off clause.
- N. A teacher transferred involuntarily shall retain all seniority rights in the building to which transferred.
- O. All teachers transferred will receive notification in writing. The notification shall indicate whether the transfer is voluntary or involuntary.

Section 3

TRANSFER WITHIN A BUILDING

- A. Teachers may express in writing to their principals their preference of
 - 1. grade level
 - 2. subject
 - 3. department assignment
 - 4. extracurricular assignment
 - 5. request for transfer
- B. Requests which were not acted upon must be refiled each September to remain active. A teacher whose request was not acted upon may ask for an explanation.
- C. Request for the following year's teaching assignment shall be made by June 1; before this time if possible.

Section 4

REQUEST ON FILE

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

ARTICLE VII - ASSIGNMENT AND TRANSFER, Cont.

Section 5

REQUESTS SHALL BE GIVEN CONSIDERATION ON THE FOLLOWING PRIORITIES:

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

ARTICLE VIII SCHOOL CALENDAR

Section 1

SCHOOL CALENDAR - 1973-74

September 26, 1973	Orientation - New Staff
September 27, 1973	Students Report - 1/2 Day a.m. Curriculum Meetings, p.m.
November 10, 1973	K-6 Parent-Teacher Conferences 7-12 Curriculum Meetings
November 12, 1973	K-6 Parent-Teacher Conferences, p.m.
November 13, 1973	Kdg. Parent-Teacher Conferences, p.m.
November 21, 1973	Close - End of Day, Thanksgiving Recess
November 26, 1973	Schools in Session
December 3, 1973	K-6 Curriculum Meetings, p.m.
December 21, 1973	Close - End of Day, Christmas Vacation
January 2, 1974	Schools in Session
February 8, 1974	Records Day - All Schools Closed, p.m.
February 27, 1974	K-6 Curriculum Meetings, p.m.
April 5, 1974	Close - End of Day, Easter Vacation
April 15, 1974	Schools in Session
April 25, 1974	Kdg. Parent-Teacher Conferences, p.m.
April 26, 1974	K-6 Parent-Teacher Conferences, p.m.
April 27, 1974	K-6 Parent-Teacher Conferences 7-12 Curriculum Meetings
May 15, 1974	Curriculum Meetings - All Schools, p.m.
May 27, 1974	Schools Closed - Memorial Day
June 26, 1974	Last Day of Instruction
June 27, 1974	Records Day

ARTICLE VIII - SCHOOL CALENDAR, Cont.

Section 2

SCHOOL CALENDAR - 1974-75

August 30, 1974	Orientation - New Staff
September 3, 1974	Teachers Report: 9:00 a.m. Staff Meeting & Organization
September 4, 1974	Students Report - 1/2 Day a.m. Curriculum Meetings, p.m.
November 4, 1974	K-6 Parent-Teacher Conferences 7-12 Curriculum, In-Service Meetings
November 5, 1974	K-6 Parent-Teacher Conferences, p.m.
November 6, 1974	Kdg. Parent-Teacher Conferences, p.m.
November 27, 1974	Close - End of Day, Thanksgiving Recess
December 2, 1974	Schools in Session
December 11, 1974	K-6 Curriculum & In-Service, p.m.
December 20, 1974	Close - End of Day, Christmas Vacation
January 6, 1975	Schools in Session
January 24, 1975	Records Day - All Schools Closed, p.m.
February 26, 1975	K-6 Curriculum, In-Service Meetings, p.m.
March 27, 1975	Close - End of Day, Easter Vacation
April 7, 1975	Schools in Session
April 16, 1975	Kdg. Parent-Teacher Conferences, p.m.
April 17, 1975	K-6 Parent-Teacher Conferences, p.m.
April 18, 1975	K-6 Parent-Teacher Conferences 7-12 Curriculum, In-Service Meetings
May 14, 1975	K-12 Curriculum, In-Service Meetings, p.m.
May 26, 1975	Memorial Day - Schools Closed
June 11, 1975	Last Day of Instruction
June 12, 1975	Records Day

ARTICLE VIII - SCHOOL CALENDAR, Cont.

Section 3

SCHOOL CALENDAR - 1975-76

August 29, 1975	Orientation - New Staff
September 2, 1975	Teachers Report: 9:00 a.m. Staff Meetings & Organization
September 3, 1975	Students Report - 1/2 Day a.m. Curriculum Meetings, p.m.
November 3, 1975	K-6 Parent-Teacher Conferences 7-12 Curriculum, In-Service Meetings
November 4, 1975	K-6 Parent-Teacher Conferences, a.m.
November 5, 1975	Kdg. Parent-Teacher Conferences, p.m.
November 26, 1975	Close - End of Day, Thanksgiving Recess
December 1, 1975	Schools in Session
December 10, 1975	K-6 Curriculum, In-Service Meetings, p.m.
December 19, 1975	Close - End of Day, Christmas Vacation
January 5, 1976	Schools in Session
January 23, 1976	Records Day - All Schools Closed, p.m.
February 25, 1976	K-6 Curriculum, In-Service Meetings, p.m.
March 31, 1976	K-6 Parent-Teacher Conferences 7-12 Curriculum, In-Service Meetings
April 1, 1976	K-6 Parent-Teacher Conferences, p.m.
April 2, 1976	K-6 Parent-Teacher Conferences 7-12 Curriculum, In-Service Meetings
April 15, 1976	Close - End of Day - Easter Vacation
April 26, 1976	Schools in Session
May 12, 1976	K-12 Curriculum, In-Service Meetings, p.m.
May 31, 1976	Memorial Day - Schools Closed
June 9, 1976	Last Day of Instruction
June 10, 1976	Records Day

ARTICLE VIII - SCHOOL CALENDAR, Cont.

Section 4
STATE REQUIREMENT

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

ARTICLE IX - SALARY ITEMS

Section 1

A. Salary Schedule 1973-74

<u>Step</u>	<u>Non Degree</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PhD</u>
0	7,671	9,171	9,858	10,358	10,758
1	7,971	9,538	10,458	10,958	11,358
2	8,271	9,903	11,059	11,559	11,959
3	8,571	10,392	11,658	12,158	12,558
4	8,871	11,003	12,498	12,998	13,398
5	9,171	11,675	13,338	13,838	14,238
6		12,408	14,298	14,798	15,198
7		13,262	15,378	15,878	16,278
8		14,117	16,457	16,957	17,357
9		15,278	17,658	18,158	18,558

B. Salary Schedule 1974-75

<u>Step</u>	<u>Non Degree</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PhD</u>
0	8,129	9,629	10,350	10,850	11,250
1	8,429	10,015	10,981	11,481	11,881
2	8,729	10,399	11,612	12,112	12,512
3	9,029	10,912	12,241	12,741	13,141
4	9,329	11,553	13,123	13,623	14,023
5	9,629	12,259	14,005	14,505	14,905
6		13,028	15,012	15,512	15,912
7		13,926	16,147	16,647	17,047
8		14,823	17,280	17,780	18,180
9		16,042	18,541	19,041	19,441

ARTICLE IX - SALARY ITEMS, Cont.

Section 1

C. Salary Schedule 1975-76

<u>Step</u>	<u>Non Degree</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PhD</u>
0	8,418	9,918	10,661	11,161	11,561
1	8,718	10,315	11,310	11,810	12,210
2	9,018	10,711	11,960	12,460	12,860
3	9,318	11,239	12,608	13,108	13,508
4	9,618	11,899	13,517	14,017	14,417
5	9,918	12,627	14,425	14,925	15,325
6		13,419	15,463	15,963	16,363
7		14,343	16,631	17,131	17,531
8		15,268	17,798	18,298	18,698
9		16,523	19,097	19,597	19,997

Cost of Living Adjustment 1975-76 Only

The 1975-76 salary may be adjusted under the following conditions:

1. Each teacher employed under the terms of this Agreement by the Board of Education of the Roseville Community Schools during the 1975-76 school year shall be eligible to receive a pay adjustment if the cost of living increases during the period from July 1, 1975 through June 30, 1976.
2. Adjustments in salary shall be made at the rate of fifty percent (50%) of the actual percentage increase in the Cost of Living Index with a maximum consideration of a five percent (5%) increase in Cost of Living. In no case shall the total of any adjustment exceed two and one-half percent (2½%) of the employee's base salary for the year.
3. The cost of living index shall be reviewed and pay adjustment made, if necessary, as of December 31, 1975 and as of June 30, 1976.

ARTICLE IX - SALARY ITEMS, Cont.

Section 1

C. Salary Schedule 1975-76, Cont.

4. All adjustments for cost of living payments shall be made in lump sum payments.

EXAMPLE ONLY:

Cost of Living Increase		
July 1, 1975 to December 31, 1975		2.7%
Adjustment Factor		1.35
Base Salary of \$10,000 equals Lump		
Sum Payment Due		\$135.00

Cost of Living Increase		
July 1, 1975 to June 30, 1976		4.3%
Adjustment Factor for Year		2.15
Total Adjustment for July to June		
on Base Salary of \$10,000		\$215.00
January Adjustment	Less	<u>\$135.00</u>
Lump Sum Payment Due as of June 30		\$ 80.00

5. In the event an increase is granted pursuant to a rise in the cost of living index as of December 31, 1975; and an examination by the Union and the Board of the status of the cost of living index in May reveals that the rate of annual increase has fallen or declined, pay adjustment may be made in June to permit the school district to recover any and all sums in excess of those provided for in paragraph 2 above.

All adjustments and computations shall be made on the basis of official reports of the United States Department of Labor, Bureau of Labor Statistics in their official Consumer Price Index prepared for the Detroit Metropolitan Area.

The base period for all computations shall be July 1, 1975.

ARTICLE IX - SALARY ITEMS, Cont.

Section 1

C. Salary Schedule 1975-76, Cont.

Should the U.S. Department of Labor, Bureau of Labor Statistics, adopt a new base or modify the method of computation of the Consumer Price Index so as to substantially change or render it unsuitable for the purpose described, the Board and the Union shall make appropriate adjustments. If the Consumer Price Index is no longer published, the Board and the Union shall determine an appropriate substitute.

Section 2

ELIGIBILITY FOR MA + 30 STATUS

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

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE

A. Special Education Teachers

Those special education classroom teachers who were employed by the Board and rendered services prior to September 1, 1973, and who have received payments above the salary schedule will continue to receive \$300 above their regular step on the schedule. Special education classroom teachers, including speech correctionists and consultants, who are employed to begin work after September 26, 1973, shall not be eligible for the additional compensation.

B. Social Workers

Social Workers shall receive added compensation up to 10% of the corresponding BA step, not to exceed \$1000. For this additional compensation, they shall work two (2) weeks in addition to the regular school calendar. The added time shall normally be worked the week prior to the beginning of the regular school year and the week following the regular school year.

ARTICLE IX - SALARY ITEMS, Cont.

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE, Cont.

C. School Psychologists

School Psychologists shall receive an additional \$1000 above their step on the schedule. For this additional compensation, they shall work two (2) weeks in addition to the regular school calendar. The added time shall normally be worked the week prior to the beginning of the regular school year and the week following the regular school year.

D. Driver Education Director

The salary for the school year and the summer program shall be equal to 20% of the BA schedule based on the length of service as Director. Every reasonable effort shall be made to provide the Director with some release time. The Board may fill this position by an administrator.

E. Longevity Payments

1. 1973-74 Longevity Payments

A teacher who has completed twelve (12) to fourteen (14) years of service in the Roseville Community Schools as of June 30, 1973 shall receive an additional Fifty Dollars (\$50) in compensation for the 1973-74 school year.

A teacher who has completed fifteen (15) or more years of service in the Roseville Community Schools as of June 30, 1973 shall receive an additional Two Hundred Dollars (\$200) in compensation for the 1973-74 school year.

2. 1974-75 Longevity Payments

A teacher who has completed thirteen (13) or fourteen (14) years of service in the Roseville Community Schools as of June 30, 1974, shall receive an additional Fifty Dollars (\$50) in compensation for the 1974-75 school year.

ARTICLE IX - SALARY ITEMS, Cont.

Section 3

EXTRA PAY ABOVE REGULAR SALARY SCHEDULE, Cont.

E. Longevity Payments, Cont.

2. 1974-75 Longevity Payments, Cont.

A teacher who has completed fifteen (15) or more years of service in the Roseville Community Schools as of June 30, 1974, shall receive an additional Two Hundred Dollars (\$200) in compensation for the 1974-75 school year.

3. 1975-76 Longevity Payments

A teacher who has completed fourteen years of service in the Roseville Community Schools as of June 30, 1975, shall receive an additional Fifty Dollars (\$50) in compensation for the 1975-76 school year.

A teacher who has completed fifteen (15) or more years of service in the Roseville Community Schools as of June 30, 1975, shall receive an additional Two Hundred Dollars (\$200) in compensation for the 1975-76 school year.

Section 4

ADJUSTMENT IN SALARY

- A. This salary schedule shall be based on the school term as established by the calendar. Any extended duty beyond the school term shall be a proration of salary. An extension of the school term must be approved by the Superintendent.
- B. Where professional growth entitles a teacher to added salary, certified official records must be filed on or before Friday of the opening week of school, or the first Friday of the second semester. The salary adjustment is made immediately.

Contracts are not adjusted for professional growth credit at any other time in that school year.

ARTICLE IX - SALARY ITEMS, Cont.

Section 4

ADJUSTMENT IN SALARY, Cont.

- C. Co-op Coordinators shall be contracted to work two (2) weeks before the regular school year begins and two (2) weeks after the close of the school year.
- D. Secondary School Counselors
 - 1. High School counselors shall be scheduled to work two (2) weeks in addition to the regular school year.
 - 2. Junior High counselors shall be scheduled to work one (1) week in addition to the regular school year.
- E. Librarians shall be scheduled to work one (1) week in addition to the regular school year.
- F. Adjustments to salary shall be based on a school year of one hundred eighty-four (184) days.

Section 5

OPTIONAL PAY PLAN

- A. Teachers shall have the option of receiving their salary on a 21 or 26 period pay plan. Such option to be exercised only when the forms are sent to teachers in April. It is also agreed that once selection is made NO CHANGE will be made during the year under any circumstances.
- B. No lump sum payments will be made at the end of the school year unless the teacher is leaving the district.
- C. Any adjustment in salary in excess of Three Hundred Fifty Dollars (\$350) shall have the federal income tax deducted at the rate of 20% for the entire amount.

ARTICLE IX - SALARY ITEMS, Cont.

Section 6

HOSPITALIZATION

- A. The Board will pay up to and including the full family subscribers rate for medical surgical, major medical, and hospitalization insurance for contracted teachers which shall be comparable to or an improvement over that of Blue-Cross/Blue Shield MVF coverage.

Hospital-Medical insurance provided shall include a rider for prescription drugs which will require a Two Dollar (\$2.00) maximum co-payment by the insured employee.

- B. The Board will provide \$9000 life insurance in a group policy including coverage for accidental death and dismemberment for contracted teachers.
- C. It shall be the responsibility of the teacher to make changes for dependents or any changes on their group policy. Forms can be obtained in the Business Office or payroll office either by direct contact or memo.
- D. Teachers may request these forms from the payroll department, business manager, or leave a message with the receptionist at the Administration Building.
- E. Teachers on leave of absence due to illness shall continue to receive hospitalization and life insurance coverage for a period of one year. It is understood that teachers on leave for maternity shall be covered through the month of birth at the expense of the Board.
- F. Teachers on leave of absence for reasons other than illness and for post natal periods within a maternity leave shall be allowed to maintain their insurance benefits at the group rate for a period of one year by reimbursing the group carrier provided the teacher does not take leave to obtain another position.

ARTICLE IX - SALARY ITEMS, Cont.

Section 6

HOSPITALIZATION, Cont.

- G. Beginning September 1, 1974, those teachers who do not enroll in the Hospital-Medical coverage provided in paragraph A of this section, shall be eligible to enroll in a Dental Care Plan to be provided by the Board. The expense to the Board for this program shall not exceed the cost of the minimum single person hospital-medical coverage.

Section 7

WORKMEN'S COMPENSATION - ON THE JOB INJURY

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

Section 8

EQUIVALENCY RATINGS

- A. When working in an assignment which requires work experience to attain vocational certification, a teacher with such experience shall receive two (2) years experience credit. Such experience credit, together with other outside creditable teaching and/or military experience shall not exceed the total amount allowable under the salary schedule policy.

ARTICLE IX - SALARY ITMES, Cont.

Section 8

EQUIVALENCY RATINGS, Cont.

- B. A certified tenure teacher with an additional professional degree, whose special knowledge is used directly in his teaching, shall be eligible for consideration on the level of a Master's Degree on the salary schedule, when such credits shall be recommended by a committee comprised of two teachers and two administrators. The final authorization shall rest with the Board of Education. "Professional Degree" assumes preparation of not less than the Master's Degree.

Section 9

COACHING AND SPONSOR COMPENSATION

- A. The Board retains the right to determine which extracurricular programs will be operated and to eliminate, modify or reduce the length of any such program.
- B. Should a given extracurricular activity be modified or reduced in length, the compensation shall be adjusted as may be agreed by representatives of the Union and the Board.
- C. If extracurricular programs are restored, the Board will attempt to distribute the activities on an equitable basis between Junior and Senior High Schools.
- D. High School

Athletic Director	12%
Head Football Coach	10%
First Assistant	8%
Other Assistants	7%
Head Basketball Coach	10%
Assistant Basketball Coach	7%
Head Baseball Coach	8.5%
Assistant Baseball Coach	6.5%
Head Track Coach	8.5%
Assistant Track Coach	6.5%
Head Wrestling Coach	8.5%
Assistant Wrestling Coach	6.5%
Head Tennis Coach	7%
Assistant Tennis Coach	6.5%
Head Golf Coach	7%
Head Cross-Country Coach	7%
Swimming Coach	8.5%
Assistant Swimming Coach	6.5%
GAA	5%

ARTICLE IX - SALARY ITEMS, Cont.

Section 9

COACHING AND SPONSOR COMPENSATION

D. High School, Cont.

Band Director	\$1,000
Vocal Music Director	\$ 800
Cheerleader	\$ 400
Play Director	\$ 300 each play
Forensic	\$ 300
Debate Coach	\$ 300
Yearbook	\$ 300
Newspaper	\$ 300
Future Teachers of America	\$ 100
Future Nurses	\$ 100
Future Secretaries	\$ 100
Latin Club	\$ 100
French Club	\$ 100
Spanish Club	\$ 100
Pep Club	\$ 100
Varsity Club	\$ 100
Key Club - Kiwanis Responsibility	
Student Council Advisors	\$ 150
Senior Class Advisor	\$ 150 Chief 2
	\$ 100 Asst.
Junior Class Advisor	\$ 100 each
Sophomore Class Advisor	\$ 100 each
Party and Dance Chaperones	\$ 13 each event
Literary Magazine	\$ 100
Intramurals (after school)	\$ 500
Girls Athletics (Maximum 5 sports)	\$ 400 each

1. There shall be two (2) advisors for the Student Council.
2. The ratio of advisors to students shall be 200-1 for the Senior Class and 300-1 for the Junior and Sophomore classes.

ARTICLE IX - SALARY ITEMS, Cont.

Section 9

COACHING AND SPONSOR COMPENSATION, Cont.

E. Junior High School

Athletic Director	6%	
Football Coach	6%	
Assistant	4%	
Basketball Coach	6%	
Baseball Coach	6%	
Track Coach	6%	
Assistant	4%	
Intramural Boys and Girls After School	6%	
Cheerleaders		\$150
Band Director		\$500
Vocal Music Director		\$150
Newspaper		\$150
Student Council		\$100

F. Elementary Schools

Instrumental Music	\$13 (per after school event, including practice sessions)	
Vocal Music	\$13 (per after school event, including practice sessions)	
Safety Patrol Sponsor		\$150
Service Squad Sponsor		\$100

Section 10

GENERAL RULES AND GUIDELINES

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

ARTICLE IX - SALARY ITEMS, Cont.

Section 10

GENERAL RULES AND GUIDELINES, Cont.

D. Procedure for Payment

1. When the assignment is a full year assignment, compensation shall be made in two (2) half year payments.
2. When the assignment is seasonal, payments shall be made at the end of the season.

Section 11

EXTRACURRICULAR ACTIVITIES

- A. Supervision and extracurricular activities shall not be considered a part of the teacher's contract responsibilities without extra compensation.
- B. Teachers employed for special events shall receive a stipend of \$13.00 per event when this service is outside of the regular school day, or their club or class responsibility. Timers, scorekeepers, and cameramen for High School athletic events shall receive \$18.00 per event.
- C. Regularly scheduled and recognized interscholastic contests as well as plays, dances, club activities, and educational field trips shall qualify as extracurricular events. Teachers receiving pay for the sponsorship of a club or class will qualify for the \$13.00 stipend, providing their club or class is not involved in sponsoring the activity.
- D. Elementary programs requiring student supervision and conducted beyond the school day must be approved by the building principal in writing. Such programs shall be voluntary and compensated for at the prescribed rate of pay from the general fund.

Section 12

TEACHER-IN-CHARGE

- A. The teacher-in-charge position shall be voluntary and shall be rotated yearly among qualified and interested personnel within the building. Preference for placement on the rotation list shall be given to teachers with five (5) years experience in the district and credit hours in administration courses.

ARTICLE IX -- SALARY ITEMS, Cont.

Section 12

TEACHER-IN-CHARGE, Cont.

- B. The teacher-in-charge shall receive a stipend of Three Hundred Dollars (\$300) per year. A teacher-in-charge who assumes the principal's duties shall be paid Fifteen Dollars (\$15) per day for each day after a three day consecutive assignment.
- C. When under per diem payment, the teacher in charge will be required to remain in school until 4:00 p.m.
- D. The teacher-in-charge in a building where the principal has an additional building assignment shall receive One Hundred Dollars (\$100) in additional compensation.

Section 13

EXTRA INSTRUCTIONAL PROGRAMS

A. Summer Programs

1. Summer School Day

- a. The summer school day shall be considered four (4) hours in length, generally between 8:00 a.m. and 12:00 p.m.

2. Staff Selection

- a. The Summer School Director shall post notices in all schools of projected openings and he shall send a copy to the President of the Union.
- b. A letter of application shall be submitted to the respective summer program director by May 1. Applicants will be notified of their tentative summer employment status by May 15.
- c. The following system shall be employed in the hiring of teachers to fill positions in Summer School and Summer Driver Education.
 - 1) All applicants, who have certification, shall submit an application in writing no later than May 1 for summer school positions. Area of Certification and preference shall be included.

ARTICLE IX - SALARY ITEMS, Cont.

Section 13

EXTRA INSTRUCTIONAL PROGRAMS, Cont.

A. Summer Programs, Cont.

2. Staff Selection, Cont.

c.

- 2) A list of those applicants shall be established based on seniority in the district. In case of a tie in seniority, the deciding factor shall be qualifications and preparation.
 - 3) Tenure teachers shall have preference over non-tenure teachers.
 - 4) A tenure teacher who worked the previous year in a summer program, or who refused an assignment shall be placed at the bottom of the list ahead of the non-tenure teachers.
 - 5) Individual assignment shall be at the discretion of the administrator. A teacher may request a written reason why he was not given a specific assignment.
 - 6) The list shall be posted by May 10 in each building. The list shall designate the name and area of application.
 - 7) Teachers shall be eligible for only one (1) assignment per summer, unless there are no other qualified applicants.
3. All summer program teachers will receive \$8.00 per hour plus the 4th of July.
 4. Fringe Benefits for Summer Programs.
 - a. No fringe benefits are provided for driver education and summer school teachers.

ARTICLE IX - SALARY ITEMS, Cont.

Section 13

EXTRA INSTRUCTIONAL PROGRAMS, Cont.

B. Regular School Programs

1. Driver Education, Adult Education, Swimming Pool Supervisor, Planetarium Director, and Title I teachers employed on a part time basis shall receive \$8.00 per hour.
2. Driver Education will be scheduled by the Director of Driver Education as the need arises. Staff members will be selected from Roseville teachers first.
3. Part time Title I teachers will be paid for Memorial Day and Thanksgiving according to the hours of the regular schedule.
4. Full time teachers contracted by the school district and assigned to Title I will be governed by the Master Contract.

C. Employment Practices

1. When core teachers are used in the Title I Summer Program, they will be selected with the aid and recommendation of the appropriate administrators in the attendance centers.
2. Position requirements for summer positions shall accompany the postings.

D. Summer Librarians

1. The Board of Education will employ teachers to staff summer elementary library centers. These centers will be essentially as heretofore established; each to be open one-half day per week.

Section 14

ANNUITIES

All contracted teachers may avail themselves of the tax sheltered annuities programs made available by Investors Diversified Services, Inc. (I.D.S.), Variable Annuities Life Insurance (V.A.L.I.C.), Michigan Education Association (M.E.A.), Metropolitan Life Insurance Corporation, and Mutual Life Insurance Company of New York according to the rules and regulations established by the Business Office.

ARTICLE IX - SALARY ITEMS, Cont.

Section 15

EXTENSION OF INSTRUCTIONAL DUTY

A regular contract teacher hired to work an additional hour daily during the school year shall be prorated at one-sixth (1/6) of his basic salary but not less than \$8.00 an hour and to two (2) additional sick days.

Section 16

TEACHERS SUBSTITUTING DURING PREPARATION PERIOD

Elementary and Secondary teachers substituting during an unassigned or preparation period shall be compensated at \$6.00 an hour or prorated at this scale. Such substituting shall be voluntary.

Section 17

MILEAGE COMPENSATION

All mileage payments for school related activities shall be at the rate of 12¢ a mile.

Section 18

OUTSIDE EXPERIENCE

- A. Teachers hired by the Roseville Community Schools on or after September 26, 1973, shall be granted up to two (2) years full credit on the salary schedule for up to two (2) years of verified teaching and/or military experience.
- B. The Board may grant additional credit for personnel hired in technical teaching areas for experience in teaching and/or work experience in a directly related area up to the amount of actual experience applicable.
- C. Teachers formerly employed by the Roseville Community Schools who return to employment after having lost seniority privileges shall be granted all Roseville teaching credit up to four (4) years at full step of the schedule.

A fifth year of Roseville experience shall be credited at One Hundred Dollars (\$100). Up to two years of military experience shall be fully credited. The combined Roseville and military experience credit shall be limited to four (4) years fully credited and one (1) year at One Hundred Dollars (\$100).

ARTICLE IX - SALARY ITEMS, Cont.

Section 18

OUTSIDE EXPERIENCE, Cont.

- D. The following outside experience factors shall continue to be applicable to all teachers hired prior to September 26, 1973, who remain in employment or who leave and return within the period required to protect their seniority rights.
1. Up to four (4) years of teaching experience shall be fully credited. A fifth year of teaching experience shall be credited at One Hundred Dollars (\$100).
 2. Up to two (2) years of military experience shall be fully credited.
 3. The combined outside teaching and military experience is limited to four (4) years fully credited and one (1) year at One Hundred Dollars (\$100).

Section 19

JURY DUTY

A teacher who serves jury duty shall be paid regular salary without loss of days, and all compensation for such duty shall be endorsed to the District and forwarded to the Business Office.

ARTICLE X - NON SALARY ITEMS

Section 1

THE SCHOOL DAY

A. Hours	<u>Elementary</u>	<u>Junior High</u>	<u>Senior High</u>
Teacher's Duty Begins	8:25	8:25	7:55
Instruction Begins	8:30	8:30	8:00
Dismiss for Lunch	11:20	½ hr. lunch	½ hr. lunch
Teacher's Duty Begins	12:05		
Instruction Begins	12:10		
Dismiss Students	3:00	3:00	2:30
Teacher's Duty Ends	3:10	3:05	2:35

ARTICLE X - NON SALARY ITEMS, Cont.

Section 1

THE SCHOOL DAY, Cont.

A. Hours, Cont.

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

B. Duty Free Lunch

Lunch period shall be duty free.

C. Meetings and Conferences

1. The teacher's day as outlined is the normal day except for Tuesdays. Each Tuesday, teachers shall be available for after school meetings as outlined below. The Administration and the Union shall arrange their meetings so as to avoid conflict.

- a. The principal may schedule up to a maximum of eight (8) one-half hour meetings for building meetings.

D. Relief Breaks

Elementary teachers K-6 including auxiliary service teachers, shall be allowed two (2) fifteen minute relief breaks daily; one in the a.m. and one in the p.m. These breaks shall, for the most part, be taken during the normal recess period. Any building, upon the mutual agreement of a majority of the staff and principal, may make other arrangements for the relief break as deemed necessary for the educational program of the building involved.

- E. All teachers in secondary schools shall be guaranteed one (1) fifty-five minute preparation period per day.

Section 2

ELEMENTARY AUXILIARY SERVICES

- A. All grades from one through six and special education classes shall receive one (50 minute) art period, one (30 minute) physical education period, and one (30 minute) vocal music period per week. (Exception:

ARTICLE X - NON SALARY ITEMS, Cont.

Section 2

ELEMENTARY AUXILIARY SERVICES, Cont.

A. Cont.

4th grade - first semester will have tonette instead of vocal music.

- B. Kindergarten groups will receive one (30 minute) physical education period each week. Kindergarten groups the first semester shall have one (15) minute vocal music period.
- C. Auxiliary service schedules shall provide for five (5) minutes passing time between classes and a twenty (20) minute planning period daily.
- D. Auxiliary service personnel shall be entitled to the same recess break that is provided for the other elementary personnel.
- E. Art teachers shall be scheduled to meet no more than five (5) class groups per day. Vocal music and physical education teachers shall be scheduled to meet no more than eight (8) class groups per day.
- F. Teachers shall use any unassigned service time for bulletin boards, make-up lessons missed by children because of some interruption, preparation of instructional materials, individual or small group instruction.
- G. Some designated space, if available, shall be set aside exclusively for the storage of materials used by auxiliary personnel.
- H. Special and Auxiliary Service Daily Schedule

Each special and auxiliary service teacher shall determine his daily schedule in his respective building(s) with the approval of the principal.

Section 3

CLASS SIZE

- A. Class size shall be limited to 29 in grades one and two, and to 31 in kindergarten and grades three through six (3-6).

ARTICLE X - NON SALARY ITEMS, Cont.

Section 3

CLASS SIZE, Cont.

- B. There shall be no combination classes unless absolutely necessary. When it is necessary, mutual arrangement will be made with the teacher, principal, and central administration, and such additional aid as may be possible shall be given. Combination classes shall be limited to 26.
- C. The number of students assigned to an experimental class shall be determined by the teacher and principal involved.
- D. Academic class size at the secondary level, including typing, shall not exceed 155 pupils for a five period day.
- E. Physical Education classes at the secondary level shall not exceed 180 pupils for a five period day.
- F. Music classes at the secondary level shall not exceed 155 pupils for a five period day, not including Concert Band and Choir.

Should the high school music instructors total load, excluding the Concert Band and Concert Choir, exceed 125 students, assistance will be provided as follows:

- 1. Choir: An accompanist will be provided for preparation and assistance not to exceed fifteen (15) hours for each major choral presentation.
 - 2. Band: Clerical assistance will be made available for up to a maximum of five (5) hours per week.
- G. Shop, Home Economics, Crafts, Chemistry and Physics Laboratory classes shall be limited to 26 students.
 - H. At the secondary level every effort shall be made to limit each academic class to 31 pupils but not to exceed 33 and to limit each physical education and music class to 36 pupils.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 3
CLASS SIZE, Cont.

- I. The schedule for payment for student overloads shall be according to the following formula:

Elementary: 1/30 of 1/180 of the teacher's salary per child over the contract limits.

Secondary: Student overload on an individual or daily basis is to be paid at the rate of:
(1-5 - \$150) (6-10 - \$300)
(11-14 - \$450)

- J. The Board will make a reasonable effort to make the planetarium available to students and to the community.

Section 4
PHYSICAL FACILITIES

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

ARTICLE X - NON SALARY ITEMS, Cont.

Section 4

PHYSICAL FACILITIES, Cont.

- F. All itinerant special education personnel shall be provided with filing space, and when feasible, with a desk or other work space.
- G. Teachers shall not be required to repair school equipment.

Section 5

TEACHERS' LOUNGE

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

Section 6

SICK LEAVE BANK AND LEAVE DAYS

- A. Accumulated Sick Leave Days
 - 1. Unused sick leave days shall accumulate in a single bank at the rate of thirteen (13) days per school year without limit.
 - 2. Sick bank information will be recorded and distributed in September of each year to all teachers. This will include accumulated days from prior years together with total days credited for the current contractual year.
 - 3. Teachers must give notification if they wish to cancel a sick leave or personal leave. Failure to notify may result in a pay deduction equal to the cost to the Board for a substitute's "show up" pay.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 6

SICK LEAVE BANK AND LEAVE DAYS, Cont.

B. Central Sick Leave Bank

1. The Board of Education will contribute a day for each day contributed by a teacher to the Central Sick Leave Bank.
2. There shall be a Central Sick Bank Board consisting of one representative each from the bargaining unit, central administration, and Board of Education to act upon application and to manage the Central Bank.
3. Newly contracted teachers will automatically contribute one day to the central sick leave bank.
4. Further contributions to maintain the stability of the central sick leave bank shall be determined by the Bank Board.

C. Use of Central Sick Leave Bank

1. Upon a member using twenty (20) days from his own bank, he may apply to the Bank Board in writing for days from the Central Bank.
2. Up to thirty (30) days may be granted by said Board.
3. If a member uses all thirty days from the Central Sick Leave Bank, he must return to the use of his own bank for fifteen (15) days, or having exhausted his bank, he must wait the passage of fifteen (15) school days without pay, before making application to the Board for additional days.
4. If an illness continues beyond the period and conditions set forth above, the Bank Board may grant additional sick leave days from the Central Bank up to a maximum of sixty (60) additional days.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 6

SICK LEAVE BANK AND LEAVE DAYS, Cont.

C. Use of Central Sick Leave Bank, Cont.

5. First and second year teachers may apply to the Bank Board for waiver of the twenty (20) day requirement in Paragraph 1 of this Section after exhausting their own sick banks.
6. The Bank Board may request an individual to be examined by a doctor at any time at the member's expense.
7. The Central Sick Leave Bank regulations may be amended with the concurrence of the Board of Education and Bargaining unit.
8. Maternity will not come under the benefits of the Central Bank.

D. Extended Illness

1. A teacher returning after eight (8) consecutive school days of illness shall present a doctor's release to return to duty.
2. A teacher returning from such extended absence must notify the principal at least two school days before reporting for duty.

E. Personal Leave

1. Three (3) days of the individual sick leave allowance may be used for personal business each year.
2. Personal leave days may not be used the day before or the day after a holiday or vacation. An employee absent on the day before or the day after a holiday or vacation will not receive pay for that day except as he presents reasonable evidence of his involuntary detention because of cancellation of reservations with a common carrier, official closing of a highway due to weather conditions or similar circumstance of an extreme nature.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 6

SICK LEAVE BANK AND LEAVE DAYS, Cont.

F. Funeral Leave

1. Each employee shall be allowed up to five (5) days of funeral leave to attend the funeral in event of death in the immediate family. The immediate family is defined as spouse, father, mother, grandparents, brother, sister, son or daughter, and the above in-laws of the employee.
2. If a school should be closed because of the death of a member of the unit, members from that school who attend the funeral shall incur no loss of pay or days from their individual bank.
3. An employee may be granted up to five (5) days to attend the funeral of relatives not listed, guardian or friends where the relationship is similar to that of the immediate family, upon application, explanation and approval of the Assistant Superintendent for Employee Relations and Personnel.

G. Maternity Leave

1. Request for maternity leave shall be made not less than thirty (30) days prior to expected leave of duty.
2. No teacher may be on duty during a four-month period preceding childbirth without the written permission of her doctor.
3. No teacher may return to duty earlier than eight (8) weeks after giving birth to the child except when she has the written permission of her doctor.

H. Conference Leave

1. Teachers shall give at least one week's notice when applying for conference leave. Forms may be obtained in the principal's office and must be approved by him.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 6

SICK LEAVE BANK AND LEAVE DAYS, Cont.

H. Conference Leave, Cont.

2. A local, state, or national Union officer shall be allowed conference leave whenever necessary to fulfill the duties of his office. The time limitation of notice will be waived whenever necessary.

I. Speaking Engagements

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

Section 7

SABBATICAL LEAVE

- A. A teacher holding at least a Bachelor's Degree and a permanent Michigan Teaching Certificate may make application for sabbatical leave providing he shall have completed not less than seven (7) consecutive years of service with the Roseville Community Schools.
- B. Sabbatical leave shall be granted for professional improvement including attendance at a college or university, research under the direction of a college or university, or travel which can be shown to improve the teacher's capability and benefits the local school district.
- C. Requests for sabbatical leave shall be submitted by March 1. At least one (1) sabbatical leave shall be granted if one is requested and the applicant meets the minimum requirements for Sabbatical Leave. The Board may grant Sabbatical Leaves to up to 1% of the staff.
- D. During a sabbatical leave, the teacher shall be considered to be in the employ of the Board and shall be paid one-half of the regular annual salary. Grants and Stipends shall not affect sabbatical pay except that these funds added to sabbatical pay shall not exceed the teacher's annual full pay salary.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 7

SABBATICAL LEAVE, Cont.

- E. Teachers returning from sabbatical leave shall be restored to their former teaching position or one of similar nature. Seniority shall accrue, and they shall be eligible for a regular increment on the salary schedule unless already at the top.
- F. If enrolled in an institution of higher learning, at least ten (10) semester hours of graduate credit study shall be carried per semester.
- G. Sabbatical leave teachers shall not assume such additional employment as would affect the purpose of the leave adversely.
- H. As a condition to receiving final approval for a sabbatical leave, a staff member shall file an agreement stating intent to remain in the service of the school district for a period of two (2) years after the expiration of such leave.

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

- I. A teacher on sabbatical leave shall continue to receive the benefits provided in hospitalization, life and disability benefits.
- J. Applications for Sabbatical Leave will be considered by the Board on the basis of
 - a. Purpose of Leave
 - b. District Seniority
 - c. Date of Initial Request for Leave.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 8

RETURN AFTER ABSENCE

- A. After leaving the employment of the Roseville Community Schools, a teacher who returns within four years shall:
1. Be placed on the salary schedule of the step of the step above the one he was on when he left.
 2. He shall also receive credit according to his creditable experience within the district and to a maximum outside experience as stated in ARTICLE IX, Section 18.
 3. His prior district seniority will be based on actual teaching experience in the district.
 4. His accumulated sick leave shall be reinstated.
 5. His seniority shall be reinstated as defined in ARTICLE II.
- B. Effective September 1973, tenure teachers who are granted leaves of absence shall be restored to the former position held, or to a similar position for which the employee is qualified, provided the teacher retains a valid teaching certificate.
- C. A teacher on approved leave shall notify the Board of his or her intention to return or request extension of leave by March 1 or ninety (90) days prior to the end of the semester, whichever is earliest.
- D. In the event a position is not available during the school year, the returning teacher shall be granted an automatic extension to the beginning of the next school year. Probationary teachers may be terminated at the end of a school year to create an opening for a returning teacher.
- E. In the event two (2) or more tenure teachers similarly qualified should apply for reinstatement at the same time and a single vacancy exists, preference for reinstatement will be given on the following basis:
1. Length of service in the district.

ARTICLE X - NON SALARY ITEMS, Cont.

Section 8

RETURN AFTER ABSENCE

E. Cont.

2. If length of service is equal, the person who has been on leave the longest shall be reinstated.
 3. If length of service and length of time on leave are equal, the person with the highest degree shall be reinstated.
 4. If length of service, length of time on leave and degree held are equal, the date of request for reinstatement shall determine the person to be reinstated.
- F. No tenure teacher shall be laid off to create a vacancy for another tenure teacher to return from leave.
- G. Teachers on leave under the terms of prior contracts may return under the return from leave provision of the contract in effect at the time the leave was granted.

Section 9

SECONDARY PREPARATIONS

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

ARTICLE XI - CONTRACT CONFLICTS

Section 1

CONTRACT CONFLICTS

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

ARTICLE XII - MANAGEMENT RIGHTS CLAUSE

Section 1

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

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

Section 2

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

ARTICLE XIII - TEACHER'S LEGAL RIGHTS

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

ARTICLE XIV - WORK STOPPAGE

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

ARTICLE XV - LAW SAVING CLAUSE

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

ARTICLE XVI - TERM OF AGREEMENT

Section 1

This Agreement shall be and continue in full force and effect from September 26, 1973 until August 31, 1976 at which time it shall terminate.

ARTICLE XVI - TERM OF AGREEMENT, Cont.

Section 1, Cont.

Should either party wish to extend, or modify this Agreement beyond the date of termination, they shall deliver written notice to the other party no less than ninety (90) days prior to the expiration date.

Section 2

This Agreement will be executed when it has been:

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

Section 3

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

BOARD OF EDUCATION
ROSEVILLE COMMUNITY SCHOOLS
MACOMB COUNTY
ROSEVILLE, MICHIGAN 48066

ROSEVILLE FEDERATION OF
TEACHERS
AFT LOCAL NO. 1071
AFL - CIO

Michael J. Francis
President

John Olekszyk
President

Conrad Clayton
Vice President

Natalie Koshey
Exec. Vice President

William Moran
Secretary

Gerald Mrofka
Secondary Vice President

David Mansfield
Treasurer

Margaret Johnson
Elementary Vice President

Josephine Coppola
Trustee

Jill Marentette
Corresponding Secretary

Charmaine DeLorme
Trustee

Linda Shealey
Recording Secretary

Mark J. Power
Trustee

Robert Geurin
Treasurer

Date

Date

APPENDIX A

1. Curriculum Coordinating Council

- A. The Board shall establish a Curriculum Coordinating Council for the Roseville Community Schools. Members of the Council shall include the following:

- Two Senior High Teachers
- Two Junior High Teachers
- Two Elementary Teachers
- One Elementary Teacher of Special Subjects
- One Special Education Services Representative
- One Elementary Principal
- One Secondary Principal
- One Central Office Administrator

The Assistant Superintendent for Instruction shall serve as chairman of the Council.

- B. The Superintendent of Schools and the President of the Union (or his designee) shall be considered ex officio members of the Council.
- C. The purpose of the Council shall be to promote continuity in the development and appraisal of the instructional program. It shall:
1. serve as a coordinating and collecting agency for proposed curriculum changes;
 2. establish priorities for review and study;
 3. make recommendations to the Superintendent and the Board of Education.
- D. The Board shall provide five (5) days of release time per year for the curriculum coordinating council to hold meetings during the normal school day. Specific meeting times shall be established by the Council. The Council may schedule additional meetings outside of normal teaching hours.
- E. Recommendations of the curriculum council shall be presented to the Superintendent upon completion. Within thirty (30) days after receipt the Superintendent shall return the recommendations to the Council with his comments or forward with his recommendation to the Board of Education for consideration.

APPENDIX A - Continued

II. Organizational Structure for Subject Area and Grade Level Curricular Activities

A. Secondary English, Mathematics, Science, Social Studies

Each secondary school shall elect four Building Chairpersons: one from the English, Mathematics, Science and Social Studies Departments. The Superintendent will appoint one of the elected chairpersons as the Executive Chairperson in each of the respective subject areas.

B. Business Education, Counseling, Industrial and Vocational Education

Each high school shall elect three Building Chairpersons: one from the Business Education, Counseling, Industrial and Vocational Education Department.

All four junior high schools together shall elect three Department Chairpersons: one for junior high Business Education, one for junior high Counseling, and one for junior high Industrial Arts.

The Superintendent will appoint one Executive Chairperson in each of the respective areas from the elected Building Chairpersons and elected junior high Department Chairpersons.

C. Art, Music, Physical Education, Special Education

Teachers of Art, Music, Physical Education and Special Education shall elect one Department Chairperson for each subject area at each school level (high school, junior high, elementary). The Superintendent will appoint one of the elected chairpersons as the Executive Chairperson for each of the respective subject areas.

D. Home Economics, Language, Media Center (Librarians and AV Staff)

Personnel in the areas of Home Economics, Language and Media Center shall elect one Department Chairperson for each subject area at the junior high school and senior high school levels. The Superintendent will appoint one of the elected chairpersons as the Executive Chairperson in each of the following areas: Home Economics, Language, and Media Center.

APPENDIX A, Continued

II. Organizational Structure for Subject Area and Grade Level Curricular Activities - Continued

E. Remedial Reading, Speech Correction, Special Education Services (School Psychologists and Social Workers)

Personnel in Remedial Reading, Speech Correction and Special Education Services (School Psychologists and Social Workers) shall elect one Department Chairperson for each area (Remedial Reading, Speech, Special Education Services).

The Superintendent will appoint one Executive Chairperson to represent those personnel in the combined group of Remedial Reading, Speech Correction and Special Education Services.

F. Grade Level Representative - Elementary

The elementary schools shall be divided into three geographical clusters as follows:

Cluster #1

Chippendale, Dort, Edgewood, Grandmont, Huron Park, Washington

Cluster #2

Fountain, Kaiser, Lincoln, Roseland, Wellington

Cluster #3

Alumni, Arbor, Eastland, Greater Gratiot, Patton, Pierce

Each cluster shall meet and elect a Grade Level Chairperson for each grade, Kindergarten through Grade Six inclusive. The Superintendent will appoint one of the elected chairpersons as the Executive Chairperson in each grade level.

Title I personnel are encouraged to select an approximate grade level or appropriate departmental group in the district.

APPENDIX A - Continued

III. Compensation for Chairpersons

Building Chairperson	\$300 per year
Department Chairperson	\$200 per year
Cluster Chairperson	\$150 per year

Persons appointed as Executive Chairpersons shall receive an additional \$50 compensation per year.

IV. Qualifications, Duties and Responsibilities of Chairpersons
Secondary Level

A. Executive Chairperson

1. The executive chairperson shall have a minimum of two (2) years experience in the particular department.
2. The executive chairperson shall notify department members of special activities, including time and place of meeting.
3. The executive chairperson shall arrange and chair a minimum of eight (8) meetings per year with building and/or department chairpersons after school.
4. The executive chairpersons, with the aid of department and/or building chairpersons shall assist in the planning for release time in-service and curriculum meetings.
5. The executive chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
6. The executive chairperson shall serve as a liaison with other building chairpersons for general department concerns.
7. The executive chairperson shall serve as a liaison between department members and administration.

APPENDIX A - Continued

IV. Qualifications, Duties, Responsibilities of Chairpersons
Secondary Level - Continued

A. Executive Chairperson - Continued

8. The executive chairperson shall coordinate the election of building chairpersons by May 15.
9. The executive chairperson shall prepare and distribute an agenda and minutes of all building chairpersons meetings to building chairpersons, building principals, and the Assistant Superintendent for Instruction.
10. As required, the executive chairperson shall make presentations or recommendations to the curriculum council.

B. Department Chairperson

1. The department chairperson shall have a minimum of two years experience in the department.
2. The department chairperson shall call meetings of department members on a need basis or as directed by the executive chairperson. Such meetings shall be held outside of regular school hours.
3. The department chairperson shall be elected by department members on a yearly basis by May 15.
4. The department chairperson for each subject area shall attend all meetings called by the executive chairperson after school.
5. The department chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
6. The department chairperson shall serve as a liaison for general department concerns.
7. The department chairperson shall prepare and distribute an agenda and minutes of all meetings of his department to department members, principals, and the Assistant Superintendent for Instruction.

APPENDIX A - Continued

IV. Qualifications, Duties, Responsibilities of Chairpersons
Secondary Level - Continued

B. Department Chairperson, Cont.

8. The department chairperson will work with the executive chairperson in planning and may chair meetings held on released time.

C. Building Chairperson

1. The building chairperson shall have a minimum of two years experience in the department.
2. The building chairperson shall call meetings of department members on a need basis or as directed by the executive chairperson. Such meetings shall be held outside of regular school hours.
3. The building chairperson will work with the executive chairperson in planning and may chair meetings held on released time.
4. The building chairperson shall coordinate requisition of materials for the department.
5. The building chairperson shall coordinate inventory of department materials.
6. The building chairperson shall oversee maintenance of equipment.
7. The building chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
8. The building chairperson shall attend all meetings called by the executive chairperson after school.
9. The building chairperson shall serve as liaison for general department concerns.
10. Building chairpersons shall be elected by department members on a yearly basis by May 15.

APPENDIX A - Continued

IV. Qualifications, Duties, Responsibilities of Chairpersons
Secondary Level - Continued

C. Building Chairperson, Cont.

11. The building chairperson shall prepare and distribute an agenda and minutes of all department meetings to department members, principals, and the Assistant Superintendent for Instruction.

V. Qualifications, Duties and Responsibilities of Chairpersons
Elementary Level

A. Executive Chairperson

1. The executive chairperson shall have a minimum of two (2) years of experience at the particular grade level.
2. The executive chairperson shall notify grade level members of any special activities, including time and place of grade level meetings.
3. The executive chairperson shall arrange for a minimum of eight (8) meetings per year, after school, with cluster chairpersons.
4. The executive chairperson shall with the aid of the cluster chairperson, assist in planning for release time in-service and curriculum meetings.
5. The executive chairperson shall coordinate and disseminate information and recommendations for curricular activities for the grade level.
6. The executive chairperson shall serve as liaison with the cluster chairpersons for general grade level concerns.
7. The executive chairperson shall serve as the liaison person between cluster chairpersons and the administration.

APPENDIX A - Continued

V. Qualifications, Duties and Responsibilities of Chairpersons
Elementary Level

A. Executive Chairperson, Cont.

8. The executive chairperson shall coordinate the election of cluster chairpersons to complete this activity by May 15.
9. The executive chairperson shall prepare and distribute an agenda and minutes of all cluster chairpersons meetings and general grade level meetings to cluster chairpersons, principals and to the Assistant Superintendent for Instruction.
10. As required, the executive chairperson shall make presentations or recommendations to the curriculum council.

B. Grade Level Cluster Chairpersons

1. The Grade Level Cluster Chairpersons shall have a minimum of two (2) years experience at the grade level.
2. The cluster chairpersons shall call meetings of grade level members on a need basis or as directed by the executive chairperson for the level. Such meetings will be held outside of regular school hours.
3. The cluster chairpersons will work with the executive chairperson in planning and may chair meetings held on released time.
4. The cluster chairpersons shall attend all meetings called by the executive chairperson after school.
5. The cluster chairpersons shall coordinate and disseminate information and recommendations for curricular and other grade level concerns.

APPENDIX A - Continued

V. Qualifications, Duties and Responsibilities of Chairpersons
Elementary Level - Continued

B. Grade Level Cluster Chairpersons, Cont.

6. The cluster chairpersons shall serve as a liaison person for general grade level concerns.
7. The cluster chairpersons shall be elected by grade level members on an annual basis prior to May 15.
8. The cluster chairpersons shall prepare and distribute an agenda and minutes of all meetings of the grade level to all elementary executive chairpersons, all principals, and the Assistant Superintendent for Instruction.

APPENDIX B

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

A. Use of the Sick Day

It is a recognized practice that certified personnel may use a "sick day" because of an illness in the immediate family. (Immediate family as defined in the contract.)

B. Release Time

It is a recognized practice that a principal may release a teacher from duty for up to one hour without a loss of pay or time in cases of emergency or extreme need, provided no additional cost to the district results from his action.

C. Probationary Teachers

It is a recognized practice that upon request a probationary teacher who has been recommended for dismissal may have a hearing before the Board of Education.

APPENDIX B - Continued

D. Retirement

It is a recognized practice that teachers who retire from the employment of the district under the terms and provisions of the Michigan Public School Employees Retirement Act receive as severance one-half of their accumulated sick days not to exceed the limit of 35 days of severance pay based on the prevailing contract rate.

E. Personal Leave

It is a recognized practice that under unusual circumstances, teachers may be allowed the use of a personal day before or after a holiday or during the last week of school, providing prior approval has been granted by the Superintendent.

F. Extra Instructional Assignments

It is a recognized practice that qualified teachers employed by the school district are offered positions in such programs as Adult Education, Driver Education, and summer school classes offered for credit before non-district employees are hired.

G. Teachers' Dress Code

It is a recognized practice that teachers are allowed discretion in regard to their personal appearance and dress, providing their choice is in good taste and reflects their professional role.

H. First Day of School

It is a recognized practice that upon request, the RFT may be allowed limited time on the agenda for announcements during a new teacher orientation meeting.

I. Emergency Closings

It is recognized that the school district may close the schools down for a day or a period of time during the day in situations of national tragedy, local conditions, or some other similar circumstances, provided the released time is included within the 900 hours of instruction.

APPENDIX B - Continued

J. Teaching Experience

It is a recognized practice that teachers who are employed in the district for one-half of one year are given a full year's credit on the salary schedule the following year, only. An employee working two different one-half year periods shall be counted as one year credit.

K. Payroll Deduction

It is a recognized practice that teachers may request payroll deductions for such programs as may be approved by the Roseville Board of Education.

L. Conference Leave

It is a recognized practice that under unusual circumstances, the time limits on conference leave may be waived by the Superintendent or his designee.

M. Preparation Time

It is a recognized practice that teachers' preparation periods shall be used in conformity with the contract, including conferences with other certified personnel.

N. Supervision

It is a recognized practice that teachers shall not be required to supervise the students of another teacher while he is supervising his own class. However, he may on occasion do so on a voluntary basis.

O. Closing of a Building

It is a recognized practice that teachers, when a building is closed because of power failures or such similar events, will not be assigned to teaching assignments in other buildings.

P. Reemployment Practices

It is a recognized practice that qualified personnel formerly employed by the district and who request re-employment, will be given preference of consideration for employment, provided prior work had been satisfactory.

APPENDIX B - Continued

Q. Extended Calendar Assignment

It is recognized that when the services of teachers are required to perform functions related to the regular school year, but beyond the normal school year, they shall be paid a prorata salary based on their current annual salary.

R. Conference Leave

It is a recognized practice that the Board through the administration has the right to regulate, approve and disapprove conference leaves considering the financial burden and the potential benefit to the school district.

S. Right of the RFT to Appear Before the Board of Education

It is a recognized practice that the Roseville Federation of Teachers has the right to appear before the Board of Education on a matter affecting their bargaining unit after following the normal lines of action and communication within Central Administration. Should the RFT desire to appear before the Board, they shall request a place on the agenda through the Superintendent.

T. State Guidelines

It is a recognized practice that the Board of Education will make every reasonable effort to comply with the recommended state guidelines relative to the operation of a state reimbursed program.

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