

6-30-74

C O N T R A C T

b e t w e e n

BOARD OF EDUCATION

SAGINAW TOWNSHIP COMMUNITY SCHOOLS

and

SAGINAW TOWNSHIP ADMINISTRATORS ASSOCIATION

1971 - 1974

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Saginaw Township Community Schools
Saginaw, Michigan 48603

5685 Shattuck Road

*Saginaw
Twp. Community School*

I N D E X

	Page
Preamble	1
Article I - Recognition	1
Article II - Association and Administrator Rights	2
Article III - Board Rights	4
Article IV - Payroll Deductions	5
Article V - Protection	5
Article VI - Staffing	7
Article VII - Vacancies, Promotions, Transfers and Reductions	7
Article VIII - Job Description	9
Article IX - Professional Improvement	10
Article X - Grievance Procedure	10
Article XI - Evaluation of Administrators	12
Article XII - Sub-Standard Performance, Probation, and Disciplinary Action	13
Article XIII - Negotiation Procedure	14
Article XIV - Compensable Sick Leave	15
Article XV - Other Compensable Leave	16
Article XVI - Non-Compensable Leave	18
Article XVII - Salary Provisions	20
Salary Schedule	23
Article XVIII - No Strike	24
Article XIX - Duration of Agreement	25

MASTER AGREEMENT BETWEEN THE SAGINAW TOWNSHIP BOARD OF EDUCATION

and the

SAGINAW TOWNSHIP ADMINISTRATORS ASSOCIATION

In carrying out the basic purpose of this school system the education of the children and youth of the community, the Board of Education recognizes the need for highly competent school administrators and further recognizes that in order to attract and maintain an administrative staff of high quality it is necessary that the School District provide salaries and other benefits which are competitive with those provided in comparable districts and in other professional pursuits.

ARTICLE I

RECOGNITION

Section 1. The Board recognizes the Association as the exclusive bargaining unit for the following employees in the District including principals, assistant principals, house coordinators, director of pupil personnel services, curriculum coordinators, and community school director; but excluding the superintendent and assistant superintendents. The term "Administrator" when used hereafter in this agreement, shall include all the aforementioned administrators except those excluded, and reference to male administrators shall include female administrators.

Section 2. Membership in the Association is not required for employment or continuation of employment in the District, in any capacity.

ARTICLE II

ASSOCIATION AND ADMINISTRATOR RIGHTS

Section 1. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Saginaw Township Community School District shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any administrator with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association, or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

Section 2. Nothing contained herein shall be construed to deny or restrict to any administrator rights he may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to administrators hereunder shall be deemed to be in addition to those provided elsewhere.

Section 3. Duly authorized representatives of the Association and representatives of affiliated organizations shall be permitted to transact official Association business on school property at reasonable times, providing the school is not in session, and provided that such activities do not interfere with normal school business and operations, or the management responsibilities

of the administrators involved. This section does not apply to activities related to the grievance procedure.

Section 4. The Association may use the district's inter-school mail service for communications to its members provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.

Section 5. The Board agrees to furnish to the Association all available information, with the exception of that which at the Board's discretion is determined to be of a confidential nature, concerning the financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocation (including county allocation board budgets), agendas and minutes of all board meetings, treasurer's reports, census and membership data, names and addresses of all administrators except those of individual administrators who specifically object to such practice, and other reasonable, pertinent information that will assist the Association in constructive representation of the administrators, the students, and the Saginaw Township Community School system in general.

Section 6. The required service of administrators shall be limited to activities sanctioned by the Board and connected with the public schools.

Section 7. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, or marital status.

Section 8. The Board may consult with the Association on any and all fiscal, budgetary, or tax programs, construction programs, or revisions of educational policy with the exception of that which at the Board's discretion is determined to be of a confidential nature.

Section 9. The Board of Education or representatives designated by the Board shall meet with members of the Administrative Staff at such times as either group may deem it necessary or desirable to discuss matters having to do with the administration of this school system.

ARTICLE III

BOARD RIGHTS

Section 1. Subject to the provisions of this Agreement, the Board, on its own behalf and on behalf of the electors of the district, reserve unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Saginaw Township Community School system and its professional staff under the laws and the Constitutions of the State of Michigan and the United States.

Section 2. The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Section 3. The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.

ARTICLE IV

PAYROLL DEDUCTIONS

Section 1. The Board shall provide that whenever duly authorized by any administrator on a form or forms approved by the Board, payroll deductions on behalf of such employee shall be made every payday and paid over in accordance with such form or forms for any or all of the following purposes:

- a. Donations to United Fund.
- b. Premiums under a contributory life insurance program.
- c. Payments to Saginaw County Employee's Credit Union.
- d. Premiums under a contributory annuity contract purchased for the administrator under the terms of this agreement.
- e. Dues for Elementary and Secondary Principal Associations.

All the above deductions are subject to the limitations of the accounting system.

ARTICLE V

PROTECTION

Section 1. Administrators shall report to the superintendent's office in writing all cases involving serious abusive conduct and/or torts or assaults suffered by them in connection with their employment.

Section 2. Appropriate action and/or discipline in response to incidents categorized in the foregoing section will be determined and administered promptly by and at the discretion of the Superintendent or his designee. A quarterly report of all such incidents and their disposition will be provided to each Board member by December 1, March 1, June 1, and September 1 of each year. Said report will be in writing and will be classified as confidential - not for publication, and will be issued whether or not any incidents have occurred during this reporting period.

Section 3. If criminal or civil proceedings are brought against an administrator alleging that he committed an assault in connection with his employment, the Board shall furnish legal counsel to defend him in such proceedings if he requests such assistance. In the absence of such request, the administrator(s) involved will cooperate with the Board in such related action as may be required to protect the District.

Section 4. If an administrator, while acting in a legal manner as an administrator in the District, is complained against or sued, the Board will provide legal counsel and render all necessary assistance to the administrator in his defense. It shall be the responsibility of the administrator to bring any such complaints to the attention of the Board in writing. Reimbursement for legal expense incurred before the Board is so notified shall be at the discretion of the Board.

Section 5. Time lost by an administrator in connection with an incident mentioned in Section 1 and Section 4 of this Article shall not be charged against the Administrator.

Section 6. The Board shall reimburse Administrators for any loss, damage or destruction of clothing or personal property of the Administrator while acting in a legal manner as an Administrator. If an Administrator is injured while acting in a legal manner as an Administrator, expenses incurred for medical, surgical, and hospital care in excess of those covered by hospitalization and/or other insurance will be the responsibility of the Board.

Section 7. Although Administrators may be required to collect and transmit money to be used for educational purposes, they will not be held responsible for the loss of any money collected where such loss is not the fault of the Administrator.

Section 8. All provisions for legal defense of an Administrator, as outlined in this contract, shall be secondary and in support of other liability insurance, and is intended to provide only such extra legal assistance as may be required.

ARTICLE VI

STAFFING

Section 1. One full-time principal shall be appointed at each elementary school in the district.

Section 2. One full-time principal and one full-time assistant principal shall be appointed at each middle school and each high school in the district. Additional administrators will be added to the schools in the district based on the following formula:

Full-time or equivalent assistant principal or house coordinators.

K-4 Schools - one (1) per 500 students or major fraction.

5-8 Schools - one (1) per 450 students or major fraction.

9-12 Schools - one (1) per 400 students or major fraction.

These are minimum figures and the Board, because of unique situations, may hire additional administrators if necessary. All positions that are not full-time are subject to review according to procedures established in Article VIII.

ARTICLE VII

VACANCIES, PROMOTIONS, TRANSFERS AND REDUCTIONS

Section 1. The Board shall give the Administration written notice of any administrative vacancies within the bargaining unit as defined in Article I. Such notice shall also be given elsewhere and to others but not before such notice is given to the Association. The Board will consider employees within the district first when selecting people for promotions and to fill vacancies.

Section 2. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its administrators. Requests by an administrator for transfer or promotion to a different position or building shall be made in writing, one (1) copy of which shall be filed with the superintendent, and one (1) copy shall be filed with the Association when such vacancies are posted. The application shall set forth the reasons for transfer, the building or position sought and the applicant's qualifications.

Section 3. The Association recognizes that when vacancies occur during the school year it may be difficult to fill them from within the district without undue disruption to the existing instructional program. If the superintendent in his reasonable judgment so determines, such a vacancy may be filled on a temporary or tentative basis until the end of the normal school year at which time the position will be considered vacant.

Section 4. An involuntary transfer will be made in case of emergency or to prevent undue disruption of the instructional program. The superintendent shall notify the affected administrator of the reason for such transfer. If the administrator objects to such transfer, the dispute may be resolved through the grievance procedure as defined in Article X of this document, except that grievance procedure may not be used as an instrument to delay such transfer. When feasible, volunteers will be transferred first. Administrators being involuntarily transferred shall be afforded, on his or her request, a meeting with the superintendent to discuss such action before the transfer is made.

Section 5. Reduction of staff due to budgetary constrictions shall be based on the following considerations: Total experience as an administrator, total experience in the District, critical nature of present position, evaluation records, and professional versatility.

Section 6. The Association may be granted the opportunity to participate in an Administrator Selection Committee which may serve as a screening committee, reviewing applications and interviewing candidates for administrative positions within the bargaining unit. The Committee may recommend candidates to the superintendent for employment by the Board. The Board is not bound by the recommendation of the Association.

ARTICLE VIII

JOB DESCRIPTION

Section 1. There shall be established a Job Description Committee composed of three Association members and the superintendent, the Board President plus one member appointed by the Board who shall make recommendations to the Board through the superintendency, relative to the job description of the various component functions performed and titled assignments held by Association members. Job descriptions are to be completed by March 31, 1972.

Section 2. The Job Description Committee shall be a permanent committee with continuing responsibility for writing and review of job descriptions for all administrative positions within the bargaining unit.

Section 3. This committee when asked by the superintendent shall also be responsible for studying the necessity for the creation of any new positions relative to the improvement of the administrative functions of the school district or of individual buildings or staffs within the District. The committee shall define the criteria for the establishment of those positions and shall recommend to the Board their adoption. Board decisions in these matters shall be in consideration of, but not limited to the recommendation of the committee.

Section 4. In the event new administrative positions are to be proposed by the Board during the term of this contract, the Association shall be apprised in writing of the establishment of such position prior to the announcement of the existence of such position and the Board and Association shall negotiate salary, hours, and working conditions applicable to such position.

ARTICLE IX

PROFESSIONAL IMPROVEMENT

The Board recognizes the importance of professional conferences for the professional growth of individual administrators and therefore shall attempt to provide opportunity and reimbursement of expenses for such conferences.

ARTICLE X

GRIEVANCE PROCEDURE

Section 1. A grievance is hereby defined to mean a complaint by an administrator or group of administrators based on an alleged violation of this agreement, or a dispute involving the meaning, interpretation, or application thereof.

Section 2. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved employee and to the chairman of the professional grievance committee shall permit the aggrieved party or parties to proceed to the next step.

Section 3. Failure at any step of the procedure to appeal the grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step.

Section 4. A grievance that affects more than one administrator not reporting to the same immediate supervisor may be submitted in writing to the superintendent directly, and the processing of such grievance shall be commenced at Level Two.

Section 5. If any employee covered by this Agreement shall present any grievance without representation of the Association, that disposition, if any, of the grievance shall be consistent with the provision of this Agreement. The Association shall be permitted to be heard at each level of the procedure under which the grievance shall be considered.

Section 6.

Level One: An informal settlement between the administrator and his immediate superior will be attempted.

Level Two: An administrator with a grievance, with or without the chairman of the professional grievance committee or its designee, shall present the grievance to his immediate superior in writing within fifteen (15) school days of the occurrence of the event upon which the grievance is based.

Level Three:

a. In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved employee at Level Two, or in the event that no decision has been reached within five (5) school days after presentation of the grievance to the immediate superior, the grievance shall within the next five (5) days be referred to the superintendent of schools.

b. The superintendent or his designee shall represent the Board at this level of the grievance procedure. Within five (5) school days after receipt of the written grievance by the superintendent, he shall meet with the aggrieved employee and the said chairman in an effort to settle the grievance.

Level Four: In the event that the grievance shall not have been disposed of at level three or in the event that no decision has been rendered within five (5) school days after the level three meeting, the grievance shall be referred within five (5) school days in writing to the Board. Within five (5) school days thereafter, the Board shall meet with the professional grievance

committee in an effort to settle the grievance.

Level Five: In the event that the grievance shall not have been satisfactorily disposed of at level four, or in the event that no decision has been rendered within five (5) school days after the level four meeting, the Association may within five (5) school days refer the unsettled grievance to arbitration. The arbitrator shall be selected by an agreement between the parties. If the parties are unable to agree upon an arbitrator, the selection shall be made by the American Arbitration Association, in accordance with its Rules and Regulations. The Board and the Association shall not be permitted to assert, in such arbitration proceedings, any ground or to rely on any evidence not previously disclosed to the other party.

The arbitrator shall be without power or authority to make any decision either prohibited by law, or to add to, alter, or modify this Agreement.

The decision of the arbitrator shall be in writing and shall set forth his findings of fact, reasoning, and conclusions of the issues submitted. The decision shall be final and binding on both parties. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

ARTICLE XI

EVALUATION OF ADMINISTRATORS

Section 1. The Board recognizes that an administrator's effectiveness is dependent on a clear understanding between the administrator and his supervisor regarding specific criteria by which his or her effectiveness will be evaluated. The Board therefore assigns to the superintendent and/or his designated representatives the responsibility for evaluation of job performance of each administrator as hereinafter described.

Section 2. There will be a minimum of two evaluations per year for each administrator. The first evaluation shall be completed on or before December 1 and the second on or before April 30. All evaluations of each administrator shall be discussed with that administrator and shall be reduced to writing. Each administrator will receive a copy of his evaluation. The original copy shall be signed by the administrator and shall be placed in confidential files in the Board offices, and will be handled in an ethical manner. Each administrator shall have the opportunity to submit a written comment on his or her evaluation which shall be attached to said evaluation.

ARTICLE XII

SUB-STANDARD PERFORMANCE, PROBATION, AND DISCIPLINARY ACTION

Section 1. Any Board action that is critical of, or in response to criticism of an administrator's professional performance is recognized as being extremely serious, to be taken only after careful, tempered consideration of the reasons for such action.

Section 2. When an administrator's incidental or continuing performance does not meet accepted standards, and where such performance may result in disciplinary action, said administrator shall be advised promptly by his or her immediate supervisor. Such advice is intended to provide the administrator with an understanding of what must be accomplished to bring his or her performance to a satisfactory level.

Section 3. If performance by the administrator is not satisfactory, the Board of Education may take appropriate disciplinary action with the following limitations and provisions:

a. No administrator shall be disciplined, reprimanded, reduced in rank or deprived of any professional status without just cause.

b. Board action in matters of discipline shall only be taken on the recommendation of the superintendent. No such recommendation may be overruled by less than 2/3 vote (five members) of the Board. In such instances, the decision and the reasons for it will be conveyed in writing to the affected administrator.

c. Probationary contracts may be issued for a period of one year only with no increase or increment, when there is reasonable expectation that the reasons for the probationary status may be corrected within the year.

d. The reasons for the probationary status shall be clearly stated for the administrator in question, and discussed with him by the superintendent. At that time, the requirements for removal of the probationary status will be similarly specified.

ARTICLE XIII

NEGOTIATION PROCEDURE

Section 1. It is contemplated that matters not specifically covered by this Agreement, but which apply to rates of pay, wages, hours of employment or other conditions of employment shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request of either party to the other. The parties agree to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering resolving any such matters.

Section 2. The Board of Education or representatives designated by the Board shall meet with the Administrative Association prior to January 15, of the year in which this contract will expire, for the purpose of initiating negotiations for administrative contracts.

Section 3. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, counter proposals, and concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE XIV

COMPENSABLE SICK LEAVE

Section 1. Sick Leave. Each administrator shall be granted twenty-four sick leave days at the beginning of each fiscal year. The unused portion of such allowance shall accumulate from year to year for the duration of this contract. In the event that an administrator's sick leave expires, additional sick leave may be granted by the Board.

Section 2. Absences which may be charged to an administrator's sick leave are as follows:

a. Administrator's personal illness or emergency illness in the immediate family.

1). Personal illness.

2) Emergency illness in the immediate family (when no other arrangements can be made for necessary care.) The time allowable shall not exceed five (5) working days.

(Immediate family defined in b-1 below.)

b. Death in the immediate family, relatives, or close friends.

1) The immediate family includes spouse, children, father, mother, father-in-law, mother-in-law, grandfather, grandmother, brothers, sisters, and any other relatives or friends for whose funeral arrangements the administrator is responsible.

- a) The time allowable for each situation shall not exceed three (3) working days.
- b) Attendance at funerals of close relatives (other than the immediate family as defined above), and friends. The time allowable shall not exceed one working day.
- c) Additional days for the foregoing may be approved by the superintendent.

ARTICLE XV

OTHER COMPENSABLE LEAVE

Section 1. Absence with pay not chargeable against the administrator's sick leave may be granted for the following reasons:

- a. Personal -- Leave shall be permitted for matters which cannot be cared for in free time and which would result in legal or financial disadvantage if not handled at the appropriate time. Such leaves shall be arranged in advance and provisions made for handling responsibilities in the administrator's absence. Such leave shall be at regular pay and shall not exceed two days per year. Requests for days for personal leave prior to or immediately following any holiday or recess period shall not be granted.
- b. Emergency -- Leave for items of an emergency nature may be granted as a discretionary measure by the superintendent or his designated representative.
- c. Time required by law to take selective service physical examination.
- d. An administrator called to jury duty shall continue on regular pay status less any amounts paid the administrator by the court for said jury duty.
- e. An administrator subpoenaed for appearance in a court of law shall

be granted leave time at regular pay to fulfill the obligation excepting court cases wherein the administrator is charged with a wrongdoing and is found guilty, in which case all such leave time will be without pay.

Section 2. An administrator may, on recommendation of the superintendent and approval of the Board, be granted a Sabbatical Leave, with compensation.

Procedure: An administrator's sabbatical leave shall be for a specified period of no less than three months, and no more than twelve months. Application for a sabbatical leave must be submitted in writing to the administrator's supervisor no less than 180 calendar days before the anticipated starting date of such leave. Sabbatical leaves for administrators may be compensated in accordance with the following schedule:

<u>Years of Service as an Administrator in District</u>	<u>% of Salary</u>
4	50
5	66
6	83
7	100

An administrator granted a sabbatical leave with compensation shall not engage in remunerative work during the term of the leave without the written approval of the superintendent.

An administrator granted a sabbatical leave with compensation must sign an agreement to return to service in the District immediately on the termination of his leave, and do so in good faith for not less than two years thereafter. Failure to comply must result in refund by the administrator to the District of any and all compensation received from the Board during the leave period plus interest at the annual rate of 5%, payable within two years of the termination date of the sabbatical leave.

Requirements and Status while on sabbatical leave:

a. Financial policies.

1) Payment of salary to an administrator on sabbatical leave shall

be made in accordance with provisions of the Board for payment of salary to other administrators.

- 2) On returning from sabbatical leave, the administrator shall be entitled to the automatic salary schedule increment as though he had been in continuous service in the school system.
 - 3) Sick leave and business leave policies shall continue to apply to any administrator on sabbatical leave.
 - 4) Fringe benefits provisions shall continue in full during the sabbatical leave.
- b. Reports Required. The Board shall require, and the administrator shall promptly furnish, a written report containing sufficient information to enable the Board to determine that the leave is being utilized in the approved manner.

ARTICLE XVI

NON-COMPENSABLE LEAVE

Section 1. The superintendent may, with the approval of the Board, grant leaves of absence without pay to administrators for the following reasons:

- Health, personal illness (physical or mental), or illness in the family
- Maternity and/or adoption
- Study in an institution of recognized rank
- Travel and work experience related to education
- Military service
- Sabbatical
- Any other leave deemed appropriate by the Board
- Campaign for and serve in public office
- Peace Corp, VISTA, etc.

Section 2. Any administrator who has completed two or more years of service as an administrator in the District is eligible for a leave of absence. This restriction does not apply to military service and/or sabbatical leave.

Section 3. Applicants for leave(s) of absence without pay must submit a request for approval in writing to their immediate supervisor sufficiently in advance to allow adequate consideration by the superintendent and the Board.

Section 4. No compensation or other employee benefits shall accrue to an administrator during any leave period granted under the provisions of this article. The Board does not guarantee the return of any employee to a specific assignment at the conclusion of such leave, although efforts will be made toward an assignment comparable to the one held at the time the leave began.

Section 5. An administrator who is required to serve in either active or reserve training duty in the armed forces of the United States will be given a leave of absence subject to the conditions herein. Seniority will accumulate during the leave period. The administrator will be offered reemployment in accordance with the foregoing section at the termination of such leave. Exceptions to this provision are administrators whose military service because of default of a reserve obligation, in which case the administrator will accumulate no seniority during his absence, and will be considered as a new applicant should he apply to return to service in the District following such leave.

Section 6. A leave without pay for up to 24 months may be granted to any administrator with more than two years service in the District as an administrator for the purpose of advanced study. On return from such leave, said administrator may be placed at the same position on the salary schedule he or she would have attained had he or she remained in the District during that period.

ARTICLE XVII

SALARY PROVISIONS

Section 1. Placement on the salary schedule shall be determined by the superintendent at the time of initial employment as an administrator in the District. Prior experience credit may be allowed by the Board acting on the recommendation of the superintendent. An administrator may not be granted credit for experience in excess of his actual previous administrative experience.

Section 2. Placement on the salary schedule of an administrator reassigned within the District shall be determined at the time of reassignment. Prior administrative experience credit may be allowed by the Board acting on the recommendation of the superintendent. The Association shall have the right to present evidence to the superintendent on behalf of said administrator pertaining to his placement on the scale.

Section 3. Administrators who qualify under the terms of the salary schedule currently in force for advancement in salary by additional hours of college or university credit, or additional degrees, shall be paid at the new schedule rate effective with the pay period following the completion of the work. No payment of additional salary earned for this reason shall be paid until the individual administrator has filed the necessary evidence of these hours or degrees with the superintendent. Credit shall be given on the following scale:

MA + 30	Add \$ 500.00
Specialist	Add \$ 750.00
Doctorate	Add \$1,200.00

Section 4. In the event that an administrator does not hold a Masters Degree he will receive \$1,500.00 less salary than the salary scale indicates, and he shall not advance beyond the second step of the scale until he receives said degree.

Section 5. A person initially employed as an administrator in this District after July 1 of any fiscal year shall be paid a salary for the first year based on the salary schedule for administrators then in force and reduced in proportion to the number of work weeks remaining in that year.

Section 6. Any administrator reassigned to a position paying a lesser salary shall not suffer a loss of salary during the period of his existing contract. An administrator reassigned to a position paying a higher salary shall be placed on a salary schedule for the new position, such that he should receive an increase in salary at least equal to the average increment for the position he is assuming.

Section 7. The salary scale on which the administrator's salary is calculated shall be indicated on the face of the personal contract signed by the administrator and the superintendent representing the Board of Education.

*Section 8. Any general increase made in the administrative salary schedule during the fiscal year shall be retroactive to the beginning of the fiscal year.

Section 9. The entire cost of family Blue Cross-Blue Shield insurance coverage shall be paid for each administrator by the Board of Education.

Section 10. Administrators shall receive ten thousand dollars of term life insurance for the duration of this contract.

Section 11. Administrators shall receive a family prescription plan coverage through Blue Cross with the employee paying the first \$2.00 on each prescription.

Section 12. Administrators shall receive a dental plan not to exceed a premium of \$10.00 per month per administrator.

* See Section 17.

Section 13. It is desirable that each administrator have an annual physical examination, and the Board of Education agrees to pay a maximum of \$70.00 per administrator for said annual physical examination.

Section 14. Administrators shall receive an allowance of eight (8) cents per mile while driving personal cars for school district business. Each building administrator will be responsible for filing a log at the end of each semester, and central office administrator will file monthly logs.

Section 15. Salary Schedule - 1971-72, 1972-73, 1973-74

<u>Scale</u>	<u>Position</u>	<u>Step</u>	<u>Index</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
I	Curriculum Coordinator 48 wks. x 5 days = 240 days	1	.9081	\$16,852	\$17,694	\$18,579
		2	.9295	17,249	18,111	19,017
		3	.9508	17,644	18,526	19,452
		4	.9721	18,039	18,941	19,888
		5	.9935	18,436	19,358	20,326
		6	1.0148	18,832	19,773	20,762
II	Ass't. Middle School Principal House Coordinator 42 wks. x 5 days = 210 days	1	.8388	15,566	16,344	17,161
		2	.8583	15,927	16,724	17,560
		3	.8779	16,291	17,106	17,961
		4	.8975	16,655	17,488	18,362
		5	.9170	17,017	17,868	18,761
		6	.9366	17,380	18,250	19,162
III	Elementary Principal 44 wks. x 5 days = 220 days	1	.8933	16,577	17,406	18,276
		2	.9146	16,972	17,821	18,712
		3	.9360	17,369	18,238	19,150
		4	.9573	17,765	18,653	19,585
		5	.9787	18,162	19,070	20,023
		6	1.000 *	18,557*	19,485*	20,459*
IV	Middle School Principal Director, Pupil Personnel Service 46 wks. x 5 days = 230 days Ass't. High School Principal 47 wks. x 5 days = 235 days	1	.9472	17,577	18,456	19,379
		2	.9704	18,008	18,908	19,853
		3	.9935	18,436	19,358	20,326
		4	1.0166	18,865	19,808	20,799
		5	1.0397	19,294	20,259	21,271
		6	1.0628	19,722	20,709	21,744
V	High School Principal 48 wks. x 5 days = 240 days	1	1.0640	19,745	20,732	21,768
		2	1.0871	20,173	21,182	22,241
		3	1.1103	20,604	21,634	22,716
		4	1.1334	21,033	22,084	23,188
		5	1.1565	21,461	22,534	23,661
		6	1.1796	21,890	22,985	24,133

*Base - 1.000 Index

$$1971-72 - \$16,870 \times .10 = \$16,870 + \$1,687 = \$18,557$$

$$1972-73 - \$18,557 \times .05 = \$18,557 + \$ 928 = \$19,485$$

$$1973-74 - \$19,485 \times .05 = \$19,485 + \$ 974 = \$20,459$$

Total weeks worked--weeks x 5 minus holidays that fall within the work year of the administrator (Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving, Good Friday, New Years Day, Memorial Day, Christmas Day.)

Section 16. The Community School Director will be paid for the 1971-72 school year in one of the following ways (whichever is the greater.)

Alternate I - 1970-71 teachers salary schedule plus one step

⋮ by 189 days = daily rate x 260 days, plus 10%.

Alternate II - 1971-72 teachers salary schedule plus one step

⋮ by 188 days x 260 days (without 10%).

Section 17. The Board of Education shall pay the above salary schedule to the maximum amount as outlined by the guidelines which may or may not be established by the Federal Government as of November 15, 1971.

ARTICLE XVIII

NO STRIKE

The Association and the Board recognizes that strikes and other forms of work stoppages by administrators are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives and members shall not authorize, instigate, cause, aide, encourage, ratify, or condone, nor shall any administrator take part in any strike, slow-down or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any administrator to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

The Board agrees that it will not move to deny administrators, either individually or collectively, any provisions of this contract.

ARTICLE XIX

DURATION OF AGREEMENT

This Agreement shall be effective as of the date of its execution and shall continue in full force and effect until June 30, 1974. No extension or modification of this Agreement shall be binding unless reduced to writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this 18th day of October, 1971.

Board of Education
Saginaw Township Community Schools

Saginaw Township
Administrator's Association

President

President

Secretary

Vice-President

Secretary/Treasurer