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Saginaw Sup.
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OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

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SAGINAW TOWNSHIP COMMUNITY SCHOOLS

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University

Vertical Handwritten: Saginaw Township's Community Schools.

MASTER CONTRACT AGREEMENT

Between the

BOARD OF EDUCATION

and

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

AUGUST 30, 1966

Handwritten:
MEA
1216 Kendall
East Lansing, Mich.
48823

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CONTRACT BETWEEN BOARD OF
EDUCATION AND THE SAGINAW
TOWNSHIP EDUCATION ASSOCIATION

P R E A M B L E

This Agreement is made and entered into this 31st day of August, 1966, by and between the Board of Education, Saginaw Township Community Schools, Saginaw, Michigan, hereinafter called the "Board", and the Saginaw Township Education Association, hereinafter called the "Association".

Article I

RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative to the extent required by Act 379 of the Public Acts of 1965 for the following employees: All Certificated Classroom Teachers, Guidance Counselors, Permanent Substitute Teachers, School Librarians, Speech and Hearing Therapists, Visiting Teachers, Elementary Intern Consultant; but excluding the Superintendent of Schools, Assistant Superintendents, Directors, Administrative Assistants, Principals, Assistant Principals, House Coordinators, Administrative Intern, Coordinators, Nurses, Substitute Permit Teachers, Daily Substitute Teachers, and all other Supervisory and Executive Personnel, for the purposes of collective bargaining in respect to hours, wages, terms and conditions of employment. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees recognized in this paragraph and such references shall mean both male and female teachers.

Article II

TEACHERS' RIGHTS

- A. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement, provided that the Association has been given opportunity to be present at such adjustment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

Article III

BOARD RIGHTS

- A. Subject to the provisions of this agreement, the Board on its own behalf and on the behalf of the electors of the district reserves unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Saginaw Township School System and its professional staff under the laws and the Constitution of the State of Michigan and the United States.
- B. 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.
- C. 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

NO STRIKE

The Association and the Board recognizes that strikes and other forms of work stoppages by teachers 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, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

Article V

TEACHING CONDITIONS

A. Teaching Hours

1. The teachers' normal hours shall be as follows: teachers shall check in no later than 8:15 A.M. and leave no earlier than 3:45 P.M.
2. All teachers shall have at least a 30-minute duty free uninterrupted lunch period. All teachers must be available in their teaching stations to the students 15 minutes before the first class convenes and 15 minutes after the last class is dismissed.
3. Exceptions to these regulations shall be only with permission of the building principal. Meetings called by the principal or administrator before or after school shall also excuse a teacher from the 15 minute rule.
4. The Board recognizes teaching as a professional calling and shall not impose unreasonable demands upon a teacher's time and shall agree that the work week for the teaching staff shall be maintained at a professional level and shall be distributed equitably and consistent with the work schedule of a profession.
5. It is agreed that the time a teacher is assigned with students in the high school is five, 60-minute periods and in the middle schools six, 50-minute periods and at no time is to exceed 315 minutes except in case of emergency.
6. In the K-4 schools the teacher's planning period shall be from 8:15 to 8:45 A.M. and from 3:15 to 3:45 P.M.
7. Teachers may be required to remain after school, without additional compensation for up to one hour (4:45 P.M.) on each of two days each month to attend meetings called by the principal

or administrator.

8. Attendance at school functions beyond the normal school day shall be voluntary upon the part of the individual teacher.

a. All teachers should attend Parent-Teacher meetings.

B. Assignment

1. The Superintendent of Schools shall be responsible for the assignment and transfer of all faculty personnel. Teaching assignments are for one year only and within that year may be changed at the discretion of the Superintendent.

a. Faculty personnel shall be notified of vacancies that occur so that they may apply for same. Faculty personnel, having the necessary requirements, shall be given first consideration.

b. Any faculty person desiring a reassignment shall first notify the administrator to whom he is responsible, and then shall submit his request in writing to the Superintendent.

c. Assignments for the ensuing year shall be included with the contract at the time the contract is tendered the faculty person. Changes in assignments which become necessary after this date shall be made only after the person involved has been notified in writing, and any change in assignment after June 30 shall be by mutual agreement.

d. Alleged violations of this Article shall be subject to the provisions of the Professional Grievance Procedure, except that they may not be appealed to arbitration.

C. Student-Teacher-Ratio

1. The Board of Education agrees that the ratio of students to

classroom teachers in each school unit as listed below will not be exceeded except for an emergency:

- | | |
|-----------------------|------|
| a. Elementary Schools | |
| Grades K-4 | 27:1 |
| b. Middle Schools | |
| Grades 5-8 | 25:1 |
| c. High Schools | |
| Grades 9-12 | 24:1 |

2. For purposes of computing this ratio a full-time kindergarten teacher shall count as two (2) classroom teacher units.

D. Personnel Records

1. Official teacher files shall be maintained under the following circumstances:
 - a. No derogatory material regarding a teacher's conduct, service, character or personality shall be placed in the file unless the teacher has had an opportunity to read the material.
 - b. The teacher shall have the right to answer any material filed and his answer shall be attached to the file copy.
 - c. Confidential University files and/or those from placement agencies will be maintained in separate files and retained in the Superintendent's office, and are not subject to inspection except on authorization of the Superintendent and in no case will the file be shown to the teacher.

E. Evaluation of Probationary Faculty Personnel

1. The Administration shall evaluate the performance of Probationary Faculty Personnel prior to December 15 and prior to March 1 of the school year.
2. The results of such evaluation shall be communicated in writing to the faculty person involved.
3. The ultimate decision of retaining a Probationary Faculty Member

rests solely with the Administration and is not subject to any other provision under this Agreement.

F. Assistance in Assault Cases

1. Any case of assault upon a teacher, in pursuit of his duties, shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to any unprovoked assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
2. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense, provided the teacher was performing his duties in accordance with Board and school policies and was not unreasonable.
3. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, if the teacher was acting in a reasonable manner.

G. Damage or Destruction to Property

1. Teachers shall not be held responsible for loss within the school of school property or children's property when such loss is not the fault of the teacher.
2. The Board will reimburse teachers, in an amount not to exceed a total of \$50.00 in any school year, for loss or damage or destruction, while on duty in the school, of personal property of a kind normally worn or brought into school, when the teacher has not been negligent, to the extent that such loss is not covered by insurance.

3. The term "personal property" shall not include cash. The terms "loss", "damage" and "destruction" shall not cover the effects of normal wear and tear and use.

Article VI

LEAVES OF ABSENCE

A. Procedures

1. Leaves of absence, may be authorized by the Board of Education, upon the recommendation of the Superintendent.
2. No leave of absence shall be granted for a period longer than one year except by specific action of the Board of Education.
3. Written application for such leave shall be made by the faculty person, addressed to the Superintendent of Schools, who shall upon receipt of same, make such investigation as may be necessary to determine to the best of his ability if the granting of such leave would serve not only the interests of the faculty person but also of the school district.
4. Such leave of absence shall be without compensation from this school district, except as may be determined otherwise by the Board of Education.
5. Leave of absence may be denied or abrogated by the Board of Education upon evidence of violation of the Agreement.
6. A person on leave of absence may return upon the expiration of the leave when there is a position available for which he is qualified. Application to return from a leave of absence shall be filed with the Superintendent not later than March 15 preceding the September in which he wishes to return, or not later than November 1 if he wishes to return at the beginning of the second semester of any school year.
7. No guarantee will be made to persons granted leave that they will be reinstated in the original position, but assurance will be made that they will be granted first consideration for a

comparable or the same position as was held when leave was granted.

8. In computing service to determine the faculty person's position on the salary schedule at the expiration of the leave, time spent on leave shall not be counted as active service in the school district, except that the Superintendent of Schools may at his discretion allow part or all of such time for the following leaves:

- a. Professional Study
- b. Temporary Teaching Assignments Outside the District
- c. Travel

B. Types of Leaves of Absence

1. Maternity Leave

- a. The Board of Education may grant a leave of absence for maternity, without pay, to any regular faculty person who has been employed in the district for two (2) or more consecutive years, upon written request for such leave.
- b. Such leave of absence shall be for such period of time as is necessary.
- c. If the leave of absence is for less than one calendar year, prior to re-employment, a physician's statement must be submitted to the effect that the teacher is capable of performing her duties on a regular basis.
- d. The application for leave should be filed immediately after pregnancy is determined, and the faculty person shall terminate her work not later than the end of the fifth month of pregnancy, unless the Board of Education shall permit her to work in the school system for a longer period.

2. Health and Hardship Leave

- a. Faculty personnel may be granted a leave of absence because of personal illness, accident, or other grave emergency, and for rest and recuperation.
- b. Whenever a leave of absence is granted as described the faculty person shall give acceptable medical evidence of recovered health or such other evidence as may be required by the Superintendent before being permitted to return to his duties in this school system.

3. Professional Study

- a. Faculty personnel who have been employed under contract for three (3) or more consecutive years, upon request, may be granted a leave of absence for one year for professional study, provided such leave does not in any way impair the program of the school.

4. Military Leave

- a. Regular faculty personnel may be granted a leave of absence for either voluntary or involuntary military service.
- b. Faculty personnel engaged in active military service during the regular school year shall not be paid by the school district during such period of military service, except that if the tour of duty is for thirty (30) days, or less, and such service is performed on an involuntary basis, the district agrees to pay the difference between his regular salary and the amount he receives for his service, if any.
- c. Application for re-employment shall be made within a reasonable time after discharge or release from military service but not later than ninety (90) days from the date of said discharge or release.

- d. Regular faculty personnel who may be conscripted into the defense forces of the United States for service or training shall be reinstated in this school system with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. Full credit shall be allowed only for the time of initial conscription.
5. Temporary Teaching Assignment Outside of District
 - a. Faculty personnel who have been under contract in the school district for three (3) or more consecutive years or less by approval of the Superintendent, and who have been granted tenure status in the Saginaw Township Community Schools may be granted a leave of absence, not to exceed two (2) consecutive school years, to accept a temporary teaching assignment outside the school district. Such temporary teaching assignment shall be limited to exchange teaching; teaching in an American Dependency School overseas; teaching under the sponsorship of the Peace Corps, Office of Economic Opportunity, or other governmental department.
 - b. Written application for such leave shall be made by the faculty person not later than sixty (60) days prior to the end of the semester following which such leave is desired.
 - c. Leave of absence for such temporary teaching assignment shall be considered by the Board of Education, upon the recommendation of the Superintendent of Schools, on the basis of: outstanding teaching record, length of service and other education activities, and demonstrated ability

to discuss educational policies and practices in and before professional groups.

- d. In computing service to determine the position of the faculty person on the salary schedule, but not including sick leave, at the expiration of such leave, time spent on leave for such temporary teaching assignment shall be counted the same as active teaching service in the school system.

6. Travel

- a. Faculty personnel who have been employed under contract for three (3) or more consecutive years, upon written request, may be granted, without pay, a leave of absence for travel provided such leave does not in any way impair the program of the school.

Article VII

SICK LEAVE

A. General Provisions

1. Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave shall be to protect faculty personnel and pupils when faculty personnel become ill.
2. Faculty personnel shall be credited with twelve (12) days of sick leave on the opening day of school each year, and any sick leave days not used in one year shall be accumulated to a total of eighty-four (84) days.
3. Any teacher having exceeded his accumulated sick leave days may request additional days. The request shall be made in writing to the Sick Leave Review Board. This Board shall consist of two representatives of the Board of Education and two representatives appointed by the Executive Board of the Association. The Sick Leave Review Board shall have the right to grant or suspend additional sick leave days and shall notify the applicant of its decision in writing. Any extension will be by a majority decision of the Sick Leave Review Board.
4. Sick leave days earned prior to a leave of absence shall be held in reserve pending the return of faculty personnel from such leave.
5. Faculty personnel who leave employment of the school district, except on leave of absence, shall forfeit all of their unused days of sick leave, and days so forfeited shall not be restored if the faculty member should later re-enter the service of the school district.
6. Absence from duty for the following reasons shall be considered

sick leave deductible from the accumulative sick leave:

a. Personal Illness

- 1) For absence resulting from personal illness or injury and not exceeding two (2) consecutive days, approval of the principal shall suffice.
- 2) Satisfactory medical affidavit to the effect that the absence was caused by illness may be required for illness of more than two (2) days.
- 3) Faculty personnel who have been absent because of personal illness for more than two weeks, before returning to duty, may be required to submit satisfactory medical evidence of ability to perform their duties. This evidence may be either a signed statement from their personal physician or a signed statement by a physician designated by the Superintendent.

b. Quarantine

- 1) In case of quarantine because of exposure to contagious disease which could be communicated to other personnel or pupils, the approval of a physician must be presented for the entire period of absence.

c. Illness in the Immediate Family*

- 1) For absence because of illness or injury within the immediate family and not exceeding two (2) days, approval of the principal shall suffice.
- 2) Verification of this illness and proof of the need for the absence of the staff member may be required for

*Immediate family shall include: mother, father, husband, wife, child, step-child, adopted child, sister, brother, grandparents, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.

d. Death in the Immediate Family*

- 1) Faculty personnel shall be allowed three (3) days of absence, and any additional days approved by the Superintendent, without loss of pay in the event of death of a member of the immediate family.
- 2) Faculty personnel shall be allowed one (1) day of absence, and any additional days approved by the Superintendent, without loss of pay to attend the funeral of an aunt, uncle, nephew, niece, grandparent, grandchild, sister-in-law, brother-in-law, or the spouse of his child.

*Immediate family shall include: mother, father, husband, wife, child, step-child, adopted child, sister, brother, grandparents, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.

Article VIII

OTHER AUTHORIZED
ABSENCES FROM DUTY

A. Death of Faculty Personnel

1. At the discretion of the Superintendent, the school shall be closed in the case of the death of faculty personnel.
2. Other members of the faculty may be allowed to attend the funeral services if satisfactory arrangements can be made to discharge their teaching responsibilities and if such absence is approved by the Principal.
3. The Principal shall be responsible for all matters concerning the school in connection with the death of faculty personnel, including: student collections, memorials, remembrances, flower arrangements, and the disposition of personal effects.

B. Personal Business

1. Faculty personnel shall be allowed not more than two (2) days in any school year for personal business, without loss of pay. Applications for such absences must be made in writing stating the reasons for such absences and must be filed with the Principal. Such request will be granted provided arrangements can be made to satisfactorily cover the teacher's regular duties. Such leave will not be granted before or after a scheduled holiday.

C. Jury Duty

1. Faculty personnel shall be allowed to be absent when called for jury duty. Such absences shall be allowed without loss of pay, except that any compensation for such jury duty shall be deducted from his regular salary payment.

D. Religious Holy Days

1. A faculty person who intends to be absent for such reason shall give notice in writing to the Principal of the school at least one week in advance of such proposed absence. Such request may be granted without loss of pay provided arrangements can be made to satisfactorily cover the teacher's regular duties.

E. Other Absences

1. Absence from duty shall be authorized by the Building Principal except in those instances where Board of Education policy or administrative regulations expressly reserve this authority to the Superintendent.
2. Absence for reasons not covered in this agreement or any exceptions to this agreement may be authorized by the Superintendent.

Article IX

CONFERENCES

Faculty personnel, with the approval of the Superintendent, may be allowed, without loss of pay, to attend special educational and professional conferences. Application to attend such a conference should be made to the Principal at least ten (10) days in advance. It is the Board's position that such permission will be granted in accordance with past practice provided it is within the budgetary limitations of the district.

Article X

BULLETIN BOARDS

At least one bulletin board shall be reserved at an accessible place in each school for the exclusive use of the Association for purposes of posting material dealing with the proper and legitimate Association business.

Article XI

GRIEVANCE

A. Definition

1. A grievance shall mean a complaint by a teacher in the bargaining unit that there has been as to him a violation, misinterpretation or inequitable application of a specific provision of this Agreement, except that the term "grievance" shall not apply to any matter as to which a method of review is prescribed by law.
2. As used in this Article, the term "teacher" may mean a group of teachers having the same grievance.

B. Procedure for handling

1. The teacher who feels that he has a grievance should first take the matter up verbally with the Principal of the school (within five (5) working days following the act or condition which is the basis of his grievance), who will attempt to resolve it with him.
2. If this fails to resolve the grievance, the teacher shall reduce the grievance to writing, specifying the section of the contract he alleges is violated, the events that caused the alleged violation, and the remedy he seeks.
3. Within five (5) working days of receipt of the written grievance, the Principal shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. At the time of conference, the teacher may appear personally or he may be represented by an Association representative, or both. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.

4. Within five (5) working days after such conference, or longer if mutually agreed to, the Principal shall answer such grievance in writing.
5. If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the Principal's decision will be final.
6. If the Association does not accept the Principal's written answer, the grievance may be appealed to the Superintendent of Schools by sending such notice in writing to him within five (5) working days from the date of the Principal's written decision.
7. Within ten (10) working days of receipt of the written appeal, the Superintendent, or his designated representative, will arrange for a conference to satisfactorily resolve the grievance. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.
8. Within ten (10) working days, or longer if mutually agreed to, the Superintendent, or his designated representative, shall answer such grievance in writing.
9. Such answer shall be final and binding unless appealed to the next step within ten (10) working days from the date of the Superintendent's written decision.
10. If the grievance is not settled at the preceding step it may be submitted to binding arbitration at the election of either party. The matters to be arbitrated shall be submitted to a board of three (3) arbitrators as follows:
 - a. Within the ten (10) days referred to above (step 9), the party choosing to arbitrate must give written notice to the other party, setting forth specifically the nature of

the dispute to be arbitrated, and designating one (1) arbitrator selected by it.

- b. Within five (5) working days from the receipt of such notice, the other party shall notify the first party its statement of the matters to be arbitrated.
- c. Within five (5) days after the selection of the second arbitrator, the two (2) arbitrators shall select a third. If they are unable to agree on a third arbitrator within five (5) days, the American Arbitration Association will be asked to immediately submit a panel of five (5) arbitrators. Upon receipt of the list the Board will first strike two (2) names, then the Association will strike two (2) names. The remaining person shall be the third arbitrator; provided that within thirty (30) days of notice of his appointment the arbitrator accepts and schedules a date for a hearing in the matter which he is to decide. If the arbitrator does not so accept and schedule a hearing as above provided, the American Arbitration Association will again be requested to immediately submit a list of five (5) names and the above procedure for selecting an arbitrator from the panel will be followed.

- 11. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Board of Arbitration in the same manner as other collective bargaining agreements. The function and purpose of the Board of Arbitration is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Board of Arbitration

shall, therefore, not have authority, nor shall it consider its function to include, the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Board of Arbitration shall not give any decision which in practical or actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification (whether by addition or subtraction) of written terms of this Agreement. The Board of Arbitration has no obligation or function to render a decision or not to render a decision merely because in its opinion such a decision is fair or equitable or because in its opinion it is unfair or inequitable.

12. If either party shall claim before the arbitrators that a particular grievance fails to meet the tests of arbitrability, as the same are set forth in this Article, (Professional Grievance Procedure) the arbitrators shall proceed to decide such issue before proceeding to hear the case upon the merits. The arbitrators shall have the authority to determine whether they will hear the case on its merits at the same hearing in which the jurisdictional question is presented. In any case where the arbitrators determine that such grievance fails to meet said test of arbitrability, they shall refer the case back to the parties without a recommendation on the merits.
13. Unless expressly agreed to by the parties, in writing, the

Board of Arbitrators are limited to hearing one issue or grievance upon its merits at any one hearing. Separate Boards of Arbitration shall be constituted for each grievance appealed to binding arbitration.

14. All cases shall be presented to the Arbitrators in the form of a written brief prepared by each party setting forth the facts and its position and the arguments in support thereof. The Arbitrators may make such investigation as they may deem proper and may at their option hold a public hearing and examine the witnesses of each party and each party shall have the right to cross-examine all such witnesses and to make a record of all such proceedings.

Within thirty (30) days after the close of the hearing, or the date established for filing Post Hearing Briefs if so desired by either party, the Board of Arbitration shall issue their decision which shall be final and binding.

15. The fees and expenses of the third impartial arbitrator, cost of transcript (if one is requested by the Board of Arbitration), and cost of hearing room, shall be borne equally by the parties. All other expenses incurred shall be paid by the party incurring them.

Article XII

DUES CHECK OFF

- A. The Saginaw Township Community Schools Board of Education agrees that as early as practicable after date of this Agreement, payroll deduction for the payment of Saginaw Township Education Association and Michigan Education Association and/or National Education Association Dues shall be made from the pay of the employees who voluntarily request such dues deduction, who are members in good standing of the Association and who are employed in occupations listed under the Recognition Clause of this Agreement.
- B. The Association shall present the Board with a certified check-off list along with proper authorization for check off and shall be fully responsible for the validity and correctness of the list and agrees to reimburse the Board for any deduction made and paid over to the Association which may later be held to have not been authorized by the individual involved or which may constitute an illegal deduction.
- C. The Association shall indemnify the Board and hold it harmless against any loss or claims for damages resulting from the payment to the Association of any sums deducted under this article and, in the event any actions or claims are commenced against the Board to recover from it any sums deducted under this Article, the Association shall intervene and defend against such action or claim.
- D. When an employee does not have sufficient money due him, after deductions have been made for, Social Security, Insurance, Garnishments, etc., or any other deductions authorized by the employee or required by law, Association dues for that month will be collected by the Association directly from the employee.

- E. If an employee who is absent on account of illness, leave of absence, or for any other reason has no earnings due him for that period, no deductions shall be made. The Association will arrange collection of dues for that period directly with the employee.
- F. All deductions of Association dues provided for in this Article shall be automatically terminated in the event of loss of exclusive recognition by the Association.

Article XIII

REPORTING ABSENCES

1. The teacher shall be informed of a telephone number to call prior to 7:00 A.M., to report unavailability for work. Whenever possible teachers should give the maximum amount of notice when they become aware that they will not be available for duty.

Article XIV

SALARY PROVISIONS

A. Definitions

1. Bachelor's Degree

- a. Bachelor's Degree on the salary schedule shall be defined as a Bachelor's Degree in Education from an accredited college or university and being eligible for or possessing a valid Michigan teaching certificate.

2. Bachelor's plus 15

- a. Bachelor's Degree plus 15 shall be defined as possessing a Bachelor's Degree in Education, a valid Michigan teaching certificate, plus 15 semester hours earned after the issuance of a provisional certificate or its equivalent.

3. Master's Degree

- a. The Master's category shall be defined as possessing a Master's Degree and be eligible or possess a valid Michigan teaching certificate.

4. Master's plus 30

- a. The Master's plus 30 category shall be defined as possessing a Master's Degree and be eligible or possessing a valid Michigan teaching certificate plus 30 semester hours of approved graduate study beyond the Master's Degree which may or may not lead to the Educational Specialist Degree.

5. Doctor's Degree

- a. The Doctor's category shall be defined as possessing an earned Doctor's Degree and possessing or be eligible for a valid Michigan teaching certificate.

B. Use of Salary Scales

1. Scale A

- a. All teachers, when initially employed in this school system, shall be placed on Scale A at the appropriate salary level.

2. Scale B

- a. Upon completion of two years in this system and attainment of a permanent Michigan teaching certificate all teachers shall automatically move to Scale B.

3. Salary Credit

- a. Teaching experience: Credit for experience outside the school system shall be given for years of successful teaching and work experience directly related to teaching in the teaching field only at the time of initial employment. Such experience shall be evaluated and credited by the Superintendent of Schools and credited in accordance with the following schedule:

<u>Years Experience</u>	<u>Years Credit</u>
Less than 1	No Credit
1 to 1.99	1
2 to 2.99	2
3 to 3.99	3
4 to 5.99	4
6 to 7.99	5
8 to 9.99	6
10 or more	7

- b. Military service:

- 1) Military service shall count as Saginaw Township Community Schools experience, for purposes of determining placement on salary schedule, if the teacher has performed teaching service in Saginaw Township Community Schools immediately prior to his military service. In no event will more than two (2) years credit be allowed for military service.

- 2) For initial employment credit, experience credit for military service and/or service in government sponsored educational programs not under the direction of a public school system may be granted to teachers who have not been employed by the Board previously in accordance with the following schedule:

Less than 13 months	No Credit
13 but less than 31	1 year
31 or more months	2 years

c. Partial years in Saginaw Township

- 1) Teachers hired at the start of the second semester shall remain at the same step (Years of Experience) during the following school year.
- 2) Teachers who assume classroom duties prior to the start of the second semester shall advance to the next step on September 1.

d. Teachers who qualify for advancement in pay by additional class hours or Degrees shall be paid on the new schedule effective September 1 or February 1 of any year provided satisfactory evidence is submitted to the Administration by October 1 or February 15 qualifying for such change.

e. Teachers who have earned the maximum years of experience shall receive a three percent (3%) increase on their respective scale for each five (5) years experience beyond the Salary Schedule.

C. Extended employment agreements

1. The Superintendent, at his discretion, may write employment agreements extending the period of employment subject to the following limitations:

- a. Such agreements may be issued only if the teacher, during

the extended period of employment, is performing duties similar to those he would perform while the normal teaching contract is in force.

- b. Pay for the extended period shall be at the daily rate of compensation multiplied by the days of extension. The daily rate is to be determined by dividing the normal contractual salary of the teacher by the number of required work days.

D. Teachers Salary Schedule

Teaching Year	Bachelor's		Bachelor's + 15		Master's		Master's + 30		Doctor's	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	\$ 5,700	1.000	\$ 5,814	1.020	\$ 6,042	1.060	\$ 6,384	1.120	\$ 6,726	1.180
2	5,928	1.040	6,042	1.060	6,270	1.100	6,612	1.160	6,954	1.220
3	6,156	1.080	6,270	1.100	6,498	1.140	6,840	1.200	7,182	1.260
4	6,384	1.120	6,498	1.140	6,726	1.180	7,068	1.240	7,410	1.300
5	6,612	1.160	6,726	1.180	6,954	1.220	7,296	1.280	7,638	1.340
6	6,840	1.200	6,954	1.220	7,182	1.260	7,524	1.320	7,866	1.380
7	7,068	1.240	7,182	1.260	7,410	1.300	7,752	1.360	8,094	1.420
8	7,296	1.280	7,410	1.300	7,638	1.340	7,980	1.400	8,322	1.460
9	7,524	1.320	7,638	1.340	7,866	1.380	8,208	1.440	8,550	1.500
10	7,752	1.360	7,866	1.380	8,094	1.420	8,436	1.480	8,778	1.540
Scale A										
4	6,612	1.160	6,726	1.180	6,954	1.220	7,296	1.280	7,638	1.340
5	7,068	1.240	7,193	1.262	7,433	1.304	7,798	1.368	8,208	1.440
6	7,410	1.300	7,547	1.324	7,798	1.368	8,185	1.436	8,664	1.520
7	7,752	1.360	7,900	1.386	8,162	1.432	8,573	1.504	9,120	1.600
8	8,094	1.420	8,254	1.448	8,527	1.496	8,960	1.572	9,576	1.680
9	8,379	1.470	8,550	1.500	8,835	1.550	9,291	1.630	9,975	1.750
10	8,664	1.520	8,846	1.552	9,143	1.604	9,633	1.690	10,374	1.820
11	8,892	1.560	9,086	1.594	9,394	1.648	9,918	1.740	10,716	1.880
12	9,120	1.600	9,331	1.637	9,656	1.694	10,203	1.790	11,058	1.940
13	9,348	1.640	9,576	1.680	9,918	1.740	10,488	1.840	11,400	2.000
Scale B										

E. Special Education Teachers and Counselors

1. Teachers performing the following services shall receive their basic salary plus seven percent (7%) of their salary and shall be required to extend their working day thirty (30) minutes beyond the regular quitting time as specified in other provisions of this Agreement:
 - a. Teachers of the Mentally Handicapped
 - b. Speech Therapist
 - c. Visiting Teachers
 - d. Teachers of the Emotionally Disturbed
 - e. Teachers of the Physically Handicapped
2. Counselors shall work a normal teaching day. If it is necessary for a counselor to meet with parents and/or children who because of their schedules cannot meet during the normal day, the counselors shall be compensated for his additional time at the rate of \$7.50 an hour. A report detailing this additional time shall be given the STEA monthly.

F. Special Assignments

1. High School
 - a. It is recognized that there are many tasks in and about a school which requires persons with special qualifications and that many of these positions require the expenditure of extra time.
 - b. The standard teacher contract will not reflect the compensation paid for additional duties and responsibilities. The compensation and other conditions pertaining to special assignments will be indicated on a contract rider to be issued annually by the Board of Education and subject to cancellation at the end of the semester at the discretion of the Superintendent. The grantee of such rider is not to be guaranteed the stated position for succeeding years or semesters by reason of the tenure act of 1937 as amended.

Special Assignments

High School

Coaching:	Year			
	1	2	3	4
Head Football	\$ 800	\$ 896	\$ 992	\$ 1,088
1st Assistant Football	500	560	620	690
Assistant Football	400	448	496	544

In the event that an assistant football coach shall assume the position of 1st assistant coach he shall retain his current compensation until it is exceeded by the 1st assistant coach's schedule.

Head Basketball	800	896	992	1,088
Assistant Basketball	400	448	496	544
Head Baseball	400	448	496	544
Assistant Baseball	200	224	248	272
Head Golf	300	336	372	408
Assistant Golf	150	168	186	204
Head Swimming	500	560	620	680
Assistant Swimming	250	280	310	340
Head Tennis	300	336	372	408
Assistant Tennis	150	168	186	204
Head Track	400	448	496	544
Assistant Track	200	224	248	272
Head Wrestling	500	560	620	680
Assistant Wrestling	250	280	310	340
Head Cross Country	300	336	372	408
Assistant Cross Country	150	168	186	204
Debate	300	336	372	408
Dramatics	300	336	372	408
Cheerleading	250	280	310	340

Directors and/or Advisors:

Athletic (2 hrs released time)	700	756	812	868
Pool Director (school year only)	300	336	372	408
Intramural (women)	400	448	496	544
Intramural (men)	400	448	496	544
Orchestra	300	336	372	408
Vocal Music	300	336	372	408
Band (marching & concert)	700	756	812	868
Yearbook	300	336	372	408
School paper	100	112	124	136
Business Manager (athletics)	600	648	698	744

2. Middle Schools

- a. Extra curricular requirements of the middle schools in Saginaw Township differ from those of the high school as listed previously. It is agreed that a sum of money, yet to be determined, be budgeted for each middle school to pay persons supervising and sponsoring extra curricular activities suitable for middle school boys and girls.
- b. It is agreed that this money will be allocated by the administration fairly and equitably considering the responsibility of the supervisor, length of time involved in the activity and contribution to the total education program and welfare of the school.
- c. It is agreed that no part of this allocated sum will be used for curriculum study, teacher team leaders or any function related thereto.

3. Non-Professional duties

- a. Teachers performing non-professional services, such as, but not limited to, ticket taking and selling, shall receive \$3.00 per hour for such services.

Article XV

INSURANCE

A. Blue Cross-Blue Shield

1. The Board agrees to implement the M-75 Blue Cross-Blue Shield coverage for all teachers desiring such protection effective October 15, 1966. The Board agrees to pay 50% of the individual's cost for Semi-private coverage for those teachers who agree to make an equal contribution. Teachers who desire to have two party or family coverage must pay the entire additional cost.
2. Those teachers electing such coverage and paying their contributions will receive, fully paid, by the Board, the Master Medical Plan through Blue Cross-Blue Shield for their entire family.

B. Michigan Education Association Insurance

1. Any teacher wishing to continue his MEA Health Insurance policy may have his premiums deducted through payroll deduction bi-monthly. The Board of Education shall not contribute to the cost of the premiums.

Article XVI

Saginaw Township Community Schools
1966-67 SCHOOL CALENDAR

6-1-66

Month	M	T	W	T	F	M	M	T	W	T	F	M	M	T	W	T	F	M	M	T	W	T	F	Member-ship	Atten-dance	Teacher Work Days	
Aug.																								0	0	2	
Sept.																								20	19	21	
Oct.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				21	19	21
Nov.																									21	20	20
Dec.																									16	16	16
Jan.	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			21	20	21
Feb.																									20	20	20
March																									18	18	18
April	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					20	20	20
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		23	22	22
June																									6	6	7
TOTALS																							186	180	188		

Code: X = No membership and no attendance
M = Membership but no attendance
T = Teacher Work Day
* = End of Marking Period

Article XVII

SAVINGS CLAUSE

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Article XVIII

WAIVER CLAUSE

The parties agree that all negotiable items have been discussed during negotiations leading to this agreement, and therefore agree that negotiations will not be reopened on any item, whether or not contained herein or whether or not discussed at any time during negotiations, during the life of this Agreement.

Article XIX

TERMINATION

This Agreement shall become effective August 30, 1966, and remain in effect until June 15, 1967.

At least sixty (60) days prior to the expiration of this Agreement the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of the 31st day of August, 1966.

SAGINAW TOWNSHIP COMMUNITY SCHOOLS
BOARD OF EDUCATION

Mark W. Day
President

Virginia D. Johnson
Secretary

SAGINAW TOWNSHIP EDUCATION
ASSOCIATION

Ray J. D. Lousil
Secretary

Harold Harrington
Chairman, Professional
Negotiations Committee

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into between the Saginaw Township Community Schools Board of Education and the Saginaw Township Education Association effective the 30th day of August, 1966, and will remain in effect until the 15th day of June, 1967.

In view of the fact that the parties mutually agree that some subjects are more appropriately handled as professional obligations of the teaching profession and do not constitute desirable matters under a collective bargaining agreement this understanding has been arrived at by the parties:

CURRICULUM IMPROVEMENT PLAN 1966-67

- A. In anticipation of the opening of Heritage High School, Ottawa Middle School, Sherwood and Arrowwood Elementary Schools an intensive curriculum planning program will be necessary for the school year 1966-67.

The principals of Heritage High School and Ottawa Middle School have been appointed. These people with the assistance of present staff members, both administration and faculty shall constitute a committee and will spend the next school year reviewing textbooks and developing a curriculum.

It is an obligation of the Association to encourage its membership to give complete cooperation to help improve the educational program in Saginaw Township Community Schools.

The Association will be consulted in the establishment of the above committee.

- B. The Board agrees that teachers can and do offer a valuable contribution toward the selection of textbooks to be used in the school system. The Board agrees that a committee shall be formed

to assist and recommend improvements in the text books used by the Saginaw Township Community School District.

REVIEW COMMITTEE

- A. The Board recognizes the fact that during negotiations many problems were deferred as the parties did not have the necessary experience to write all the language necessary which would clearly cover the existing problems. In view of this fact, the Board agrees to have a minimum of one (1) monthly meeting during the school year with the Saginaw Township Education Association negotiating committee to discuss any and all problems which are proper subjects of collective bargaining in an attempt to ascertain the proper data for future negotiations between the parties.
- B. A Professional Study Committee consisting of three (3) members selected by the Board and three (3) members selected by the Association shall be established. This shall be a continuing Committee which shall meet on a regular basis to consider problems on mutual concern and to recommend methods of improving the Saginaw Township Community Schools.

Among other things, the above committee shall consider the grants to be requested by the Board pursuant to the Federal Elementary and Secondary Education Act of 1965.

MATERIAL AND EQUIPMENT

- A. Teachers are responsible to requisition any special material needed for their classes. Requisitions shall be filled out according to the authorized procedure. Satisfactory procedures will be established whereby teachers may be informed of the disposition of the requisition.

B. Teachers shall be allowed to communicate with educational salesmen regarding new materials after proper arrangements have been made with the administrator. Discussions with salesmen must not interfere with normal school routine nor may any teacher obligate the school system in any way for either samples or other materials.

Date: Aug. 31, 19 66.

SAGINAW TOWNSHIP COMMUNITY SCHOOLS
BOARD OF EDUCATION

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