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A G R E E M E N T

between the

SOUTHGATE EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION

SOUTHGATE COMMUNITY SCHOOL DISTRICT

1968-69 School Year
and
1969-70 School Year
Ending: June 30, 1970

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Southgate Community School District

MEA
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E. Lansing, MI
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AGREEMENT

This Agreement entered into this 3rd day of September, 1968, by and between the Board of Education of the Southgate Community School District, hereinafter called the "Board," and the Southgate Education Association, hereinafter called the "Association."

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Southgate is their mutual aim and

WHEREAS the parties have a mutual obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with respect to hours, wages, terms, and conditions of employment of the teachers within the unit set forth in Article I, Section A. In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all educationally certificated personnel, under contract, including permanent substitutes, employed or to be employed by the Board, excluding: superintendent, assistant superintendent, principals, assistant principals, federal programs co-ordinator, curriculum director, supervisors as defined in the Act, athletic director, teacher aides, day-to-day substitute teachers. The term "teacher" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the unit as defined above, and reference to male teachers shall include female teachers. After twenty (20) consecutive teaching days in the same assignment, a substitute teacher who has been aggrieved shall be entitled to be represented by the Association under the Grievance Procedure only.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- C. Nothing contained herein shall be construed to restrict to any teacher any rights he may have under the Michigan General School Laws or Constitution or Michigan or Constitution of the United States.

D. Nothing contained herein shall be construed to deny or restrict to the Board any rights it may have under the Michigan General School Laws or Constitution of Michigan or Constitution of the United States.

ARTICLE II - MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS

- A. All teachers as a condition of continued employment shall either:
1. Sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National and Michigan Education Associations) and such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of a given year. Such sums shall be deducted during the eight (8) consecutive pay periods commencing the 1st pay of October from the salary of all teachers authorizing deductions and remitted within thirty (30) days to the Association. Teachers joining the Association at the beginning of the second semester and signing and delivering to the Board an assignment authorizing deduction of said membership dues, may have dues for that semester deducted from the six (6) consecutive pay periods commencing the 1st pay of February, or
 2. Sign and deliver to the Board an assignment authorizing deduction of a representation fee equivalent to the dues and assessments of the Association (including the National and Michigan Education Associations). Such sums shall be deducted during the eight (8) consecutive pay periods commencing the 1st pay of October from the salary of all teachers authorizing deduc-

A. 2. tions and remitted within thirty (30) days to the Association. Teachers beginning their employment at the beginning of the second semester and signing and delivering to the Board an assignment authorizing deduction of said representation fees may have fees for that semester deducted from the six (6) consecutive pay periods commencing the 1st pay of February.

Any teacher who wishes to pay cash for this fee must pay the full amount to the Treasurer of the S.E.A. within thirty (30) days of the commencement of employment.

In the event the representation fee shall not be paid, the Board upon receiving a signed statement from the Association indicating the teacher has failed to comply with this condition, shall immediately notify said teacher that his services shall be discontinued at the end of the current semester. The Board shall follow the dismissal procedure of the Michigan Tenure Act. The refusal of said teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements is recognized as just and reasonable cause for termination of employment. However, if at the end of the semester, the teacher, or teachers, receiving the termination notice shall then be engaged in pursuing any legal remedies contesting the discharge under this provision before the Michigan Tenure Com-

- A. 2. mission, or a court of competent jurisdiction, such teacher's service shall not be terminated until such time as such teacher or teachers have either obtained a final decision as to the validity or legality of such charge, or such teacher or teachers have ceased to pursue the legal remedies available to them by not making a timely appeal of any decision rendered in said manner by the Tenure Commission, or a court of competent jurisdiction.

This Section is subject to an indemnity agreement executed September 3, 1968 between the parties which is incorporated herein by reference.

- B. The Association will be responsible for disbursement of the Michigan Education Association and the National Education Association dues paid to it, to the treasurers of these organizations.
- C. The Association shall return any and all dues to the Board which have been deducted and remitted to the Association in error.
- D. The Board shall also make payroll deduction upon written authorization from teachers for annuities, credit union, savings bonds, charitable donations, or other plans or programs jointly approved by the Association and the Board.

ARTICLE III - BOARD RESPONSIBILITIES

- A. The Board, on its own behalf and on the 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 the law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and to 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, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature, subject to the provisions of Article VII, Section B.

- A. 5. To determine class schedules, the hours 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 terms and conditions of employment.
- B. 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 by the specific and express terms of this agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan, and Constitution and laws of the United States.

ARTICLE IV - ASSOCIATION AND TEACHER RIGHTS

- A. The Association may use school rooms or multi-purpose rooms without charge after school hours from Monday through Friday during the period that school is in session and when custodians are normally in the building. If it is necessary to open a building especially for the Association, the fee charged will cover only the cost of the custodial services, plus a charge of \$15.00 for each use of a gym or auditorium unless such charge is waived by the Superintendent. The Association shall be liable for damages to school property. All applications for the use of school buildings will be made in writing to the Superintendent at least two weeks prior to the date of intended use whenever possible.
- B. Duly authorized representatives of the Association shall be permitted to visit school premises to transact official Association business at reasonable times, provided that this shall not interfere with or interrupt normal school operations or activities. Such Association representative shall first notify the Superintendent and the building principal.
- C. Typing and duplicating facilities will be made available to the Association for their use after school hours, for the purpose of producing notices, announcements, and other such items of an of-

C. (continued)

ficial and professional nature. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

D. The Association shall have exclusive use of bulletin boards in each faculty lounge. The Board reserves the right to also post notices, informational material and other communications they deem necessary on the same bulletin boards. The Association Building Representatives shall be responsible for the posting of Association material and the content thereof. The display of proselytizing literature or insignia of any other teachers' organization shall be prohibited.

E. The Board agrees to fulfill any reasonable request for available information concerning the financial resources of the district, tentative budgetary requirements and allocations, and such other available information as will assist the Association in developing accurate, informed and constructive proposals, together with such available information that may be necessary for the Association to process efficiently any grievance in the grievance procedure.

F. Teachers shall be permitted to wear the insignia pin of the Association.

- G. The Association shall continue to have the right to place material relating to the official business of the Association in the teachers' mail boxes. Material libelous to the Board of Education shall not be permitted.
- H. In order to facilitate a more harmonious implementation of the teachers contract, a conference may be arranged once a month between the Association and the Superintendent and/or parties indicated in the request within five (5) days of the request of either party. A special conference may be arranged by mutual consent of both parties. Arrangements for such conferences shall be made in advance and an agenda of the matters to be discussed shall be presented at the time that the conference is requested. Matters discussed during this conference shall be restricted to those items listed on the agenda.
- I. The Association shall be advised by the Board of any new or modified budgetary or tax programs under consideration, and the Association shall be given an opportunity to consult with the Board with respect to the proposed annual budget prior to its adoption and general publication. The authority to adopt all parts of the annual budget of the School District resides exclusively with the Board of Education and shall not be the subject of mandatory negotiation with the Association, nor subject to any proceeding under the grievance procedure.

J. The Association shall have the right to be heard at all regular Board meetings and shall be placed upon the agenda immediately following attention to requests of citizens. Agendas for all Board meetings will be sent to the Association at the same time that the Board members are given theirs. Copies of all Board Minutes shall be given to the Association no later than one week from the time of approval.

ARTICLE V - TEACHING LOAD AND CLASS LOAD

- A. In all schools teachers will be at their assigned locations, or in their rooms at least 15 minutes prior to the time that classes are scheduled to start in that particular building. Teachers are expected to leave the building no earlier than fifteen (15) minutes after classes are dismissed unless permission is otherwise granted by the principal. Schedules for helping teachers, visiting teachers, and others whose workday is irregular shall be set by the Superintendent. Hours of Kindergarten teachers shall be fixed by the Superintendent at the beginning of each semester. Modification of the time schedules may be made by the Superintendent when necessary, provided such modification does not lengthen the teacher's normal workday. All certificated personnel will indicate their late arrival or early leave taking in the school office at the time of such occurrence.
- B. The normal weekly teaching load at the junior and senior high schools will be 25 teaching periods, 5 unassigned preparation periods and a daily duty-free lunch period of no less time than the students are permitted. In the case of unusual circumstances requiring the services of a teacher, the teachers agree to cooperate.
- C. The Board will provide a minimum of 140 minutes of released time from the above schedule for elementary teachers in grades one through six. This time will be made available in not less than four days. The first

C. (continued)

120 minutes will be provided by the use of subject matter specialists in the class. The next 20 minutes will be provided by permitting the teachers to leave the library period after approximately the first ten minutes which will be used to help organize the beginning of the library period. Kindergarten teachers will be provided twenty (20) minutes of preparation time per day. In addition, a 20-minute relief time will be granted per class once a week while the children are involved in a special activity. In the event that the Board is unable to implement the program, it will promptly notify the Association. The Superintendent will discuss the matter with the Association, upon request.

All elementary teachers shall have a daily duty-free lunch period of forty-five (45) minutes. In the case of unusual circumstances requiring the services of a teacher, the teachers agree to cooperate.

- D. The preceding provisions for preparation time and lunch period are subject to such things as field trips and shortened daily schedules. Teachers understand the meaning of a preparation period and will use it to the fullest advantage of the students.
- E. Whenever possible teachers with laboratory preparation will have access to the facilities of their room during their preparation period. The final determination will be made by the Building Principal.

F. A teacher's attendance and/or participation in P.T.A. meetings, open house, concerts, plays, Christmas programs, athletic events and similar school activities is encouraged as a professional responsibility.

ARTICLE VI - SPECIAL STUDENT PROGRAM

- A. Emotionally Disturbed Children: The parties recognize that special attention should be given, where possible, to any class containing a child identified by any valid criteria as an emotionally disturbed child. The parties consider reduction of class size as one method of handling such situation, but not the exclusive method.

ARTICLE VII - TEACHING CONDITIONS

- A. The Board agrees to keep secondary class sizes at an acceptable number in accordance with the standards of the North Central Association and the standards for the elementary schools to be determined by the Superintendent and the Association president. It is understood, however, and particularly in the junior high school, that this may not be possible at all times, but that the Board will continue its efforts to meet such standards. In the event that the Board is unable to implement the above, it will promptly notify the Association. The Superintendent will discuss the matter with the Association, upon request.
- B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, safety equipment, and similar materials are the tools of the teaching profession. The principals and their staffs shall confer from time to time for the purpose of improving the selection and use of such educational tools. The Board will continue to keep the schools reasonably and properly equipped and maintained.
- C. Teachers shall continue to have the use of typing, duplicating, and dry copy equipment for preparation of instructional materials.

- D. Teachers shall not be assigned cafeteria duty on a regular basis. In case of an emergency, the teachers agree to cooperate and will be paid at the hourly rate prescribed in the Salary Appendix.
- E. The Board shall provide gym uniforms and tank suits for physical education teachers, smocks for art and home economics teachers, laboratory coats for laboratory science teachers, shop coats for vocational and industrial education teachers. Proper laundering service for all of said items shall be provided without charge to the teacher.
- F. The Board shall make available in each school at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge.
- G. Telephone facilities in each school shall be made available to teachers for their reasonable use for transaction of school business. Counselors' extension phone in the Elementary Schools shall be made available for teachers during the absence of the counselor; the extension phone in the Junior High School Teachers' Lounge shall continue to be used; and a new phone extension shall be made available in the Senior High School Teachers' Lounge.

- H. Vending machines may be installed in teachers' lounges provided that articles dispensed are to be negotiated between the Board representatives and the Association representatives. Proceeds from such machines will revert to the Association for use in its professional endeavors. Management of the machines including ordering of supplies, stocking of the machines, payment for supplies, and necessary housekeeping will be the responsibility of the Association.
- I. The Board will continue to provide adequate off-street paved parking facilities, properly maintained, for teachers' use.
- J. This school district requires retirement of teachers at age 65. A teacher may be requested to make application to the Board to continue teaching in the school system and may be granted a contract only on an annual, non-tenure basis.
- K. The Board will continue to attempt to maintain an adequate list of substitute teachers. An automatic telephone answering service will be provided. Teachers will call in as soon as it becomes evident that they will need a substitute, preferably before 7 A.M. and no later than 7:30 A.M. on the day that they are to be absent and may call in daily during an absence and state the length of time they may expect to be out.

ARTICLE VIII - TEACHER EVALUATION

- A. The evaluation of the work of all teachers is a responsibility of the administration. Annual written evaluations shall be made for all teachers as permitted by law and discussed with each teacher. A copy thereof shall be given such teacher.

- B. The written evaluation shall be conducted by the teacher's principal. This evaluation will be reviewed with the teacher in a formal conference conducted in the principal's office not later than March 15 of each year. In the event that an unsatisfactory evaluation is to be given, the principal will, at the request of the teacher, request that the superintendent or the assistant superintendent be present during the review. A representative of the Association may, at the teacher's request, accompany the teacher in such a review. The teacher will be allowed to comment, in writing, on an unfavorable evaluation and this will be attached to the evaluation.

- C. The Association will assist the Administration in the development of the teachers' evaluation form. Final authorship shall lie in the hands of the Administration. A copy of the evaluation form shall be in the Teachers' Handbook.

D. Each teacher shall have the right, upon request, to review the contents of his own personal file. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempted from such review. The administrator shall remove such credentials and confidential reports from the file prior to the review of the file by the teacher.

ARTICLE IX - DEPARTMENT CO-ORDINATORS

- A. The principals of the senior and junior high schools may select, subject to approval by the superintendent, among their departmental staffs a department co-ordinator. Interest, ability, experience, length of service, and other good qualities will be considered by the principals in making the selection. The department co-ordinator shall be assigned duties as determined by the administration. Such co-ordinator shall not be considered a supervisory employee. Any teacher selected as a department co-ordinator shall be compensated at the rate of \$250.00 a year.

ARTICLE X

QUALIFICATIONS, ASSIGNMENTS, VACANCIES, PROMOTIONS, AND TRANSFERS

- A. Teachers are encouraged to file advance notice in writing with the Superintendent expressing any desire for future change in assignment.

When any vacancy shall occur during the school year, notice thereof shall be posted on teachers' bulletin boards for a period of five (5) school days. Any teacher may apply in writing for such a vacancy. Any teacher who has previously filed a preference must be considered automatically. This file will be closed October 1, and application must be resubmitted after October 1 for the succeeding year.

When any vacancy shall occur during the summer, notice thereof shall be given where possible to those who have previously filed their preferences in writing. A reasonable effort will be made to keep the job open for five (5) days.

- B. In filling a vacancy within the bargaining unit, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. The Board, after consideration of the foregoing, retains the discretion to fill such vacancy.

- C. The parties recognize that the filling of vacancies at the supervisory and administrative levels and the filling of newly created supervisory and executive positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.
- D. The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in the secondary school grades, and transfers between schools may be necessary. Such transfers and changes of assignments shall be on a voluntary basis whenever possible. In making involuntary assignments and transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils.
- E. All new teachers to be employed by the Board must have either a secondary or elementary permanent or provisional certificate, whenever possible.

Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers to be employed shall not be assigned, except temporarily and for good cause as determined by the superintendent, outside the scope of their teaching certificates or their major or minor field of study. It is understood

E. (continued)

that the word temporary shall be defined as not to exceed two semesters except in cases of unusual circumstances which will be discussed with the Association in advance of any further extension.

F. On or before June 1 of the school year, the administration will give to each teacher his tentative class assignments. In the event that changes in such assignments are necessary, all teachers affected will be notified promptly and will be given an explanation as to the need for such change.

G. In the event the Board determines to maintain a summer school program, an adult education program, or a driver training program, the Board agrees to give preference to regularly employed teachers in the district who are qualified for the available positions, based upon certification, degree, experience, specialization, and present assignment, and who have notified the Superintendent of their desire to teach in these programs. Whenever two or more teachers apply for one of these teaching positions and in the opinion of the Superintendent their qualifications are relatively equal, then length of service in the district shall be the determining factor.

ARTICLE XI - SICK LEAVE

Sick leave will accrue at the rate of one (1) day per month, not to exceed ten (10) days per year, including the one (1) day transferred to the sick bank.

- A. All teachers shall accumulate unused sick leave at the rate of ten (10) days per school year, excluding days contributed to the sick bank, accumulative to a total of one-hundred-forty (140) days.
- B. Sick Leave: Teachers may use sick leave, when necessary, as follows:
1. Personal illness.
 2. Illness or death in the immediate family group.
 3. Quarantine or exposure to contagious disease which may endanger the health of the pupils and employees.
 4. Teachers who are off five (5) or more consecutive days because of illness will submit a physician's statement indicating their ability to return to work so as not to endanger the health of pupils and other employees.
 5. Teachers who have already exhausted their accumulated sick leave and have the approval of the Sick Leave Committee shall be entitled to receive additional leave days from the sick leave bank. This bank is to be established by deducting one of the ten (10) days granted each teacher for the current year to be matched by the Board. The unused days contributed to the

B. 5. (continued)

bank shall carry over to the following year. At the beginning of each consecutive year, the Association may contribute an amount equal to one-half (1/2) the days necessary to bring the bank up to its original number. The Board of Education will match this amount. The Sick Leave Committee shall be composed of an equal amount of Board of Education representatives and SEA members. All approvals of the committee must be by a majority of the members present. Approvals will not exceed one-half (1/2) the school year for each individual.

6. Half-Day Absences: Employees reporting at the beginning of their work period who are forced to leave any time after three (3) hours because of illness, may be counted as absent one-half (1/2) day. Employees absent from work at the beginning of the work period and reporting at least three (3) hours before the close of the day may be considered as absent one-half (1/2) day.

- C. Any teacher whose personal illness extends beyond the period compensated under Sub-section A, and B-5 above, upon written request and a physician's statement, shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. A leave of absence shall be in writing and granted for a definite period of time renewable upon applica-

C. (continued)

tion. The teacher may be entitled to return to his regular position from such leave at any time within the semester in which the leave was granted. Although the Board cannot guarantee the return of any teacher to a specific building, grade level, or special assignment at the conclusion of such leave exceeding the semester, it will return the teacher to some position within the system. The teacher will be returned to his same or comparable position at such time as a position becomes open. Teachers who are on sick leave for more than 90 student instruction days of any school calendar shall not be given credit for an increment on the salary schedule.

- D. When a teacher is absent from duty because of unprovoked physical abuse resulting from student contact during normal teaching hours or while performing extra assigned duties, the Board shall pay the difference between Workmen's Compensation received and their regular net salary. This provision shall also apply while attending school sponsored activities within the district and enforcing school district rules and regulations.

ARTICLE XII - PERSONAL BUSINESS

Personal business leave of two (2) days each year, without loss of pay shall be granted, in cases where such business cannot be conducted after school hours or on weekends. Unused Personal Business days shall accumulate as sick leave.

ARTICLE XIII - LEAVES OF ABSENCE

- A. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:
1. A maximum of three (3) days per school year for each death in the immediate family - father, mother, spouse, child, brother or sister, father-in-law, mother-in-law, and grandparents.
 2. An absence of one (1) day per school year for a death in the family, not covered by the definite "immediate family" in Sub-section 1 above.
 3. Absence when a teacher is called for jury service, provided that the Board shall only be obligated to pay an amount equal to the difference between the teacher's salary as computed on a daily basis and the daily jury duty fee paid by the court. The teacher shall report for duty at his building on those days when by court rule or custom no jury trials are conducted, i.e., Monday, Federal Court; Friday, Circuit Court.
 4. Court appearance as a non-party witness or when a party defendant incident to his employment, provided that the Board shall only be obligated to pay an amount equal to the difference between the teacher's salary as computed on a daily basis and the witness fee paid by the court, if any.

- A. 5. Administrator approved: visitation at other schools, or attending educational conferences or conventions, including Association meetings.
 6. Time necessary to take the selective service physical examinations.
- B. After being employed in the school district for one year, leaves of absence for not more than one year without pay may be granted to teachers upon application to the Board for the following purposes:
1. Study related to the teacher's field of certification.
 2. Study to meet eligible requirements for certification other than that held by the teacher.
 3. Study, research, or special teaching assignment involving benefit to the school system.

The regular salary increment occurring during such period shall be allowed. Such leave time shall not be credited for qualification for tenure.

- C. A maternity leave shall be granted without pay, commencing no later than the end of the fifth (5th) month of pregnancy, except that the teacher may, at the discretion of the Board, be permitted to continue for a further period of time. Providing that the teacher presents the Board with a statement from her doctor indicating the date of expectancy and that she is physically able to perform all her normal duties. Such extension shall be for no longer than one month at a time. The parties agree that it is preferable where possible for a teacher to commence such leave during a normal school break period, such as Christmas recess, commencement of a new semester, Easter recess, or the end of the school year. The teacher shall notify the administration of her desire to return from such leave at any time within three (3) years. The Teacher will be returned to her same or comparable position at such time as a position becomes open. Such leave time shall not be credited for qualification for tenure.
- D. Teachers who are elected officers of the Michigan Education Association may be given leave of absence without pay for the purpose of performing duties for the Association, provided that no such leave shall exceed one year. Such person will be re-employed upon application if a position is available.

- E. An employee on military leave for service in the Armed Forces of the United States shall be reinstated upon completion of such service in accordance with the requirements of the applicable laws of the United States. Teachers on military leave shall be given the benefit of any salary increments.
- F. The Board shall grant a leave of absence for up to one (1) school year without pay to any teacher elected to public office.
- G. 1. A leave of absence without pay will be granted for a period of up to two (2) years to any teacher who joins the Peace Corps as a full-time participant in a formal teaching program. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in Appendix A.
2. A leave of absence with pay for one year will be granted to a teacher who is accepted in a foreign exchange program which has been approved by the Board of Education. Upon the return to the school district, the teacher will be returned to his position and granted the increment due.

- G. 3. Other leaves of absence without pay for the purpose of teaching in a foreign military teaching program, or other teaching programs may be requested. If granted, any period so served shall not be treated as time taught for purposes of the salary schedule of Appendix "A". Such person will be re-employed upon application if a position is available.

H. SABBATICAL LEAVE

1. Authorization.

- a. Sabbatical leave of absence may be granted to members of the teaching staff of the Southgate Community School District. The granting of such leaves are subject to the approval of the Board upon recommendation of the Superintendent, when in their considered judgment the professional competence of the staff member and the general welfare of the public schools will be benefited.
- b. The rules and regulations of the Southgate Community Community Sabbatical Leave Program are authorized and shall be interpreted in accordance with the Michigan statutory provisions and any amendments thereto.

2. Eligibility and Qualifications.

- a. Any teacher employed by the Southgate School District who meets the qualifications shall be eligible to apply for Sabbatical Leave subject to the following conditions and requirements:
 - i. Applicant must hold a Life or Permanent certificate and a Master's Degree.

- H. 2. a. ii. Applicant must have seven (7) consecutive years of satisfactory service as a full-time employee in the Southgate School District. A leave of absence without pay, granted by the Board, shall not be deemed a break in the continuity of service required by this section.
- iii. Sabbatical Leaves of absence may be granted to one percent (1%) of the members of the total teaching staff; excepting, that not more than one (1) such leave shall be granted to any of the three levels of instruction in any one year; excepting further, that the Board may, for exceptional reasons in the event of a lack of qualified applicants, increase the number of such leaves at any level.
- iv. A Sabbatical Leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
- v. The applicant signs an agreement to return to service with the Southgate Board of Education immediately upon termination of Sabbatical Leave and to continue in such service for a period of two years (unless

H. 2. a. v. (continued)

causes beyond his control prevent), or to refund any compensation received from the Board while on leave.

3. Purposes of Sabbatical Leave.

- a. Sabbatical Leave is given to teachers to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study and/or research. Applications for Sabbatical Leave or other types of experiences will be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.
- b. The following information shall be presented in the application as evidence of the employee's plan to fulfill the purposes of the leave:
 - i. For Formal Study - A Program of work should be outlined which will qualify the applicant for a higher credential in his profession or a program of recognized courses relating to the present or prospective service of the applicant in his profession.

- H. 3. b. ii. For Research - The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his profession.

4. Application Requirements and Procedures.

- a. Application for Sabbatical Leave must be filed on the prescribed forms with the Superintendent. The due date of such forms shall be February 1 for leaves beginning with the first semester and September 15 for leaves beginning the second semester. Notice shall be given to the applicant withing fifteen (15) days of filing in cases when applications are rejected by the Superintendent. Forty-five (45) days after due date, the Board shall notify the applicant of their decision.
- i. Approval of a Sabbatical Leave by the Board will be contingent upon securing an employee qualified to assume the applicant's duties.
- ii. A sabbatical leave once granted may not be terminated before the date of expiration.

i.

H. 5. Requirements and Status While on Sabbatical Leave.

a. Financial Policies.

i. An employee on sabbatical leave shall be paid at one-half the contract salary in effect during the time of his leave. This contract salary does not include remuneration for extra duties. Such payment is to be made in two equal installments, one half at the end of the first semester of the leave and the balance at the end of the leave after all requirements have been fulfilled.

ii. A term of Sabbatical Leave shall entitle an employee to an automatic salary schedule increment at the beginning of the next full year of school following his return to service in the system.

iii. All current insurance benefits shall be granted to teachers on Sabbatical Leave.

6. Reports Required on Sabbatical Leave.

a. An employee on Sabbatical Leave shall report to the Superintendent as follows:

- H. 6. a. i. Interim report shall be filed at the mid-point of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
- ii. A final report shall be filed with the Superintendent including the names of the institutions attended, courses pursued, credits received, experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experiences gained may be applied to the benefit of the school district.
- iii. The Superintendent may require, and the employee shall promptly furnish such additional reports as the Superintendent deems necessary or reasonable to determine that the employee is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent shall find that the employee is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the employee by the Board shall become immediately due and all future payments shall

H. 6. a. iii. (continued)

cease. When an employee completes the planned program of the leave, but does not return to service with the Southgate School District, he shall within one year repay the Board the amount received by him during the Sabbatical Leave.

7. Requirements and Status Upon Returning from Sabbatical Leave.

- a. At the expiration of a Sabbatical Leave the employee shall be restored to his position or to a position of like nature, seniority, status and pay; provided, that the employee remains eligible for reinstatement under other rules and regulations of the Board.

- b. If an employee does not remain in the employ of the Southgate School District for two (2) years immediately following his Sabbatical Leave, he shall within two (2) years repay the Board the amount of money which has been granted. This rule does not apply in cases wherein the person becomes incapacitated to work.

ARTICLE XIV - DISCIPLINE

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement governing the discipline of teachers.
- B. No teacher shall be disciplined, suspended, or reprimanded without just cause.
- C. Discipline of teachers shall be subject to the grievance procedure; provided, however, that (1) as to probationary teachers, the Board may give such notices of unsatisfactory work as shall be required or permitted by the Michigan Tenure of Teachers Act during the pendency of any grievance procedure and that the Board's decision on the termination of the services of or failure to re-employ any such teacher on a third year of probation shall be final, (2) as to tenure teachers pending grievance procedures shall be dismissed immediately upon the filing of written charges under the Michigan Tenure of Teachers Act and said Act shall thereafter govern all proceedings against the teacher.

ARTICLE XV - CONTINUITY OF OPERATIONS

- A. When severe winter weather makes it impractical to hold regular classes, school closing will be announced over radio stations WJR and WKNR. The announcement will be called in as soon as the decision is made in the hope that it can be broadcast between 7:00 and 7:30 A.M.

The Decision to close school will depend primarily upon the condition of roads in the metropolitan area. If conditions are such as to make school bus travel unsafe, travel by private cars will likewise be deemed unsafe and schools will be closed.

ARTICLE XVI - SCHOOL CALENDAR

1968-1969

September 2 - Monday	Labor Day
September 3 - Tuesday	A.M. General meeting, Davidson Junior High P.M. Building meetings
September 4 - Wednesday	A.M. Registration, Grades 1 - 12 P.M. Teachers' meetings
September 5 - Thursday	Complete schedule, Grades 1 - 12 Registration, Kindergarten
September 6 - Friday	Complete schedule, Grades 1 - 12 Registration, Kindergarten
September 9 - Monday	Complete schedule, Grades K - 12
October 24 - Thursday	State Institute
October 25 - Friday	State Institute
November 27 - Wednesday	Schools close for Thinksgiving recess at end of normal school day
December 2 - Monday	Schools re-open
December 20 - Friday	Schools close for Christmas recess at end of normal school day
January 2 - Thursday	Schools re-open
April 3 - Thursday	Schools close for Easter recess at end of normal school day
April 14 - Monday	Schools re-open
May 29 - Thursday	Schools close for Memorial Day recess at end of normal school day
June 2 - Monday	Schools re-open
June 13 - Friday	Schools close for summer

ARTICLE XVI - SCHOOL CALENDAR

1969-1970

September 1 - Monday	Labor Day
September 2 - Tuesday	Teachers report to buildings
September 3 - Wednesday	A.M. Registration, Grades 1 - 12 P.M. Teachers' Meetings
September 4 - Thursday	Complete schedule, Grades 1 - 12 Registration, Kindergarten
September 5 - Friday	Complete schedule, Grades 1 - 12 Registration, Kindergarten
September 8 - Monday	Complete schedule, Grades K - 12
November 26 - Wednesday	Schools close for Thanksgiving recess at end of normal school day
December 1 - Monday	Schools re-open
December 19 - Friday	Schools close for Christmas recess at end of normal school day
January 2 - Friday	Schools re-open
March 26 - Thursday	Schools close for Easter recess at end of normal school day
April 6 - Monday	Schools re-open
May 28 - Thursday	Schools close for Memorial Day recess at end of normal school day
June 1 - Monday	Schools re-open
June 12 - Friday	Schools close for the summer

ARTICLE XVII - PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this Agreement are set forth in Schedule A which is attached to and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. Credit for experience outside the school system shall be evaluated by the Board and credit shall be allowed whenever the prior service of the teacher is deemed satisfactory. Full credit may be given for up to six (6) years of experience. It is understood that this provision shall not apply to teachers who currently are at or above the sixth step on the salary schedule.
- C. 1. No adjustments will be made until a record of credits earned is on file in the office of the Board of Education.
2. In order to participate in the remuneration for additional college preparation, a teacher must be enrolled in specialized graduate credit courses relevant to his area of instruction or pursuing a regular degree program at a college or university accredited for teacher education.
3. No remuneration for college semester hours beyond the Bachelor's or Master's Degree will be made until a Provisional Certificate has been awarded.

- C. 4. Final salary adjustments for the school year will be made in December and will include remuneration for any semester hours earned during the preceding school year. In order to receive compensation for college hours earned, a transcript of credits from the college or university at which the teacher is seeking his degree must be in the superintendent's office not later than December 1 for credits earned prior to September 1.
5. It will be the responsibility of each teacher to see that the proper record of training and experience is on file in the office of the Board of Education.
6. Compensation for credits earned toward the Master's and Specialist's Degree will be paid for a period of 6 years. If the degree is not obtained within 6 years from the time that the teacher is accepted in the program, only those credits earned within the most recent 6 years will be honored for remuneration. If a teacher is granted an extension by the University for the completion of his program, the Board shall honor this extension for remuneration purposes. However, those teachers who have been employed by the School District prior to the school year 1968-69 will be given compensation for the credits already earned, providing they can show that they are enrolled in a degree program by the end of each school year. This stipulation will be adhered to until the year 1974.

C. 6. (continued)

Graduate hours earned, which fulfill the academic requirements for a permanent teaching certificate, shall continue to be paid until the teacher reaches the next highest compensation level for graduate hours.

- D. When a teacher is assigned on a semi-permanent basis to teach on his conference period, he will be paid $1/6$ of his contract salary rate for the period of the assignment.
- E. When asked to work beyond the school year, counselors will be paid at the rate of their current salary for additional time worked.
- F. A teacher working one-half or more of the minimum student days of a school year within ~~this~~ School District, shall be placed on the next step of the pay scale.
- Any teacher failing to meet the above requirement, but teaching in this District successfully from the mid-year marking period as established in the Southgate High School, may be placed on the next step of the pay scale by the Superintendent.
- G. The extra duty assignments of teachers covered by this Agreement are set forth in Schedule B which are attached to and incorporated in this Agreement.

- D. Academic credits earned beyond a Bachelor's Degree shall be paid at the rate of \$12.00 per credit hour for the 1968-69 school year and at the rate of \$15.00 per credit hour for the 1969-70 school year, not to exceed thirty (30) credit hours.
- E. Academic credits earned beyond a Master's Degree shall be paid at the rate of \$12.00 per credit hour for the 1968-69 school year, not to exceed twenty (20) hours, and at the rate of \$15.00 per credit hour for the 1969-70 school year, not to exceed thirty (30) hours.
- F. If a teacher shall teach more than the normal teaching load as set forth in Article V, Section B and C, on his preparation period, or assume the responsibility of another teacher's students along with his own, he shall receive additional compensation at the rate of \$6.00 per hour for the 1968-1969 contract year and at the rate of \$6.50 for the 1969-70 contract year.
- G. The rate of pay for summer school, adult education, or driver training teaching positions shall be \$5.75 per clock hour for the 1968-69 contract year and \$6.25 per clock hour for the 1969-70 contract year.

ARTICLE XVIII - TERMINAL LEAVE

Terminal pay at retirement will be granted employees who have been employed in the school district a minimum of fifteen (15) years and after acquiring age 65. Such pay shall be an amount equal to one-quarter of accumulated sick leave.

Terminal pay shall be granted employees who leave prior to retirement. Such pay shall be an amount equal to one-fourth (1/4) of accumulated sick leave, based on teacher's current annual salary. Any teacher resigning from the school district other than during the time provided for under the Teacher's Tenure Act shall forfeit the above benefits unless otherwise approved by the Board of Education.

ARTICLE XIX - CASES OF ASSAULT

- A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. If unprovoked, as determined by the Superintendent, the Board shall provide legal counsel to advise the teacher of his rights and obligations with respect to such assault. The Board, also, shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.
- B. No notice based upon a complaint by a parent of a student directed toward a teacher shall be placed in the teacher's personnel file unless such notice is promptly brought to the teacher's attention.

ARTICLE XX - INSURANCE PROTECTION

- A. For full-time teachers, the Board agrees to pay Comprehensive Hospitalization M75 MED.-SUR., certified S & F Riders - Master Medical - N/C Rider. The MVF rider will be included immediately upon availability from Blue Cross-Blue Shield.
- B. The Board shall provide, without cost to the teacher, term group life insurance protection which shall pay to the teacher's beneficiary the sum of one thousand dollars (\$1,000.00) upon death with provision for double indemnity in the event of accidental death for the 1968-69 contract year. For the 1969-70 contract year, insurance protection as specified above will be provided in an amount to be determined by striking an average of the amounts of similar coverage provided teachers in those districts listed in Appendix D which provide this benefit. The nearest one-hundred figure will be used.

ARTICLE XXI - GRIEVANCE PROCEDURE

- A. A grievance is a matter involving the violation of a specific article or section of this Agreement, or the violation of a specific rule of the Board.
- B. Any teacher having such a grievance may discuss the matter with the school principal during non-teaching hours, with the object of resolving it informally.
- C. In the event the matter is not satisfactorily resolved, the following procedure shall be followed:
 1. Step One: The grievance shall be reduced to writing within ten (10) days from date of occurrence, signed by the teacher or teachers involved, and submitted to the school principal.
 - a. The grievance shall specify the facts giving rise to the grievance, the article and section of the Agreement allegedly violated, and the relief requested.
 - b. The principal shall submit an answer within ten (10) school days in writing. One copy of his decision shall go to the grievant and one copy to the Building Representative.

- C. 2. Step Two: Within ten (10) school days after receiving the decision of the principal, or after it is due, the aggrieved teacher may appeal to the Superintendent of Schools or his designated representative. The appeal shall be in writing and shall contain the reasons for the appeal.
- a. Within ten (10) school days after receipt of the appeal, the Superintendent shall investigate the grievance, including giving the aggrieved teacher and the Building representative a reasonable opportunity to be heard, and render his decision in writing. A copy of his decision shall be delivered to the teacher involved, the Building Representative and the school principal.
3. Step Three: With ten (10) school days after receiving the decision of the Superintendent, or after it is due, the aggrieved teacher may appeal to the Board of Education. The appeal shall be in writing and shall contain the reasons for the appeal and a copy of the Superintendent's decision at Step Two.
- a. Within twenty-five (25) school days after receipt of the appeal, the Board, or its designated representative, shall investigate the grievance, including giving the ag-

C. 3. a. (continued)

grieved teacher and an Association representative a reasonable opportunity to be heard, and render its decision in writing. A copy of the Board's decision shall be delivered to the teacher involved, to the Association representative, and to the school Superintendent.

4. If the Association is dissatisfied with the disposition of the grievance by the Board, or if no disposition is made within the period above provided, the grievance may be submitted to binding arbitration by the delivery to the Board of Education of written notice of this desire within fourteen (14) days after receipt by the Association of the Board's decision. The arbitrator shall be selected, and the arbitration shall be conducted, under the rules of the American Arbitration Association. The fees and expenses of the arbitrator shall be shared equally by the Board of Education and the Association. The Arbitrator shall confine his decision to the sole question of whether or not there has been a violation of this contract. He shall have no power to alter, add to, or subtract from the terms of this contract. The Board and the Association shall not be permitted to assert in any arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.

C. 4. (Continued)

Both parties agree to be bound by the award of the arbitrator.

- D. Any appeals not properly processed within the applicable time periods shall be considered settled on the basis of the last answer given by the respective school authority.
- E. There shall be at least one Association representative for every high school, junior high school, and grade building.
- F. A teacher shall have the right to withdraw his grievance without prejudice, upon agreement of the Association.

ARTICLE XXII - NEGOTIATION PROCEDURES

- A. In any negotiations between the parties, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the teachers in the bargaining unit voting in the election, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.
- B. Both parties agree to submit the final agreement for ratification to their appropriate bodies on the same mutually agreed upon calendar day. The parties will both attach their signatures after ratification within 24 hours. The agreement shall be signed in duplicate. One copy shall be for the Board, and one copy for the Association.

Submission of all tentative agreements reached by both parties and duly signed will constitute the contract submitted to the respective parties for ultimate ratification. Any omissions of sections or

B. (continued)

articles heretofore agreed to and signed by both parties will be considered part of the negotiated document and will be submitted for ratification to both parties within 15 days after notification of the omission/omissions by either party.

- C. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This article shall not be construed as prohibiting the parties, upon mutual consent, from negotiating upon items of mutual concern. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- D. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- E. If any article or section of this Agreement or any Appendix thereto shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section shall be restrained by such tribunal pending

a final determination as to its validity, the remainder of this Agreement and any Appendix thereto, or the application of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

ARTICLE XXIII - MISCELLANEOUS

A. Pay Period: The individual teachers shall have the following options as to the payment of salaries:

1. Twenty-one (21) equal payments, September to June
2. Twenty-six (26) equal payments with the option that in the week of which May 15th falls, said teacher may notify the payroll department of his desire to be paid in full on the last payday of the school year.

Any teacher who desires to elect the twenty-six (26) equal payments option shall so notify the payroll department at the time in September when he signs his yearly withholding statement.

B. Testing: Whenever testing of a standardized nature (reading, I.Q., achievement, aptitude, etc.) is initiated at the direction of the Administration, the Board of Education shall provide for machine scoring of such testing when feasible from the standpoint of the number of students being tested.

C. Professional Study Committee: There is hereby established a Professional Study Committee composed of four members - two members selected by the Board and two members selected by the Association. This Committee shall make an initial investigation into current practices

C. (continued)

and modern trends in education and professional development and make recommendations to the Superintendent and the Board concerning the desirability of a more complete investigation in recommended areas. If the Board or the Superintendent adopts a recommendation and appoints a committee for further study, the Association, if not represented, may appoint one of its members to the committee.

- D. Upon approval of the Superintendent, a teacher may be permitted to attend and participate in a professional conference, and the Board will pay the teacher's reasonable expenses, such as registration fee, transportation, meals and lodging.
- E. Upon request of the Association, the Board will give consideration to after school workshops, and if feasible and practical, will implement such programs.

ARTICLE XXIV - STUDENT - TEACHER RELATIONS

- A. Since the teacher's authority and effectiveness in his classroom is reinforced when there is sufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities with respect to such pupil.
- B. A teacher may temporarily exclude a pupil from his class for the remainder of the period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make the continued presence of the student in the classroom undesirable. In such cases, the teacher will furnish the principal, as promptly as his teaching obligations will allow, full particulars of the incident in writing. Only after a conference of the teacher and principal may a student be allowed to return to that particular classroom. Upon request of the teacher, a counselor or social worker conference may be scheduled for the student.

ARTICLE XXV - STRIKES AND SANCTIONS

The Association agrees that:

- A. During the life of this Agreement, neither the Association nor any of its agents, or persons acting in its behalf, shall authorize, or support nor shall any of their members officially take part in, any strike; that is, the concerted failure to report for duty, or will-full absence of a teacher from his position, or stoppage of work, or abstinence, in whole or in part, from the full, faithful, and proper performance of the teachers' duties of employment for any purpose whatsoever.
- B. The Association shall not, directly or indirectly, authorize, or support any mass demonstrations for striking purposes, including picketing, whether or not the same shall constitute a strike as above defined.
- C. Violation of the Article by any teacher or group of teachers shall constitute good cause for the imposition of disciplinary action. Said disciplinary action may consist of a fine of two days wages for each one day or part thereof that the teacher or group of teachers shall be in violation of this article.

- D. The Association will, in no event support the action of any teacher taken in violation hereof, nor will they, directly or indirectly, take or seek disciplinary action against, or impose penalties or sanctions upon, any teacher who continues or attempts to continue, the full, faithful, and proper performance of his contractual duties hereunder or under his individual contract of employment, or who refrains from or refuses to participate in, any of the activities described in Sections A and B of this Article.
- E. The Board of Education, in the event of violation of this Article, shall have the right, in addition to other remedies available at law, to seek injunctive relief and damages for breach hereof against the Association.
- F. The Association recognizes that principals, assistant principals, the superintendent, and the assistant superintendents and all other supervisory, administrative, and executive officials are excluded from the bargaining unit because they are representatives of the Board for the purpose of collective bargaining and the administration of this Agreement. The Association agrees that they will take no action, nor threaten to take any action, directly or indirectly, to fine, suspend, or expel from membership or otherwise impose professional sanctions upon any such supervisory or executive officials because of any decisions, actions, or state-

F. (continued)

ments made either personally or in the course of their official duty relative to collective bargaining or the administration of this Agreement or the Educational policies of the Board. The Association further agrees that they will impose no sanctions against the school district, the Board, or any member thereof, or any other representative of the Board, by reason of any decisions, actions, or statements made by them either personally or in the course of their official duty relative to collective bargaining or the administration of this Agreement or the educational policies of the Board.

ARTICLE XXVI - DURATION OF AGREEMENT

SECTION 1. This Agreement shall continue in full force and effect up to and including June 30, 1970.

SECTION 2. This Agreement shall continue in effect for successive yearly periods after June 30, 1970, unless notice is given in writing by either the Association or the Board to the other party at least one-hundred-twenty (120) days prior to June 30, 1970, or any anniversary date thereafter of its desire to modify, amend or terminate this Agreement. If such notice is given, this Agreement shall be open to modification, amendment, or termination as such notice may indicate on June 30, 1970, or on the subsequent anniversary date, as the case may be. In the event that one of the parties gives the one-hundred-twenty (120) day notice to modify or amend as set forth above, either party may give subsequent notice to terminate on or after June 30, 1970, or the subsequent anniversary date, as the case may be, by giving the other party - ten (10) day notice in writing.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed on the day and year written below their signatures.

APPENDIX A
SALARY SCHEDULE

	<u>B.A.</u>	<u>M.A.</u>
0	\$ 6,900	\$ 7,500
1	7,225	7,825
2	7,550	8,150
3	7,875	8,475
4	8,225	8,825
5	8,575	9,175
6	8,950	9,550
7	9,325	9,925
8	9,725	10,325
9	10,125	10,825
10	10,575	11,400
11		12,000

APPENDIX B - EXTRA ACTIVITIES SCHEDULE

<u>Position</u>	<u>Level</u>	<u>Activity</u>
A. 10% of Bachelor's Degree base salary		
Head Coach	High School	Football
Head Coach	High School	Basketball
Head Coach	High School	Baseball
Head Coach	High School	Track
B. 8% of Bachelor's Degree base salary		
Head Coach	High School	Swimming
Head Coach	High School	Wrestling
Head Coach	High School	Cross Country
Head Coach	High School	Golf
Head Coach	High School	Tennis
Assistant Coach	High School	Baseball
Assistant Coach	High School	Football
Assistant Coach	High School	Basketball
Assistant Coach	High School	Track
C. 7% of Bachelor's Degree base salary		
Advisor	High School	Yearbook
Head Coach	9th Grade	Football
Head Coach	9th Grade	Basketball
Head Coach	8th and 9th Grade	Track
Head Coach	9th. Grade	Baseball
Girls' Intramurals		
Advisor	High School	Cheerleading
Advisor	High School	Drama
Director	High School	Band
Advisor	High School	Senior Class
Director	High School	Choir
D. 5% of Bachelor's Degree base salary		
Coach	8th Grade	Football
Coach	8th Grade	Baseball
Coach	8th Grade	Basketball
Assistant Coach	9th Grade	Football
Advisor		Student Council
Assistant Coach	8th Grade	Football
Advisor	Junior High	Cheerleading
Advisor	High School	Newspaper

APPENDIX B - EXTRA ACTIVITIES SCHEDULE (cont'd)

<u>Position</u>	<u>Level</u>	<u>Activity</u>
E. \$100		
Assistant Coach	High School	Swimming
Director	Junior High	Jr. High Band
Director	Elementary	Elem. Band
Director	High School	Choreographer

APPENDIX C

STATEMENT OF LAW

A. The following sections of the Public Employment Relations Act, Act 379 of the Public Acts of 1965, are included for informational purposes only, to inform teachers of their rights under law:

1. 17.455(9) Forming or Joining Labor Organizations: Collective Bargaining.

SEC. 9. It shall be lawful for public employees to organize together or to form, join or assist in labor organizations, to engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection, or to negotiate or bargain collectively with their public employers through representatives of their own free choice.

2. 17.455(10) Interference or Discrimination by Employer Prohibited.

SEC. 10. It shall be unlawful for a public employer or an officer or agent of a public employer (a) to interfere with, restrain or coerce public employees in the exercise of their rights guaranteed in Section 9; (b) to initiate, create, dominate, contribute to or interfere with the formation or administration of any labor organization: Provided, That a public employer shall not be prohibited from permitting em-

ployees to confer with it during working hours without loss of time or pay; (c) to discriminate in regard to hire, terms or other conditions of employment in order to encourage or discourage membership in a labor organization; (d) to discriminate against a public employee because he has given testimony or instituted proceedings under this act; or (e) to refuse to bargain collectively with the representatives of its public employees, subject to the provisions of Section 11.

3. 17.455(11) Exclusive Bargaining Representatives: Rights of Individual Employees.

SEC. 11. Representatives designated or selected for purposes of collective bargaining by the majority of the public employees in a unit appropriate for such purposes, shall be the exclusive representative of all the public employees in such unit for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment, and shall so be recognized by the public employer; Provided, That any individual employee at any time may present grievances to his employer and have the grievances adjusted, without intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect, provided that the bargaining representative has been given opportunity to be present at such adjustment.

APPENDIX D

The average for the 1969-70 salary schedule will be computed as follows:

1. The beginning salary from each of the 16 districts' BA and MA schedules will be averaged; these figures will become the beginning salary for this districts' BA and MA schedules.
2. The 10th step salary figures on the Bachelor's schedule and the 11th step salary figures on the Master's schedule from each of the 16 districts BA and MA schedules will be averaged. These figures will become the 10th and 11th steps on the respective schedules for this District's BA and MA schedules.

The number of increments and the size of each will remain the same as in the 1968-69 contract except as provided below:

1. In case the range between the zero and the top step of either the Bachelor's or Master's Degree on the schedule developed under 1 and 2 above is greater than that on the 1968-69 schedule, the amount of excess will be divided by the number of increments and added to each increment.

DISTRICTS TO BE USED FOR EQUATING AVERAGES

Heintzen	Woodhaven	Ecorse	Huron
Wyandotte	Allen Park	Grosse Ile	Romulus
Riverview	Lincoln Park	Trenton	Dearborn #8
Taylor	Gibraltar	Flat Roack	Dearborn #7