

MASTER AGREEMENT

Between the

**UBLY EDUCATION ASSOCIATION/TRI-COUNTY
BARGAINING ASSOCIATION**

and the

UBLY COMMUNITY SCHOOLS

1993-1994

1994-1995

1995-1996

Ugly Community Schools

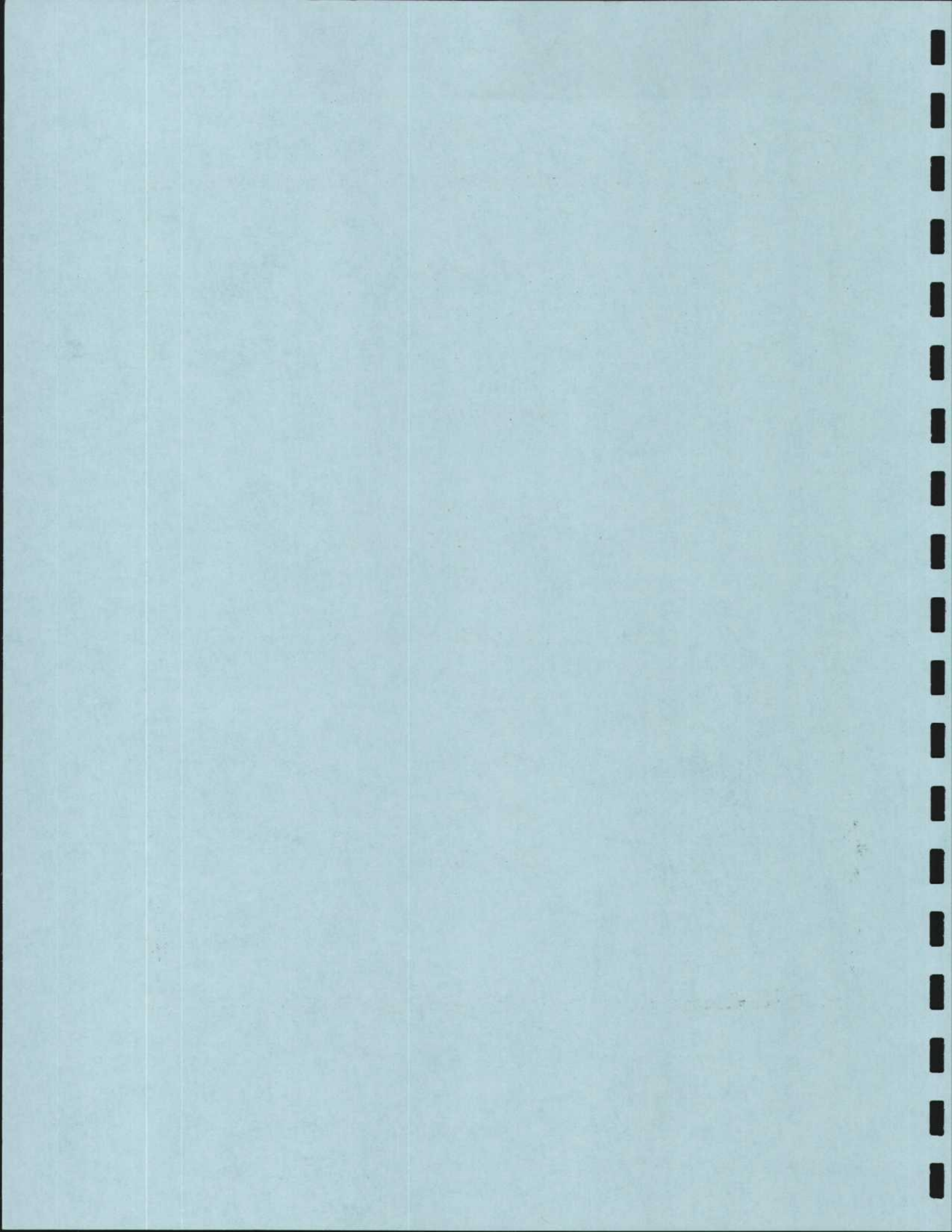


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This Agreement entered into this 12th day of July, 1993, by and between the Tri-County Bargaining Association/Ubly Education Association-Michigan Education Association/National Education Association as hereinafter called the "Association" and the School District of Ubly, hereinafter called the "District," shall extend from August 27, 1993 until August 30, 1996.

WITNESSETH

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
Recognition

- A. The Board recognizes the Association as the exclusive and sole bargaining agent for the Ubly Community Schools full time certificated teaching staff, presently under contract or on leave, including the positions of Special Education Teacher and Remedial Reading Teachers and Guidance Counselor.

Certified teaching personnel who are specifically excluded from the Bargaining Unit are as follows: Superintendent, Assistant Superintendent, Administration Assistant, School Principal, Assistant School Principal, individuals and/or certified teachers who perform only extra curricular duties for the Ubly Schools.

- B. Nothing contained herein shall prevent the Board from modifying, revising, combining or eliminating any position of employment in this Unit pursuant to the conditions of the agreement.
- C. It is intended that this Master Agreement takes precedence over and governs the individual teaching contracts.
- D. Any new position created during the life of this Agreement will be added to the bargaining unit, providing it fits the description of "teacher" as used in this Agreement.
- E. The Board agrees not to negotiate with any teacher organization other than the Association for the duration of this Agreement,
- F. When the Agreement uses the word "he," it also shall mean "she."
- G. Whenever the term "Board" is used, it shall mean the Ubly School District, its Board of Education, and shall include its designee upon whom the Board has conferred authority to act in its place and stead.
- H. The phrase "full time" agreed to in Article I shall include, but not be limited to, include teachers who have signed a probationary or tenure contract.

- I. The phrase "part time" agreed to in Article I shall include teachers who have signed a probationary or tenure contract. "Part-time" teachers are teachers under contract for the full school year teaching one half (1/2) or more/less of the regular load and shall be compensated in salary and fringe benefits on a pro-rated basis. Proration of benefits are defined in Article XIX Paragraph C.

"Part time" teachers under contract for a full year will receive a full increment.

ARTICLE II
Association and Teachers' Rights

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under code of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any right conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be constructed to deny or restrict to any teacher rights he may have under the Michigan General Schools Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere..
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings.
- D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times except during class periods.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other equipment, calculating machines and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association agrees to reimburse the Board for expendable materials. This does not apply to reproduction of the Master Contract.
- F. The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the District mail service and teacher mail boxes for communications to teachers.

- G. The Board agrees to furnish to the Association in response to reasonable requests such financial information as found in the annual audit, tentative budgetary requirements and allocations, names and addresses of all teachers and such other information as the Board may be required by law or regulations to maintain.
- H. The Administration shall make every effort to keep the Association informed on any new or modified fiscal, budgetary or tax programs, construction programs, or major revisions of educational policy which are proposed or under consideration. The Association shall be given opportunity to appraise and submit suggestions with respect to said matters prior to their adoption and/or general publication.
- I. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, except for such political activities or affiliations as may be prohibited by law.
- J. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex and marital status.
- K. Consistent with the Code of Ethics of the Education Profession, membership in the Association shall be open to all teachers regardless of race, creed, sex, marital status or national origin.

ARTICLE III
Rights and Responsibilities of the Board

- 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 Constitutions of the State of Michigan, and of the United States, to manage and direct the Ugly Community Schools.
- B. The exercise of the legislative powers, right, 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 connections 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 hereof are in conformance with the laws and Constitution of the State of Michigan and the laws and Constitution of the United States.
- C. The exercise of the executive management and administrative control of the school system shall remain in the hands of the Board.
- D. To hire all employees and, subject to the provisions of law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees.

- E. To establish grades and courses of instruction, including special programs, and to provide for athletics, recreational and social events for students, all as deemed necessary or advisable by the Board.
- F. To decide upon the means and methods of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect, thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.
- G. 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 subject to the provisions of Public Act 379, 1965, and limited only by provisions of this Agreement, and then only to the extent such special provisions hereof are in conformance with the Constitution and the laws of the United States.
- H. The Association agrees to furnish to the Board information relative to membership, committees, committee actions and minutes of meetings, when requested by the Board, relating to a matter where the vote or determination of the Association is in question.
- I. The right of contracting or subcontracting is vested in the Board. The right to contract or subcontract shall not be used for the purpose of undermining the Association nor to discriminate against any of its members who in the opinion of the Board are equally qualified. Further, the right to contract or subcontract shall not be used to cause a reduction in the present work force.

ARTICLE IV
Membership Fees and Payroll Deductions

- A. Full time certificated teachers may:
 - 1. Sign and deliver to the Board an assignment authorizing deductions of membership dues for those full time certificated teachers who wish to join the Association.
 - 2. Such authorizations to deduct dues shall continue in effect from year to year unless such is revoked in writing between June 1 and September 30 of any year.
 - 3. Pursuant to such authorization, the Board shall deduct an equal amount of such dues from the second regular salary check of the teacher each month beginning in October and ending in June of each year. Deductions for teachers who are employed after the commencement of the school year shall be appropriately pro-rated and final payment made by the termination of the school year.
 - 4. With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board agrees to promptly remit to the Association treasurer such sums, accompanied by a list of teachers for whom such deductions have been made.

5. The Association agrees to promptly advise the Board of all members of the Association. It is hereby agreed that it is the sole responsibility of the Association to secure such dues deduction permission and present a certified list of all members prior to the first payroll dues deduction.
 6. The right to refund to teachers monies deducted from their salaries under such authorizations shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the Association, which is by error in excess of the proper deductions.
- B. Upon appropriately written authorization from the teacher, the Board will deduct from the salary of the teacher and make appropriate remittance for annuities, credit union and savings bonds. The choice of the companies shall be mutually determined by the Board and the Association.
- C. The Association agrees to indemnify and save the Board harmless against any and all claims, suits or other forms of liabilities arising out of the Board's deducting authorized monies from a teacher's pay.

ARTICLE V
Teaching Hours and Class Load

- A. 1. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' regular day in the morning. Teachers shall be permitted to leave fifteen (15) minutes after the close of the pupils' regular school day. Teachers are encouraged to remain for a sufficient period after the close of the pupils' school day to attend to those matters which properly require attention at the time, including consultations with parents when scheduled directly with the teacher. On Fridays, or on days preceding holidays or vacation, the teachers' day shall end five (5) minutes after the close of the pupils' day.
2. Teachers shall have at least a thirty (30) minute duty free lunch period.
3. Class periods in grades 7-12 will be no longer than fifty (50) minutes if a seven (7) class period day is followed. Class periods will be no longer than fifty-eight (58) minutes if a six (6) class period day is followed.
4. The school day will end for the students at 3:05 p.m.
- B. The normal weekly teaching load in the junior and senior high will depend on whether it is a seven (7) or six (6) class period day.
1. If a seven (7) class period day is followed, there will be thirty (30) teaching periods and five (5) unassigned preparation periods. This will not exceed six (6) class periods of pupil contact each day. Assignments to a supervised study period shall be considered a teaching period for the purposes of this Article*

2. If a six (6) class period day is followed, there will be twenty-five (25) teaching periods and five (5) unassigned preparation periods. This will not exceed five (5) class periods of pupil contact each day. Assignments to a supervised study period shall be considered a teaching period for the purposes of this Article.
 3. The normal weekly teaching load in the elementary schools will be thirty (30) teaching periods which will not exceed six (6) hours of pupil contact per day.
- C. Elementary teachers shall be provided with thirty (30) minutes of relief time each day.
1. Teachers in kindergarten, first, second and third grades shall receive two fifteen (15) minute relief periods.
 2. Teachers in grades four, five and six shall receive one thirty (30) minute relief period or two fifteen (15) minute relief periods.
 3. The time during which elementary classes are receiving instruction from various teaching specialists is not relief time.
- D. No departure from these norms shall be made without prior consultation from the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.
- E. A teacher shall be released without loss of pay if he is required by the Board to be present or is subpoenaed for any proceedings affecting the employment or working conditions of the teachers.
- F. The parties recognize the optimum school facilities for both students and teachers are desirable to ensure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end. Self-contained K-6 class enrollment will be limited to 28 students. For each day an elementary teacher has over 28 students in membership, he/she will be reimbursed \$3.50 per student. Academic classes will be held at 29 students. Physical education and band classes will be held at 39. TMS limit does not include the High School Band. Over 29 students for academic classes and over 39 students for physical education and band classes will entitle the teacher to \$.60 per student per membership period. This does not apply to study halls or classes with team teaching. The Board agrees to furnish one additional teacher if the team-teaching class is over 100. Special education teachers with class membership above the State guidelines for class load, not on an hourly basis, will be compensated at \$3.50 per student per day.

- G. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, current periodicals, standard tests and questionnaires, and similar materials, are the tools of the teaching profession.
- H. All elementary teachers will be given preparation time that is equal to high school teachers preparation time within 10 minutes.
- I. Spilt grades or class periods shall be limited to 25 students. If 25 students is exceeded, the teacher will be reimbursed accordingly. Refer to Section F above.

ARTICLE VI
Teaching Conditions

- A. The Board shall make available in each school located in the Village of Uibly an adequate lunchroom, restrooms and lavatory facilities exclusively for teacher use and at least two (2) rooms, (One room shall be room 104, the other room will be the new teachers' lounge) both which will remain smoke free, furnished, which shall be reserved for use as teacher lounges.
- B. The Board will continue to endeavor to provide off street parking facilities adjacent to the school for teacher use.

ARTICLE VII
Professional Qualifications and Assignments

- A. The Board and Administration shall adhere to State Certification laws in hiring full time teachers (subs not in unit).
- B. Teachers shall not be assigned outside the scope of their teaching certificates except for a good cause. The Association shall be notified in each instance, along with a written statement of reasons for such misassignment.
- C. Full time teachers shall be given tentative notice of their schedules for the forthcoming year no later than the preceding May 25. In such event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In rio event will changes in teachers.' schedules be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires same, and the Association shall be notified in such instance.
- D. When a teaching vacancy, (teacher resigning from the school district which necessitates the hiring of a new teacher), or a new position is created, the following procedure will be used:
 - 1. Tenure teachers who are certified and have a major or minor in the subject area of the opening may apply.

2. When certification and seniority are equal, the Board will consider graduate work, evaluation, progress reports, attitude, ability, work record, preparation, lesson plans and work habits.
3. An employee who accepts a new position shall be subject to a probationary period of one year. In the event the employee fails to satisfactorily complete the probationary period, he shall be permitted to return to his former job without loss of seniority.
4. The Superintendent will post notice of the vacancy for a period of ten (10) work days.
5. The Superintendent will notify the U.E.A. President of any vacancy to be posted.
6. Any job vacancy to be filled during the school year shall automatically exclude teachers currently employed by the Board.
7. There shall be no more than one (1) successful bid permitted in any two (2) year period.
8. During the summer, notification of vacancies will be mailed to the U.E.A. President.
9. Formal application may be made to the building Principal for any job vacancy.

E. Extra Curricular Assignments:

1. Teachers employed in adult education, driver education, summer school or other assignments covered in Appendix B and C of this contract shall receive separate extra-curricular non-tenure contracts with a duration of one (1) year.
2. Preference in making extra curricular assignments will be given in the following order:
 - a. Tenure teachers in the Ugly Community School District.
 - b. Non-tenure teachers in the Ugly Community School District.
 - c. Teachers outside the Ugly Community School District who in the opinion of the Administration have the best qualifications.

F. Promotion is the movement of a teacher to a supervisory or administrative position. The Board will consider all qualified applicants from within or outside of the District. The Boards' failure to promote any teacher shall not be subject to the grievance procedure.

G. Administrative positions are filled at the discretion of the Board.

H. It is the understanding of the parties that the Board of Education shall make the final selection for any teaching position.

- I. Teachers shall not be required to leave their assigned position to substitute for another teacher. If a teacher, for example Title I, is required to substitute for a classroom teacher, they will be compensated at the rate of a substitute's pay as well as their regular pay.

ARTICLE VIII
Illness or Disability

- A. At the beginning of each school year, each teacher shall be credited with twelve (12) days of sick leave, to be used for absences caused by illness or physical disability. The unused portion of such allowances shall be accumulated from year to year with no limit. Should a teacher exhaust his entire sick leave and resign before the end of the school year, he shall reimburse the school for unearned sick leave, at the rate of one (1) day for each month of his unfulfilled contract and his last check shall be reduced by one (1) day's pay for each month of the school year remaining.
1. Elective surgery or treatment not related to the preservation of health or which may be postponed to non-school year time are not covered by sick days.
 2. Teachers absent from work due to illness shall inform the Board of such absence by telephoning the Superintendent's office no later than 7:30 a.m. on the day of absence. Early bird teachers shall call the High School Principal one (1) hour before class starts.
 3. A full time teacher who is unable to teach because of personal illness or injury due to accident and who has exhausted all sick leave accumulated, shall be granted a leave of absence without pay for the duration of such illness or injury up to the beginning of the next September. If the teacher is unable to return to work because of illness or injury at this time, he shall be granted an extension of his leave until the next September.
 4. Teachers on an unpaid leave of absence due to illness shall not be eligible for fringe benefits. However, teachers who wish to keep their health or dental insurance may by making payments to the business office ten (10) days prior to the due date of the District's payments. Termination of employment shall cause the termination of the insurance participation.
 5. Any teacher who terminates his/her employment with the Ugly School District shall be paid fifteen (15) dollars in the 1993-94 school year, twenty (20) dollars in the 1994-95 school year, or twenty-five (25) dollars in the 1995-96 school year for each accumulated sick leave day over and above one hundred fifty (150) accumulated sick leave days. This paragraph shall not be construed to deny any teacher additional benefits under Article XX of this agreement.
 6. At the beginning of each school year, each part time teacher shall be credited with twelve (12) days of sick leave to be used as per paragraph A of this Article. The unused portion of such allowance

will be multiplied by the fraction of a day that the part time teacher works, and that product, rounded to the nearest 1/2 day, will be accumulated without limit. The same formula will be applied should a part time teacher need to withdraw days from his personal accumulation, or from the sick leave bank.

- B. With the Superintendent's approval, the teacher may use three (3) days of sick leave for the critical illness of the teacher's immediate family.
- C. A teacher may use three (3) days of sick leave per death for members of the immediate family. Immediate family is defined as spouse, children, parents, grandchildren, grandparents, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, and grandparents of a teacher's spouse.
- D. Upon return from sick leave, a teacher may be asked to sign a form indicating from which category below the sick days were used:
 - 1. Personal Illness
 - 2. Bereavement
 - 3. Family Business
- E. Failure of the teacher to complete the form mentioned in Section D above shall result in loss of compensation for time missed.
- F. Any teacher who misses three (3) consecutive days because of illness may be requested to provide medical evidence as to the nature of the illness. The Board will provide the necessary forms to comply with this section. Further, the Board agrees to assume any costs that occur in complying with this section. Sick leave will not be allowed where medical certification is requested and not received.
- G. A day off for the funeral of a staff member may be granted as determined in discussion between the Superintendent and the Association President. These days off will be added to the end of the school year or as determined by the Superintendent and the Association President.
- H. The presently accumulated sick days in the sick day bank will be distributed at the years experience spelled out in Article VIII, Paragraph C, of the Master Agreement for the years 1990-1993. This will be done at the signing of this Agreement with current unit members.

ARTICLE IX

Professional and Personal Business

- A. Two (2) sick days may be used for personal business. Personal business is defined as an activity that necessitates a teacher's absence from school and said day is of such a nature that it cannot be attended to at a time schools are in session. A teacher planning to use a personal business leave day shall submit a personal business leave form to the Superintendent, through the Principal, a minimum of three (3) days in

advance of the date of the leave. In cases of emergency, a teacher may receive verbal approval to take a business day. However, the teacher is required to fill out and sign the personal business day form when he returns to work. Unpaid personal business days shall be granted within the sole discretion of the Board. These days may not be used before or after a holiday.

- B. Two (2) days release time with pay may be allowed for professional days for conferences, workshops, seminars conducted by colleges, universities, and professional organizations and for visitations to view other instructional techniques or programs, if approved by the Principal and Superintendent.
- C. Two (2) days release time without pay may be allowed for conferences, workshops, or seminars conducted by the Michigan and National Education Association and/or affiliate departments thereof, if approved by the Principal and Superintendent.
- D. A Sabbatical leave without pay may be granted to a teacher who has worked seven (7) continuous years for the Ugly Board of Education.
- E. For teachers wishing unpaid personal leave days in addition to regularly scheduled vacations the following guidelines will prevail.
 - 1. Teachers' length of service to the District will be considered.
 - 2. The teachers' attendance records will be considered.
 - 3. The unpaid leave day may not be used to extend vacations.
 - 4. Unpaid leave days may not be consecutive to paid personal business days.

TEACHING PERSONNEL
APPLICATION FOR PERSONAL BUSINESS DAY

Application Instructions:

This Application should be filled out in triplicate and presented to the Principal. After being authorized by the Superintendent and Principal, one (1) copy will be returned to the applicant, one (1) copy retained by the Principal, and one (1) copy retained in the Superintendent's office.

CONTRACT LANGUAGE:

Two (2) sick days may be used for personal business. Personal business shall be defined as an activity that necessitates a teacher's absence from school on said day and is of such a nature that it cannot be attended to at a time schools are in session. A teacher planning to use a personal business leave day shall submit a personal business leave form to the Superintendent, through the Principal, a minimum of three (3) days in advance of the date of the leave. In cases of emergency, a teacher may receive verbal approval to take a business day. However, the teacher is required to fill out and sign the personal business day form when he returns to work. Unpaid personal business days shall be granted within the sole discretion of the Board. These days may not be used before or after a holiday.

NAME _____ DATE _____

How many personal days have you used this year? _____

Date of requested Personal Business Day. _____

I have read the above and verify that the nature of the business is in keeping with Article IX of the Master Agreement.

Employee Signature

Administrative Confirmation

_____ Personal Business day granted with pay

_____ Personal Business day denied

_____ Personal Business day granted - without
pay until forms are processed

_____ Personal Business day granted without pay

Principal's Signature

Superintendent's Signature

ARTICLE X
Maternity Leave

- A. Maternity leave without pay is available to female teachers. The length of the leave shall not exceed one (1) year. If the teacher requests a renewal, the renewal will be granted at the discretion of the Board.
- B. In order to provide for continuity within the classroom between pupil and teacher, the teacher shall notify the Superintendent's office in writing at least three (3) months prior to the expected date of birth so that necessary arrangements can be made to procure the teacher's replacement.
- C. Within thirty (30) days thereafter, the teacher shall submit a written request for maternity leave to the Board of Education. The request shall specify the beginning date of the leave. As nearly as possible, the beginning date of the leave of absence should conform to the beginning or ending of a marking period, or semester of the school year. The normal return from a leave of absence shall be the commencement of the next school year. Should a teaching position, for which the teacher is qualified and certified, become vacant, prior to her termination of leave date, she will be offered the opportunity to return in the new capacity at this earlier date.
- D. In lieu of the above provisions for unpaid maternity leave, a pregnant teacher shall have the right, if she so desires, to receive sick leave benefits beginning at such time as she is no longer able to continue work and is physically incapacitated. It is expressly understood that this shall not include normal care; and the teacher shall not be entitled to avail herself of the foregoing unpaid maternity leave provisions if she chooses to receive sick leave benefits pursuant to the provisions of this paragraph. The following shall apply:
1. All pregnant teachers shall notify the Administration of pregnancy at least three (3) months prior to the expected date of birth. Said notification is to be accompanied by a statement from the attending physician giving the anticipated date of birth of the child. Said notification shall be filed with the Superintendent of Schools.
 2. The teacher shall be required to furnish medical certification of her continued ability to perform her duties as often as the Board of Education may, in its discretion, request.
 3. The teacher may be required to submit to physical examinations by a physician selected by the Board. The Board will cover the cost of the examination.
 4. To receive sick leave payments, the teacher must perform all duties until physically disabled and return to service as soon as physically able to perform all duties as certified by her physician.
 5. For all sick leave days claimed, the teacher may have a physician's certificate verifying physical disability which prevents her from fulfilling her teaching responsibilities.

6. The teacher shall provide, in writing, all lesson plans and other materials required by the Principal for the duration of the absence in order to maintain curricula continuity through the substitute.

ARTICLE XI
Professional Behavior

- A. Teachers are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety and well being.
- B. Alleged breaches of discipline of the Education Profession shall be promptly brought to the attention of the offending teacher and reported to the Association.
- C. Any disciplinary action between an administrator and teacher shall be done in a private setting. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. All information forming the basis for disciplinary action will be made available to the teacher and the Association.
- D. If teachers appear for employment or at any school functions while under the influence of alcoholic beverages or drugs, they shall be subject to disciplinary action up to and including termination of employment.
- E. Teachers should not use profane or vulgar language during employment or in attendance at school functions.

ARTICLE XII
Professional Improvement

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, and participation in community education projects.
- B. The Board agrees to provide, upon written applications, the necessary funds for teachers who desire to attend select professional conferences and Michigan Department of Education curriculum committee meetings when approved by the Principal and Superintendent. Travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. These approved expenses will be paid in full to the teacher involved within seven (7) calendar days of the submitted expenses. When mileage is involved the teacher or teachers driving their own vehicle will be reimbursed at the current allowed tax deductible IRS rate per mile. A teacher attending such conferences and meetings shall be granted sufficient leave time to attend without a loss of compensation. Teachers will, upon request, submit a written report regarding such conferences.

- C. In cases when in-service training seems necessary to the Principal and Superintendent during a regular school day students may be dismissed early. Any In-Service Day will not go beyond 4:15 p.m. There will be no more than five (5) such in-service training sessions in the course of a school year. The Association will be included in the planning of in-service days.
- D. In cases where in-service training sessions involve one-half (1/2) day or more, days will then be set aside for such purpose by the Board in the " school calendar.

ARTICLE XIII

Seniority, Layoff and Recall

- A. No later than thirty (30) days following the ratification of this Agreement, and by every September 30 thereafter, the Board shall prepare a seniority list. Seniority is defined as length of unbroken service within the bargaining Unit and shall be computed from bargaining unit member's most recent date of hire. All bargaining unit members shall be ranked on the list in order of their most recent date of hire as described above. In the event of more than one (1) person having the same date of hire, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and the bargaining unit members so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected bargaining unit members and Association representatives to be in attendance.
- B. The seniority list shall be published and posted conspicuously in all buildings of the District by October 15, of each school year. Revisions and updates of the seniority list shall also be published and posted as they are made. A copy of the seniority list and subsequent revisions and updates shall be forwarded to the Association.
- C. Definitions.
 - 1. For the purpose of this Article "seniority" shall be defined as years and/or fractions thereof of continuous service to the Ugly Community School District. Continuous service shall not be considered interrupted except by resignation or termination of an employee.
 - 2. For the purpose of this Article, the term "certified" and "qualified" shall be defined as follows:
 - a. Certified shall be taken to mean possession of an earned provisional or continuing teaching certificate in a given teaching area.
 - b. Qualified shall be taken to mean training and/or experience.

- D. In the event that it becomes necessary to reduce the number of teachers due to program elimination or reduction caused by financial reasons or unforeseen changes in student population, (i.e., loss of student enrollment), or to reduce the number of teachers in a given subject area, field or program, or eliminate or consolidate positions, the Board shall follow the procedure listed below:
1. The Board shall develop with consultation from the Association, the education program for the forthcoming school year, identifying the staffing needs for each building including grade levels, subjects, special instruction (art, music, etc.), special education and the number and title of each position required for programs not based at a school (traveling staff).
 2. Teachers not holding a regular Michigan provisional, continuing, or qualified certificate will be laid off first, provided there are qualified and certified teachers to replace and perform all of the needed duties of the laid off teachers.
 3. If reduction is still necessary, then probationary teachers with the least seniority will be laid off first, provided that there are certified and qualified teachers to replace and perform all the duties of the laid off teachers.
 4. If further reduction is still necessary, then tenure teachers with the least seniority will be laid off first, provided there are certified and qualified teachers remaining to replace and perform all the needed duties of the laid off teachers.
 5. In case of equal seniority and equal certification, the Board will take into consideration the qualifications of the involved teachers.
- E. Recall in the event of layoff: The Board will institute a recall procedure which will be in the inverse order of the above layoff procedure.
- F. Seniority right shall be lost by the teacher if the teacher does not return within ten (10) working days after he has been notified that he is being recalled from layoff. However, during the summer recess, the teacher shall have thirty (30) days to notify the Board of his intentions to return or decline. Notification of recall shall be by registered mail to the most current address provided by the teacher, in writing, to the Superintendent.
- G. The Board shall give no less than forty-five (45) days notice to the teacher being laid off and that notice will be given to the teacher as soon as needs are determined.
- H. Any layoff pursuant to this Agreement shall automatically terminate the individual's employment contract and all benefits allowed under this Master Agreement. All such benefits for teachers completing a full contract year of employment shall continue until August 31 of that contract year.
- I. All laid off bargaining unit members may continue his/her health and dental insurance benefits by paying the monthly normal per subscriber group rate premium for such benefits to the Board.

ARTICLE XIV
Teacher Evaluation

- A. The performance of all teachers shall be evaluated in writing.
- B. Probationary teachers shall be evaluated three (3) times during the school year; one (1) month following the teacher's commencement of service, and two (2) additional evaluations as scheduled by the Principal. Tenure teachers shall be evaluated at least once every two (2) years.
- C. No later than March 15 of each probationary year the final written evaluation report will be furnished to the Superintendent covering each probationary teacher. A copy shall be furnished to the teacher. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have the opportunity to submit additional information to the Superintendent.
- D. Evaluations shall be conducted by the teacher's Principal or other full time administrator assigned by the Superintendent.
- E. Each observation shall be made in person for a minimum of thirty (30) consecutive minutes. All monitoring or observation of performance shall be conducted with full knowledge of the teacher.
- F. Two (2) copies of the written evaluation shall be submitted to the teacher at the time of such personal interview or within ten (10) days thereafter. One (1) is to be signed and returned to the Administration and the other to be retained by the teacher. In the event that the teacher feels his evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his personal file and may request another evaluation by a different administrator. All evaluations shall be based upon valid criteria for evaluating professional growth.

ARTICLE XV
Continuity of Operations

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic course of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly, engage, instigate, participate in, encourage or support, or assist in any strike, as defined in Section I of the Public Employment Relations Act.

- B. Nothing in this Article shall require the Board to keep schools open in the event of sever inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, teachers shall not be required to report for duty.

ARTICLE XVI
School Calendar

- A. The school calendar is attached as Appendix D.
- B. New teachers may be required to attend one (1) additional orientation day.
- C. The school calendar shall be divided as follows:
 - 1. 180 pupil contact days
 - 2. One orientation day
 - 3. Two (2) inservice day
 - 4. One day to be used as either inservice or record keeping
 - 5. 1/2 day at the end of each semester for record keeping

- D. Inclement Weather Days:

Days missed due to inclement weather shall be made up as follows: The first four shall not be made up, the fifth day shall be made up, the sixth day will not be made up, the seventh day shall be made up, etc.

In the event the District will lose General State Aid for days not made up then those days missed that would penalize the District in General State Aid shall be added to the end of the current school calendar.

- E. At the Board's discretion, the school day may begin and end 1/2 hour earlier during the last quarter of the school year.
- F. Staff members who are required to work extra days or weeks other than those covered by the calendar contained in this Contract shall be paid on a per diem basis. A teacher's per diem rate is determined by the teacher's contracted salary divided by the contracted number of days as stated in Article XVI, Section C.

ARTICLE XVII
Unpaid Leaves of Absence

- A. A military leave of absence, not to exceed four (4) years, shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, such teacher shall be placed at the same level in the salary schedule as he would have been had he taught in the District during such period.

- B. Each tenure teacher shall have the opportunity to request a leave of absence for a period of one (1) school year. A leave of absence shall be defined as one (1) year's absence without pay. A leave of absence must be requested prior to June 1 of the school year. A teacher on a leave of absence may have his insurance protection continued by paying the amount due to the school. All requests, extensions, or related leaves of absences shall be at the discretion of the Board.

ARTICLE XVIII
Student Discipline and Teacher Protection

- A. The concept of discipline, at least good discipline, is not mainly that of punishment but is a condition learned and accepted by the individual, based upon reason and instruction.
- B. Young people need and accept discipline. They are happier and more efficient learners if they know and understand the limits within which they are to work. These limits obviously must be as consistent as humanly possible. Being consistent is far more important than being "tough" or "easy."
- C. The education of children within the framework of self-imposed discipline is a more difficult task than the process of force. The end result, however, is far more constructive and meaningful.
- D. Good teaching cannot be carried on without good discipline. The development of a positive, constructive, pleasant relationship with students in which there is understanding and respect for each other is absolutely essential to good teaching. This requires great skill.
- E. Suspension of students from school may be imposed only by the Principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted. Transfer of the student to another teacher or other measure, short of suspension, will be first exhausted.
- F. Any case of assault by a student upon a teacher shall be promptly reported to the Principal or Superintendent. The Board will provide legal counsel to advise the teacher of his rights and obligations with assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. %
- G. If any teacher is complained against or sued as a result of any action taken by the teacher while in the course or pursuit of his employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense.
- H. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

I. The teacher shall have the responsibility for the conduct and discipline of children when working with an aide either in school or on the playground. If an aide is given the responsibility for a classroom or playground, the aide shall have the responsibility for the conduct and discipline of the children. The aide in such a situation shall have the same rights and responsibilities relative to disciplining of children as a classroom teacher.

ARTICLE XIX
Insurance Protection

A. MESSA PAK

PLAN 4

Health Super Care 1

Negotiated Life \$10,000 with AD&D (1993-94)
\$15,000 with AD&D (1994-95)
\$20,000 with AD&D (1995-96)

Vision VSP-2

Dental 100:90/90/90:\$1,500
Plan Year - July 1 to June 30

(To begin in 1995-96)
100:90/90/90:\$1,600
With Adult Ortho

LTD 70%
\$3,750 maximum
90 Calendar Days - Modified Fill
Pre-existing Condition Waiver
Freeze on Offsets
Maternity Coverage
Alcohol/Drug-Same as any illness
Mental/Nervous-Two Year Limit

PLAN B

Negotiated Life \$10,000 with AD&D (1993-94)
\$15,000 with AD&D (1994-95)
\$20,000 with AD&D (1995-96)

Vision VSP-2

Dental 100:90/90/90:\$1,500
Plan Year - July 1 to June 30

(To begin in 1995-96)
100:90/90/90:\$1,600
With Adult Ortho

LTD 70%
\$3,750 maximum
90 Calendar Days - Modified Fill
Pre-existing Condition Waiver
Freeze on Offsets
Maternity Coverage
Alcohol/Drug-Same as any illness
Mental/Nervous-Two Year Limit

- B. Teachers electing Plan B shall also receive up to the amount of Super Care 1 premium of the single subscriber rate for application to MESSA/MEA Financial Services fixed and variable option programs excluding any taxable programs such as automobile insurance, homeowners insurance, etc.
- C. Part time contractual teachers shall be pro-rated for insurance.
- D. Teachers not completing a full year of teaching shall have their insurance benefits pro-rated. A teacher teaching 92 1/2 days shall receive six (6) months of insurance, etc.
- E. A teacher on an approved leave of absence may have this insurance protection continued by paying the amount due to the school.
- F. Teachers electing Plan A may also avail themselves to the MESSA/MEA Financial Services option programs by payroll deductions at their own expense.
- G. For each year of the contract \$100 will be added to the first pay check of each teacher for the coverage of the Insurance Deductable.
- H. In the event a national health program is enacted that would affect the benefits in this Agreement the parties agree to meet to negotiate over the impact of the change. The parties agree that the objective of the negotiations will be to make employees whole and that, in the event of impasse, the parties will submit the matter to fact-finding. The decision of the fact finder will be final and binding on the parties.
- I. Any unit member that does not have a full time teaching position will have benefits as follows:
 - 1. Any part time teacher will not be a part of the PAC insurance program.
 - 2. The dollar amount to be applied toward benefits will be a pro-ration of current PAC A rate determined by the length of the teaching day. (i.e. a 3/7th time teacher will receive 43% of the current PAC A rate of the District).
 - 3. The dollar amount may be applied to any MESSA program at a group rate.
 - 4. Any amount left over may be applied to a TSA. Any shortcomings will be reimbursed to the district. }

ARTICLE XX
Accumulated Sick Leave

All teachers having met minimum State retirement requirements who retire from the Ugly Community Schools shall be paid one half (1/2) of their accumulated sick leave at the salary schedule of the 1967-68 school year. Any accumulated sick leave accumulated after June 1, 1968, will not be reimbursable.

ARTICLE XXI
Professional Compensation

- A. The salaries of teachers covered by this Agreement are set forth in Appendix A, B, and C which are attached to and incorporated in this Agreement.
- B. All employees covered by this Contract may at their option receive their pay from Appendix A under one of the three following plans:
 - 1. Twenty-one (21) equal payments beginning the first pay day of the school year.
 - 2. Twenty-six (26) equal payments beginning the first pay day of the school year and ending after 26 pay periods.
 - 3. Twenty-six (26) equal payments beginning the first pay period and ending with a lump sum payment of the balance of the total salary on the first scheduled pay period after the last teacher work day.

All employees covered by this Agreement must indicate any changes in their status above two (2) weeks prior to the first teacher work day of any school year.

- C. A teacher shall receive up to eight (8) years credit for outside teaching experience.
- D. Teachers contracted for one half (1/2) year or equivalent to one (1) semester shall be credited with one half (1/2) year experience.
- E. Teachers who substitute during their conference periods or prep time shall be paid at the rate determined in Appendix C for "Teacher Substitute." This would include any part time teachers substituting during their non-scheduled/assigned time.
- F. Elementary teachers who must take their classes when a regularly scheduled special teacher is not available will be compensated at a rate determined in Appendix C for "Teacher Substitute." This will only apply to those special classes that are being offered on a regular basis during the normal school year.
- G. The District and the Association shall establish a committee to study early retirement incentives to report in one year.

ARTICLE XXII
GRIEVANCE PROCEDURE

General Principles and Definitions

Section I

A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this agreement and filed by a teacher, a group of teachers or the Association for the teachers in the bargaining unit. Grievances are limited to matters of interpretation of

application of express provisions of this Agreement. . The parties recognizing that an orderly grievance procedure is necessary, agree that each level or step must be adhered to as set forth herein or the grievance is forfeited.

Section II

The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated and how they were violated by appropriate reference to the contract, shall indicate the relief requested and shall be signed by the employee involved, and/or the Association representative.

Section III

It shall be the firm policy of the Board to assure to every teacher the opportunity to have unobstructed use of this grievance procedure without fear of reprisal or without prejudice, in any manner, to his professional status. Every teacher shall have the right to make his own determination as to whether he wishes to file a grievance and shall also have the right to judge the adequacy of the adjustment of his grievance at any level, provided said judgment does not in any way violate any part of the master agreement.

Section IV

The remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his rights hereunder will be pursuant to the grievance procedure. If a teacher elects to process a grievance and is not satisfied with its disposition, said teacher may at his option take his grievance to the courts.

However, nothing contained herein will deprive any teacher of any legal right which he presently has. It is understood that if a teacher elects to pursue any legal or statutory remedy, such election shall bar any further or subsequent proceedings for relief under the provisions of this article.

Level One 2. The Principal

A teacher with a grievance shall discuss it with his Principal. This may be done by the teacher alone, or if he so desires, with an Association representative present. The teacher will bring the matter to the attention of the Principal not later than fifteen (15) days after the occurrence or when the grievant becomes aware of such occurrence. This may be done orally or in writing. Within fifteen (15) working days after the occurrence or when the grievant is aware of the occurrence, the teacher will present a written grievance (four (4) copies to his Principal during a non-teaching hour). However, the grievance shall only be discussed during non-working hours. Within four (4) working days after the presentation of the grievance, the Principal shall record his disposition in detail on all four (4) copies of the grievance form, returning three (3) copies to the teacher. In the event the aggrieved person is not satisfied with the disposition of the grievance at Level

One or if no decision has been rendered within ten (10) days from the date the matter was brought to the attention of the Principal, he may appeal directly to the Superintendent.

Level Two ^ The Superintendent

Within ten (10) days of receipt of the grievance, the Superintendent shall afford the aggrieved person a hearing on his grievance at which the aggrieved person may have an Association representative present if he so desires and the Association agrees. A decision will be rendered by the Superintendent within ten (10) days of the hearing.

Level Three ^ The Board of Education

In the event that the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within twenty (20) days from the receipt of the grievance by the Superintendent, he may appeal to the Board of Education's Review Committee, which is composed of Board members only.

Such appeals shall be delivered to the Superintendent within ten (10) days from the date the decision was received from the Superintendent at Level Two, or if no decision was rendered, within thirty (30) days from the date the grievance was presented to the Superintendent at Level Two.

Within ten (10) days of the receipt of written appeal, the committee will afford the aggrieved person a personal hearing on the matter. A decision will be rendered by the Review Committee within ten (10) days of the date of the hearing.

Level Four

- A. If the Association is not satisfied with the disposition by the Board, or if no disposition has been made within the time limits, the grievance may be submitted to arbitration before an impartial arbitrator. The Association will make a determination on whether to arbitrate the grievance at the next regularly scheduled meeting of its Grievance Committee after receiving the Board's disposition of the grievance and notify the Board of its decision as soon as practicable. Within ten (10) school days of the date the Association notifies the Board of its intent to pursue arbitration, the parties will meet to select an arbitrator. If the parties cannot agree upon an arbitrator, he shall be selected by the American Arbitration Association, in accordance with its rules, which will likewise govern the hearing.

The Board and Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.

Past practice may be used as evidence, but may not be the sole basis of our justification for the Arbitrator's decision. Both parties agree to

be bound by the award of the Arbitrator. The fees and expenses of the Arbitration shall be shared equally by the Board and the Association.

- B. Should a teacher fail to institute or appeal a decision within the time limits specified, all further proceedings on a previously instituted grievance shall be barred. Likewise, the same provisions shall apply to a teacher leaving the employ of the Board unless monetary matters are involved.
- C. Teacher discharge and teacher evaluation shall be neither grievable or arbitrable.
- D. The parties may, upon mutual agreement, designate a permanent umpire to adjudicate disputes which may arise from time to time under this agreement.
- E. In the event that the grievance procedure should extend beyond the last day of school, "calendar days" shall be substituted for "school days" wherever stated.

Rights of Representation

The aggrieved person is entitled to have the Association representative present to represent him at all hearings for in the grievance procedure.

Miscellaneous

- A. The failure of an aggrieved person to proceed to the next step within the time limit provided shall be deemed to be an acceptance of the decision rendered at the last step and shall constitute a waiver of any future appeal concerning the particular grievance.
- B. A grievance may be withdrawn by the aggrieved person at any level without prejudice and a record will be maintained of the proceedings that transpired to the time of withdrawal.
- C. All documents, communications and records concerning grievances shall be filed separately from the personnel files of the individuals concerned.
- D. Forms for filing and processing grievances shall be designed by the Administration and the Association. They shall be printed by the Administration and so distributed as to facilitate the operation of the grievance procedures.
- E. Nothing contained herein shall construe to prevent an individual teacher from presenting a grievance and having it adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of the Agreement and if the Association is given opportunity to be present at such adjustment.

Definition of Day: A day as used in the grievance procedure will mean a day school is in session.

ARTICLE XXIII
NEGOTIATION PROCEDURES

- A. Representatives of the Board and the Association's bargaining committee will meet in October and February for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
1. Each party will submit to the other at least a week before the meeting an agenda covering what they wish to discuss.
 2. All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities, unless otherwise mutually agreed.
- B. Between March 1 and March 15, the parties shall initiate negotiations for the purpose of entering into a successor Agreement for the forthcoming year. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and make concessions in the course of negotiations. Both parties agree to submit the final Agreement for ratification to their appropriate governing bodies on the same calendar date after ratification by both parties. Their representatives shall attach their signatures to the ratified Agreement within 24 hours of ratification. There shall be three (3) signed copies for purpose of record; one (1) retained by the Board, one (1) by the Association, and one (1) by the Superintendent.
- C. The procedure outlined in Article XXIII may be waived by mutual consent of the parties.

ARTICLE XXIV
JOINT COUNCIL

The Board recognizes the valuable assistance to be gained in its responsibility of determining school policies from effective communication with the Association. Accordingly, it is agreed that representatives of the Board and the Association shall meet at least once a month to discuss school policies of legitimate concern to the Association and problems relating to the implementation of the Agreement. These meetings normally shall be held after school hours. The Board and the Association shall promptly establish rules or procedures for these meetings aimed at making them an efficient means of communication between the parties on such matters.

In no event shall these meetings be used for discussion of grievances that are currently being processed.

ARTICLE XXV
FINANCIAL RESPONSIBILITY

- A. All teachers under contract with the Ubly Community Schools shall be required to join the Ubly Education Association or pay a service charge for negotiations and administering the Contract. This requirement shall be initiated within 30 days of ratification of the contract by the Ubly Education Association for the 1987-88 school year.
- B. The service charge for the Ubly Education Association during the term of this Agreement shall be 100% of the current cost of joining the Union.
- C. Failure to pay the service charge, by any teacher, shall preclude said teacher from receiving any wage increase or step increment payment for the term of this Contract.
- D. Teachers paying the service charge shall not be required to pay any additional fees, such as union assessments, fines or other charges.
- E. This article shall not be subject to the grievance procedure.
- F. Service charges shall be subject to all of the terms and conditions set forth in Article IV, Membership Fees and Payroll Deductions.
- G. Each contract year the Board shall provide to the treasurer of the Association, within five (5) working days after the 30 day deadline referred to in paragraph A of this Article, a computer printout of all bargaining unit members stating their individual placement on the salary schedule and identifying those who have chosen to pay the service fee.
- H. If the Association becomes aware of a violation of paragraph C or D of this Article, it will make the violation known to the Board in writing. The Board shall correct said violation within thirty (30) days of notification.

APPENDIX A
 1993-94
 5% INCREASE

<u>STEP</u>	<u>BA</u>	<u>BA+20</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+15</u>	<u>ED. SPEC.</u>
0	23144	23781	24135	24487	25149	25874
1	24294	24934	25344	25752	26472	27158
2	25444	26082	26556	27028	27748	28437
3	26595	27237	27780	28323	29023	29709
4	27748	28383	28994	29602	30302	30990
5	30855	31539	32256	32972	33725	34413
6	32149	33105	33750	34392	35141	35829
7	33449	34129	34968	35811	36562	37248
8	34745	35430	36330	37229	37979	38666
9	35885	36453	37552	38653	39400	40087
10	37340	38018	39045	40073	40827	41513

LONGEVITY - Steps 11-14 \$600.00
 Steps 15+ \$800.00

APPENDIX A
 1994-95 SALARY SCHEDULE
 5% INCREASE

<u>STEP</u>	<u>BA</u>	<u>BA+20</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+15</u>	<u>ED. SPEC.</u>
0	24301	24971	25342	25711	26406	27168
1	25509	26181	26611	27040	27795	28516
2	26716	27386	27883	28379	29136	29859
3	27925	28599	29169	29739	30474	31194
4	29136	29802	30443	31082	31817	32539
5	32398	33116	33869	34621	35411	36133
6	33756	34761	35438	36111	36899	37621
7	35121	35836	36717	37602	38390	39110
8	36482	37202	38147	39090	39877	40600
9	37679	38275	39430	40585	41370	42091
10	39207	39919	40998	42077	42869	43588

LONGEVITY - Steps 11-14 \$700.00
 Steps 15+ \$900.00

APPENDIX A
1995-96 SALARY SCHEDULE
5% INCREASE

<u>STEP</u>	<u>BA</u>	<u>BA+20</u>	<u>BA+40</u>	<u>HA</u>	<u>MA+15</u>	<u>ED. SPEC.</u>
0	25516	26219	26609	26997	27726	28526
1	26784	27490	27942	28392	29185	29942
2	28052	28755	29277	29798	30593	31352
3	29321	30029	30627	31226	31998	32754
4	30593	31292	31965	32636	33408	34166
5	34018	34772	35562	36352	37182	37940
6	35444	36499	37210	37917	38743	39502
7	36877	37627	38552	39482	40310	41066
8	38306	39062	40054	41045	41871	42630
9	39563	40189	41401	42614	43439	44196
10	41167	41915	43047	44181	45012	45768

LONGEVITY - Steps 11-14 \$800.00
Steps 15+ \$1000.00

SEMESTER HOURS:

- A. Must be approved graduate hours or undergraduate hours approved in advance.
- B. Salary adjustments for the awarding of a degree or additional credits shall be made at the beginning of each semester, providing that a certificate indicating such degree or credits were successfully completed is received by the Superintendent on or before September 30 for the first semester and February 15 for the second semester.
- C. The Board agrees to continue to pay 5% retirement on teachers' wages.

APPENDIX B
EXTRA CURRICULAR SALARIES

<u>POSITION</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
Cheerleading	\$1400	\$1500	\$1600
Head Football Coach	2800	2950	3100
Assistant Football Coach #1	1600	1700	1800
Assistant Football Coach #2	1600	1700	1800
Assistant JV Football Coach	1600	1700	1800
Golf Coach	1000	1100	1200
Cross Country Coach	1500	1600	1700
Girls' Head Basketball Coach	2800	2950	3100
Girls' JV Basketball Coach	1600	1700	1800
Girls' Freshman Basketball Coach	1350	1450	1650
J.H. Girls' Basketball Coach (7th)	850	950	1050
J.H. Girls' Basketball Coach (8th)	850	950	1050
Boys' Head Basketball Coach	2800	2950	3100
Boys' JV Basketball Coach	1600	1700	1800
Boys' Freshman Basketball Coach	1350	1450	1650
J.H. Boys' Basketball Coach (7th)	850	950	1050
J.H. Boys' Basketball Coach (8th)	850	950	1050
Boys/Girls Pee Wee Basketball Coach.	500	600	700
Girls' Volleyball Coach	1700	1800	1950
Girls' JV Volleyball Coach	1150	1250	1450
Head Baseball Coach	1700	1850	2000
JV Baseball Coach	1150	1250	1450
Head Softball Coach	1700	1850	2000
JV Softball Coach	1150	1250	1450
Girls' Track Coach	1700	1850	2000
Boys' Track Coach	1700	1850	2000
J.H. Track Coach	750	850	1000
Saturday Morning Program	300	315	330

- A. The Board reserves the right to cancel any or all Appendix B or C activities if, in their opinion, there is no one on the staff adequately trained to meet the requirements of the position, or if financial or facility limitations require this action.
- B. In the case of an opening for one of the positions in Appendix B or C, a notice will be placed in the teacher's bulletins and posted on the bulletin board for ten (10) days prior to filling the position.
- C. The Board may hire a qualified person outside the bargaining unit, however, the Board will not pay anyone outside the Bargaining Unit more than the amount in Appendix B or C without the written consent of the Association.
- D. The Board is to pay teacher retirement on Appendix B.
- E. Any coach doubling up coaching duties in any program will be paid 1/2 (50%) of the secondary coaching duty. (Example: J.V. Basketball and Freshman Basketball; Boys' Track and Jr. High Track; etc.)

- F. Any Coach with 5 years of continuous service in a particular sport will receive a 5% of base pay increase.
- G. Any coach with 10 years of continuous service in a particular sport will receive a 10% of base pay increase.
- H. After 10 years of continuous service in a particular sport a coach will receive a percentage increase of base pay equal to the number of years of service. (Example: 14 years in coaching basketball, the coach will receive a 14% of base pay increase.)

APPENDIX C
EXTRA CURRICULAR SALARIES

<u>POSITION</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
Yearbook Advisor	\$ 800	\$ 900	\$1000
Junior Play	800	900	1000
Senior Play Advisor	800	900	1000
Band Activities	2000	2300	2600
Speech Activities	700	800	900
Senior Class Sponsor	500	600	700
Junior Class Sponsor	500	600	700
Sophomore Class Sponsor	200	300	400
Freshman Class Sponsor	200	300	400
FHA Sponsor	800	900	1000
Business Professional Association	800	900	1000
J.H. Sponsor (7th)	200	300	400
J.H. Sponsor (8th)	200	300	400
Driver Education	16.35 p/h	17.15 p/h	18.00 p/h
Adult Education	16.35 p/h	17.15 p/h	18.00 p/h^
Activity Class	16.35 p/h	17.15 p/h	18.00 p/h
Coordination of the Gifted Program	225	250	275
Elementary Yearbook Advisor	225	250	275
Safety Patrol Advisor	140	150	160
Academic Track Coach	93	95	100
Special Education Meetings at the HISD	33.00 p/m	34.50 p/m	36.00 p/m
FFA	1700	1800	1900
Teacher Substituting During Conf/Break	19.50	20.50	21.50

- A. Board to apply retirement on Appendix C.
- B. The number of weeks that the summer agriculture teacher is employed will be determined by the Board of Education. The salary will be based upon a per diem rate.

APPENDIX D
1993-94 SCHOOL CALENDAR

<u>MONTH</u>		<u>TEACHER REPORT DAYS</u>	<u>STUDENT DAYS</u>
August	Staff reports - Mon August 30 Students report-Tue August 31	2	1
September	No school - Labor Day - September 3&6 September 28 In-Service**	20	19
October	October 26 In-Service**	21	20
November	Mrk period Nov 5 PTC Nov 11-Noon dismissal Nov 12-Noon dismissal staff Nov 15 - In-Service** No school Nov 25, 26 Thanksgiving break. School resumes Nov 29	20	19
December	No school Dec 23 through Jan 2; Christmas break	16	16
January	School resumes Jan 3 Jan 21-Noon dismissal-record keeping	21	21
February	Presidents Day-No school-Feb 21	19	19
March	Mrk period Mar 25 No school Mar 26 through April 4 Easter break	19	19
April	School resumes Apr 5	19	19
May	No school May 30-Memorial Day	21	21
June	June 8-last day for students; Noon dismissal-record keeping. June 8 Last day for staff	6	6
		184	180

**Suggested dates, to be determined later.

1994-95 Calendar

<u>MONTH</u>		<u>TEACHER REPORT DAYS</u>	<u>STUDENT DAYS</u>
August	Staff reports-Mon Aug 29 Students report-Tue Aug 30	3	2
September	No school Labor Day-Sept 2&5 Sept 27 In-Service***	20	19
October	Oct 25 In-Service**	21	20
November	Mrk period Nov 4 PTC Nov 10-Noon dismissal Nov 11-Noon dismissal staff Nov 15 In-Service** No school Nov 24, 25 Thanksgiving break. School resumes Nov 28	20	19
December	No school Dec 23 through Jan 2; Christmas break	16	16
January	School resumes Jan 3	21	21
February	Jan 20-Noon dismissal-record keeping Presidents Day-No school-Feb 20	19	19
March	Mrk period Mar 24	23	23
April	No school Apr 8 through Apr 17 Easter break. School resumes Apr 18	14	14
May	No school May 29-Memorial Day	22	22
June	June 7-last day for students; Noon dismissal-record keeping. June 7 Last day for staff	5	5
		184	180

** Suggested dates, to be determined later.

1995-96 SCHOOL CALENDAR

MONTH		TEACHER REPORT DAYS	STUDENT DAYS
August	Staff reports-Mon Aug 28 Students report-Tue Aug 29	4	3
September	No school Labor Day-Sept 1&4 Sept 26 In-Service**	19	18
October	Oct 24 In-Service**	22	21
November	Mrk period Nov 3. PTC Nov 9 - Noon dismissal Nov 10-Noon Dismissal Staff Nov 15 In-Service** No school Nov 23, 24 Thanksgiving break. School resumes Nov 27.	20	19
December	No school Dec 23 through Jan 2; Christmas break.	16	16
January	School resumes Jan 3	21	21
February	Jan 19-Noon dismissal-record keeping Presidents Day-No school-Feb 19	20	20
March	Mrk period Mar 22	21	21
April	No school March 30 through Apr 8 Easter break. School resumes Apr 9	16	16
May	No school May 27-Memorial Day	22	22
June	June 5 -last day for students; Noon dismissal-record keeping. June 5 Last day for staff.	3	3
		<u>184"</u>	<u>180</u>

**Suggested days, to be determined later.

RATIFICATION PAGE

UBLY BOARD OF EDUCATION

David Landenberg
Chief Negotiator

John Rutkowski
Team Member

J. Kevin O'Connor
Team Member

Kenneth G. Dekoski
Team Member

Team Member

UBLY EDUCATION ASSOCIATION/
TRI-COUNTY BARGAINING ASSOCIATION

J. ... Oksa
Chief Negotiator

Kurt A. Engster
Team Member

Christopher J. Tyll
Team Member

Ron Swankovitch
Team Member

Team Member

9-13-93
Date of Signatures

