

MASTER AGREEMENT

between

UNIONVILLE-SEBEWAING AREA SCHOOLS

and the

UNIONVILLE-SEBEWAING BOARD OF EDUCATION

1988-89

1989-90

1990-91

1991-92

*Unionville-Sebewaing Area Schools*

TABLE OF CONTENTS

AGREEMENT-----	1
ARTICLE I - RECOGNITION-----	1
ARTICLE II - TEACHER RIGHTS-----	3
ARTICLE III - MANAGEMENT'S RIGHTS-----	3
ARTICLE IV - PROFESSIONAL COMPENSATION-----	4
ARTICLE V - HEALTH INSURANCE-----	5
ARTICLE VI - TEACHING HOURS-----	6
ARTICLE VII - TEACHING LOADS, CONDITIONS AND ASSIGNMENTS-----	6
ARTICLE VIII - TRANSFERS-----	8
ARTICLE IX - LEAVE PAY-----	9
ARTICLE X - LEAVES OF ABSENCE-----	9
ARTICLE XI - TEACHER EVALUATION-----	11
ARTICLE XII - DISCIPLINE OF TEACHERS-----	12
ARTICLE XIII - PROTECTION OF TEACHERS-----	12
ARTICLE XIV - NEGOTIATIONS PROCEDURES-----	13
ARTICLE XV - GRIEVANCE PROCEDURE-----	13
ARTICLE XVI - NO STRIKE-----	15
ARTICLE XVII - REDUCTION OF PERSONNEL-----	15
ARTICLE XVIII - PROFESSIONAL STUDY COMMITTEE-----	17
ARTICLE XIX - MISCELLANEOUS PROVISIONS-----	17
ARTICLE XX - ACT OF GOD DAYS-----	18
ARTICLE XXI - DURATION OF AGREEMENT-----	19
SCHEDULE A-1-----	20
SCHEDULE A-2-----	21
SCHEDULE A-3-----	22
SCHEDULE A-4-----	23
SCHEDULE B-----	24
SCHEDULE C-1-----	26
SCHEDULE C-2-----	27
SCHEDULE C-3-----	28
MEMORANDUM OF UNDERSTANDING-----	29
GRIEVANCE REPORT FORM-----	30

AGREEMENT

THIS AGREEMENT entered into this 31st day of July, 1989, by and between the Board of Education of Unionville-Sebewaing Area Schools, Tuscola and Huron Counties, Michigan, hereinafter called the "Board" and the Tri-County Bargaining Association and M.E.A. and N.E.A. for the Unionville-Sebewaing 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 Unionville-Sebewaing Area Schools, Tuscola and Huron Counties, Michigan is their mutual aim, and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 336 of the Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenant, IT IS HEREBY AGREED as follows:

ARTICLE I  
RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified teachers; on tenure, probation, classroom teachers, guidance counselors, librarians, employed or to be employed by the Board but excluding the Superintendent, Assistant Superintendent, Principals, Assistant Principals, and office and clerical employees. The term "teacher," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and references to male teachers shall include female teachers.
- B. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teachers from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

- C. Within ten (10) school days of the beginning of their employment hereunder, new Association members may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessment of the Association (including the National Education Association and the Michigan Education Association) upon such conditions as the Association and Board shall establish. New Association members not delivering their authorization within the ten (10) school days will not be included in the payroll deduction plan.
- D. Any teacher who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing deductions of membership dues in the Association including NEA and MEA. Such authorization shall continue in effect from year to year unless revoked in writing between August 1 and August 31 of any year. Pursuant to such authorization, the following method will be used to deduct such dues. The total amount of dues shall be subtracted from the annual base salary; the salary shall then be pro-rated over the twenty-one (21) bi-weekly pay periods. The amount of said dues shall then be added in total to the gross wages on the first pay check and then deducted in full on the same paycheck.
- E. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittances for annuities, credit union, savings bonds, charitable donations and other plans or programs jointly approved by the Association and the Board. It is understood that the Board or an employee of the Board shall not be held liable for any error in remitting such payments.
- F. Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties shall, as a condition of employment, pay as a fee to the Association a sum equivalent to the combined N.E.A., M.E.A., U.S.E.A., and T.C.B.A.; provided, however, that the teacher may authorize payroll deductions for such fees in the same manner as provided in paragraph D of this Article. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deduction as provided in Paragraph D of this Article, the Board shall, following the sixtieth (60th) calendar day, cause the termination of employment of such teacher. The parties expressly recognize that failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.
- G. The Board shall defend itself against such action, and the Association shall reimburse the Board any and all costs caused by such defense. These costs shall include court costs, attorney fees and any other reasonable costs, but not clerical costs or costs resulting from gross negligence on the part of the Board or its agents.
1. Legal counsel to defend any said suit or action shall be selected by the Association with Board approval.
  2. The Association, after consultation with the Board, has the right to decide whether or not to appeal the decision of any court or other

tribunal regarding the validity of this section, or the damages that may be assessed against the Board by any court or tribunal.

3. The Association shall have the right, after consultation with the Board, to compromise or settle any claims made against the Board under this section.

ARTICLE II  
TEACHER RIGHTS

- A. Pursuant to Act 336 of the Public Acts of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful activities short of strike, for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 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 his participation in any lawful activity of the Association, or collective professional negotiations with the Board or his institution of any grievance, complaint, or proceeding under this Agreement with respect to any terms or conditions of employment.
- B. The Board agrees to make available to the Association, in response to reasonable requests from time to time, such information as is necessary for intelligent bargaining and negotiations and processing of grievances.
- C. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- D. No material originating after original employment will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher believes that material to be placed in their file is inappropriate, in error, or unsubstantiated, they may receive adjustment informally and/or through the grievance procedure provided cause is shown, whereupon the material will be corrected or expunged from the file. If the teacher is asked to sign material placed in their file, such signatures shall be understood to indicate their awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

ARTICLE III  
MANAGEMENT'S RIGHTS

The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and

vested in it by the Laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities.
- B. To hire all employees, subject to the provisions of law and to determine their qualifications.
- C. 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.
- D. 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.
- E. To determine class schedules, the duties, responsibilities, and assignments of teachers and other employees.
- F. To require with mutual consent of both the Association and the Administration either, or both, a physical examination and mental competency evaluation report from a licensed professional person in regard to any school employee's continued employment with the Unionville-Sebewaing Area Schools. The cost of the examination shall be paid by the Board.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws.

ARTICLE IV  
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 and everyone at proper step established by Master Contract and teacher qualifications.
- B. All newly employed, certificated teachers shall be given credit for up to a maximum of seven (7) years of previous teaching experience for placement on the salary schedule.
- C. The salary schedule is based on the regular school calendar as set forth in Appendix C and the normal teaching assignment as provided elsewhere in this Agreement.
- D. Teachers shall be paid in twenty-one (21) equal installments calculated as twenty-six (26), on a bi-weekly basis, with the twenty-first pay as a "lump sum" payment of the balance, or a teacher may elect twenty-one (21) equal bi-weekly pay installments.
- E. The Board will pay an additional one-fifth (1/5) of the teacher's annual salary to a teacher assigned an extra class for the entire year.

- F. Teachers shall be advanced on the salary schedule in the semester following the semester in which the Board is furnished transcripts demonstrating the completion of additional course work.

ARTICLE V  
HEALTH INSURANCE

- A. The Employer shall provide without cost to the bargaining unit member MESSA-PAK for a full twelve month period for the bargaining unit member and his/her entire family. The Employer shall sign an Employer Participation Agreement.

Bargaining unit members not electing MESSA-PAK Plan A will select MESSA-PAK Plan B.

Plan A

Super Care 1 with M.C.R.  
LTD 60% Plan I  
Delta Dental Plan E-007  
80/80/80  
\$30,000 Life Insurance  
with AD&D  
Vision VSP 3

Plan B

Delta Dental Auto  
Plus 100/90/90/90  
\$40,000 Life Insurance  
with AD&D  
LTD 60% Plan I  
Vision VSP 3

The Health Care Cost Containment Committee

In the event that health care insurance premiums increase by 15% or more at any time during this agreement, the Health Care Cost Containment Committee (HCCCC) may be convened by either the Association President or by the Superintendent of Schools. When convened, the HCCCC shall meet and confer to develop mutually agreeable methods to reduce health care costs. The committee shall consist of the Superintendent of Schools and one member of the Board of Education, along with the Association President and one member of the Association's executive committee. Recommendations of the HCCCC will not be implemented until after submission to the ratification procedures of the Board of Education and the USEA/TCBA.

- B. Teachers working less than three-fifths time shall be provided MESSA-PAK Plan B benefits. Teachers working three-fifths time or more shall be eligible for MESSA-PAK Plan A benefits.
- C. In the event a bargaining unit member does not complete the full school calendar, the insurance shall be continued, until the member has received the pro-rata portion or the 12 month insurance year earned at the time of the termination or resignation.
- D. If the teacher is on approved leave, he will have the option of continuing in the group by paying the total premiums for the length of his leave in accordance with the provisions of the health and accident policy guidelines.
- E. Teachers may continue to elect American Family Cancer Group insurance at his/her own cost through payroll deduction.

ARTICLE VI  
TEACHING HOURS

- A. The professional day shall be between 8:10 a.m. and 3:30 p.m. unless otherwise agreed to by teachers and principals.
- B. All teachers shall be entitled to a duty-free, uninterrupted lunch period of thirty (30) minutes as assigned by the principal. The remainder of the noon period the teacher shall be available for supervision in the hall and in his classroom.
- C. A ninety (90) minute in-service training session shall be conducted every two (2) months by the building principals. Staff members will be required to be present at these in-service sessions. School will be dismissed sixty (60) minutes early on that particular day only.
- D. Teachers shall be available for monthly faculty meetings as assigned by the Administration. These must be limited to a maximum of forty-five (45) minutes.
- E. Elementary teachers will be provided with at least 300 minutes of preparation time per week. Some of this preparation time will be provided by morning recess. During this preparation time teachers will not have students assigned to them. This applies to full time teachers during a normal work week. This preparation time will be given after the start of the instructional day.
- F. No departure from these norms, except in case of emergency, shall be made without prior consultation with 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.
- G. Teachers may not leave their assigned building during their release periods without the consent of the building principal.

ARTICLE VII  
TEACHING LOADS, CONDITIONS AND ASSIGNMENTS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the teacher 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 at insuring that the energy of the teacher is primarily utilized to this end.

- A. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except for good cause, outside the scope of their teaching certificate or their major or minor field of study.
- B. Teachers that will be affected by changes in elementary grades, or



subject assignments in secondary or junior high grades, will be notified of their assignments by their principals before signing contracts or at a minimum of thirty (30) calendar days before the change is affected. Should emergency conditions arise subsequent to the thirty (30) days which requires such a change in assignment, the teacher and the Association will be notified immediately. An emergency shall be defined as any change in the faculty not known prior to July 1 or any change in finances not known prior to July 1.

- C. If a six (6) period day is used, the normal weekly teaching load in the Junior and Senior High School will be twenty-five (25) assigned periods and five (5) related work periods or the equivalent. Departure from this norm may be made by arrangement between the teacher affected and administrative personnel with notification to the Association.
- D. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree class size should be lowered wherever possible and suggest the following maximum with the understanding, however, that these are suggested standards only, and that final decision as to class size must rest with the Board and the Administration. Every effort shall be made to place mainstreamed students in classes with the lowest class sizes in the building where the student's special education class is located.

(1) Kindergarten	22 pupils
(2) Elementary School Grades	25 pupils
(3) Special Education	State Standards

The maximum class size per teacher in the secondary schools are suggested as follows:

English	)	
Social Studies	)	
Mathematics	)	
Science	)	25 pupils
Language	)	
Business	)	
General English, General Math (H.S. level)		20 pupils
Typing		30 pupils
Industrial Arts		20 pupils
Drafting		20 pupils
Vocational Shop		20 pupils
Homemaking		20 pupils
Music		35 pupils
Art		25 pupils
Health Education		40 pupils
Hygiene		25 pupils

- E. The Board shall provide one (1) aide for playground supervision at both Unionville and Sebawaing Elementary Centers. On inclement days, these aides will assist indoors for a similar period of time.
- F. The Board agrees to provide additional aides for non-professional duties to the extent it is economically feasible.

- G. Effective July 1, 1977, the Board shall make available in each new and remodeled school adequate lunch, restroom, and lavatory facilities exclusively for teacher use and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted.
- H. Telephone facilities for local calls shall be made available to teachers for their reasonable use at the expense of the Board.
- I. Adequate parking facilities shall be made available to teachers for their exclusive use when possible.
- J. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.
- K. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property upon notice to the Building Principal or Superintendent. Association business shall not be transacted during student contact time.

ARTICLE VIII  
TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building or position shall be made in writing. One copy of said written request shall be filed with the Superintendent of Schools, one with the building principal and one with the Unionville-Sebewaing Education Association. The written request shall set forth the reasons for transfer, the school, building or grade or position sought and the applicant's academic qualifications. Such requests shall be reviewed once each year to assure active consideration for transfer by the Board.
  - 1. An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The Administration shall notify the affected teacher and the Education Association of the reasons for such involuntary transfer.
- B. When any permanent vacancy in any teaching position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Secretary of the Association and shall provide for appropriate posting on bulletin boards in teachers' conference rooms for five (5) school days.
- C. When vacancies occur during the normal summer months when school is not in session, the following procedure shall be followed:
  - 1. Teachers with specific interests in possible vacancies shall notify the Superintendent in writing during the last week of school.

2. If said vacancy occurs, the Superintendent's office will notify said teacher at his last known address as recorded in the Superintendent's office.
  3. Said teacher shall assume the responsibility of notifying the Superintendent of his interest in writing within five (5) days of notification.
  4. Voluntary transfers shall be limited to one (1) per two (2) years except in the case of administration approval.
  5. Nothing in this Article precludes the Administration from filling a vacancy from outside the Association.
- D. Vacancies shall be filled on the basis of certification, experience, qualifications and length of service in the district.
- E. Extra Duty Positions
1. Vacancies in Extra Duty Positions shall be posted for a minimum of ten (10) calendar days. The Secretary of the Association shall receive a copy of the posting.
  2. In the event two or more qualified applicants are received from within the unit, the most qualified applicant shall be selected. If the Board determines that none of the applicants from within the unit are qualified, the Board may select a qualified person outside the unit.

ARTICLE IX  
LEAVE PAY

All full-time teachers will be given ten (10) days sick leave per year with seventy-six (76) days maximum accumulation and two (2) additional days a year which may be used for personal reasons with prior approval by the Administration. These personal days shall not be used the day before or the day after an established vacation. Teachers who have accumulated seventy-six (76) sick days and who have used no more than five (5) sick days during the school year, will receive a pay-off of:

1988-89	- \$10.00 per day
1989-90	- \$12.00 per day
1990-91	- \$15.00 per day
1991-92	- \$18.00 per day

for the unused days beyond the seventy-six (76) days.

ARTICLE X  
LEAVES OF ABSENCE

- A. Any teacher whose personal illness extends beyond the period compensated under Article IX will be granted a leave of absence without pay for such time as is necessary to recover from such illness or a total of twelve (12) months from the commencement of the sick leave, whichever comes first. Upon recovery from such illness, the teacher shall be assigned to the same position or a substantially equivalent position.
- B. Leaves of absence with pay chargeable against the teacher's sick leave

allowance shall be granted for the following reasons:

1. A maximum of five (5) days per school year for a critical illness in the immediate family. Definitions of immediate family is mother, father, sister, brother, wife, husband, son or daughter, and any dependent person resident in the teacher's home.
  2. One (1) day when emergency illness in family requires a teacher to make arrangements for necessary medical or nursing care.
  3. One (1) day for attendance at the school graduation of son, daughter, husband or wife.
  4. Time necessary for attendance at the funeral service of a person whose relationship to the teacher warrants such attendance, providing approval is given by Administration.
  5. A maximum of five (5) days per school year for a death in the immediate family.
- C. Leaves of absence with pay not chargeable against the teacher's sick leave allowance shall be granted for the following reasons:
1. Absence when a teacher is called for jury service except the Board is obligated only for the difference between jury pay and regular school salary.
  2. Court appearance as a witness when called by the Board of Education. Also, any case connected with the teacher's employment where the teacher was acting as an agent of the Board, within the rules and regulations of the Board and State.
  3. Time necessary to take the Selective Service physical examination.
  4. Teachers may be granted a leave of absence with pay for visitation at other schools, or attending meetings, conferences or conventions of an educational nature, when approved by the Administration. The number of teachers allowed to leave at any one time will be within the discretion of the Administration.
- D. It is understood that sickness or disability related to pregnancy shall be treated as any other illness or disability as provided in Sections A and B above.
- E. A leave of absence without pay for up to one (1) year, including maternity leave time if any, may be granted to any teacher for the purpose of child care. Said leave shall commence on request of the teacher and approval of the Board. It is further provided that:
1. A teacher adopting a child may receive similar leave which shall begin the day the court signs over legal custody of the child.
  2. The teacher shall be entitled to return from such leave to his same or similar position if one is available.

- F. Association Business Days - At the beginning of each school year, the Association shall be credited with six (6) days to be used at the discretion of the Association. The Association agrees to pay the Board the current substitute rate for all days used under this provision. The Association agrees to notify the Administration no less than 48 hours of the date for intended use of said leave and no more than two (2) teachers shall be released on any one day under the provisions of this Paragraph.
- G. Teachers who are officers of the Association or appointed to its staff may, if approved by the Board, be given a leave of absence without pay for not less than one (1) semester nor more than one (1) year for the purpose of performing duties for the Association.
- H. Military leaves of absence shall be granted without pay to any teacher who shall be inducted, or upon notice of impending inductions, shall enlist for military duty in any branch of the Armed Forces of the United States for the period of induction or first period of enlistment. Military leaves of absence shall be granted to any member of the organized Reserve who is called to active duty. Increment credit shall be provided for such leaves.
- I. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office.
- J. After seven (7) years of service, a teacher may, with prior approval of the Board of Education, be granted a leave of absence for one (1) year without pay for professional betterment and given credit on the salary schedule for said year and be restored to the same or equal position.

ARTICLE XI  
TEACHER EVALUATION

- A. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping by public address or audio systems and similar surveillance devices shall be strictly prohibited.
- B. Each teacher shall have the right, upon request, to review the contents of his personnel file including the teacher evaluation form. A representative of the Association may be requested to accompany the teacher in such review at the option of the teacher. Recommendations by college instructors and materials defined as confidential shall be removed before showing to the teacher.
- C. Probationary teachers shall be observed by their respective building principal, for the purposes of evaluation, at least three (3) times during the school year. The first observation shall occur at least one (1) month following a teacher's commencement of service. The second observation is at the discretion of the Administration but the third observation shall be at least ninety (90) days prior to the end of that particular school year. Tenure teachers shall be observed for the purposes of evaluation at least once every year. The tenure teacher observation should be at least ninety (90) days prior to the end of that particular school year.

- D. The evaluation process will include the identification of difficulties, if any, and specific ways in which to improve and assistance to be given by the Administration or other staff members.
- E. Prior to evaluation, the specific criterion to be used in the evaluation shall be made known to the teacher.
- F. The evaluating administrator shall prepare and submit a written report and recommendation to the teacher within a reasonable period of time of the observation.
- G. A bargaining unit member who disagrees with an evaluation or recommendation may submit a written answer which shall be attached to the file copy of the evaluation in questions and/or submit any complaints through the grievance procedure.

ARTICLE XII  
DISCIPLINE OF TEACHERS

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement concerning the discipline of teachers.
- B. No teacher will be disciplined, discharged, reduced in seniority ranking or compensation without just cause.
- C. The Board agrees to follow a policy of corrective discipline which minimally includes verbal warning, written warning, reprimand, suspension with or without pay, with discharge as a final and last resort. Any disciplinary action taken against a teacher shall be appropriate to the behavior which precipitates said action.

ARTICLE XIII  
PROTECTION OF TEACHERS

- A. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board shall provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- B. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher, providing there is no coverage by Worker's Compensation.
- C. If a teacher is injured while in the line of duty, medical, surgical or hospital care shall be furnished by the Board with Worker's Compensation Insurance coverage and in accordance with Worker's Compensation Insurance standards, and to the extent of said insurance coverage and standards only.
- D. Teachers shall be expected to exercise reasonable care with respect to

the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.

- E. Whenever it appears to the Administration that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, such assistance will be sought.
- F. Any complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student or other person will be promptly called to the attention of the teacher. Any complaint not called to the attention of the teacher may not be used as the basis for any disciplinary action against the teacher.

ARTICLE XIV  
NEGOTIATIONS PROCEDURES

- A. Matters mutually agreed to be not covered by this contract, but of common concern to the parties, shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.
- B. At least by May 1st, the parties shall begin negotiation for a new Agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
- C. In any negotiations described in this Article, neither party shall have the 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 and the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make to make proposals and to make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

ARTICLE XV  
GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

If a teacher files an appeal with the Michigan Tenure Commission over a matter which is the basis of a grievance, then all grievances which are pending or may be filed over the matter shall be waived, and no further recourse to this grievance procedure may be had over the matter.

- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal either personally or accompanied by his Association representative.
- C. If, as a result of the informal discussion with the building principal, a grievance still exists, he may invoke the formal grievance procedure through the Association on the form set forth in Appendix C, signed by the grievant, which form shall be available from the Association representative in each building. A copy of the grievance form shall be delivered to the principal within fifteen (15) school days of the alleged occurrence of the grievance. If the grievance involves more than one school building, it should also be filed with the Superintendent or representative designated by him.
- D. Within five (5) school days of receipt of the written grievance, the principal shall meet with the grievant and/or a representative of the Association in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) school days of such meeting, and shall furnish copy thereof to the grievant and a representative of the Association.
- E. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting (or ten (10) school days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Superintendent. Within five (5) school days the Superintendent or his designee shall meet with the grievant and/or a representative of the Association on the grievance and shall indicate his disposition of the grievance, in writing, within five (5) school days of such meeting and shall furnish a copy thereof to the grievant, to the representative of the Association, to the building principal where the grievance originated, and a copy placed in the permanent file in his office.
- F. If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) school days of such meeting (or ten (10) school days from the date of filing, whichever shall be later), the grievance shall, within fifteen (15) school days of the date of filing, be transmitted to the Board by filing a written copy thereof with the secretary or other designee of the Board. The Board, no later than its next regular meeting or fifteen (15) school days whichever shall be later, shall meet with the grievant and/or a representative of the Association on the grievance. Disposition of the grievance, in writing, by the Board shall be made no later than ten (10) school days thereafter. A copy of such disposition shall be furnished to the grievant, to the representative of the Association, to the building principal where the grievance originated, and a copy placed in the permanent file in his office.
- G. 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.
- H. 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 Bargaining Council 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 proceeding 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 or the justification for the Arbitrator's decision.) Both parties agree to be bound by the award of the Arbitrator. The fees and expenses of the Arbitrator shall be shared equally by both the Board and the Association.

- I. 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.
- J. The Association shall have no right to initiate the grievance involving the right of a teacher without his express approval in writing thereon. Grievances involving two or more persons may be signed by one of the grievants represented.

#### ARTICLE XVI NO STRIKE

The Board agrees that so long as this Agreement is in effect there shall be no lockouts. The Association agrees that so long as this Agreement is in effect there shall be no strikes, withholding of services or other illegal acts that interfere with the operations of the Board.

Any violation of this Article may be made the subject of disciplinary action, including discharge.

#### ARTICLE XVII REDUCTION OF PERSONNEL

- A. It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum and staff and that the procedures set forth in this Article shall be used in laying off personnel.
  1. Probationary employees will be laid off first, in inverse order of seniority, where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.

2. In the event tenure teachers must be laid off, layoff will be in inverse order of seniority within certification and qualification.

A list will be provided the Association specifying the areas in which a teacher is certified and qualified.

- B. Certified shall be defined as a state recognized valid teaching certificate held at the end of the school year.
- C. Qualified shall be a major or minor in the subject area or those other areas specified in the individual teaching certificates.
- D.
  1. Seniority shall be defined as the total continuous length of time an individual is employed within the district as a certified teacher in the bargaining unit. If two or more teachers have equivalent seniority, the teacher with the greatest number of years of teaching experience outside the district shall be given priority. Previous service in the Unionville-Sebewaing Area Schools which is not continuous will be treated as out-of-district service. If two or more teachers have equivalent teaching experience outside the district, the number of graduate hours earned beyond a Bachelor's Degree shall be used, and the teacher with the least number of hours shall be laid off first. If the number of hours is the same, then the decision will be the responsibility of the Board and will be based on teacher evaluation and recommendations of the Administration.
  2. Recall of tenure teachers shall be in the inverse order of lay-off; i.e., laid off last will be recalled first; provided, however, that a teacher in order to be reassigned shall be certified and qualified as herein set forth to teach the specific course he is being assigned. No new teacher shall be employed unless no teacher on lay-off is certified and qualified for the vacancy for the duration of this agreement.
  3. Seniority shall begin at the commencement of services.
  4. It is the responsibility of the teachers to keep the Board informed of any changes in address and/or telephone number, a current transcript of college credits, current copy of their teaching certificates, and current copy of their degrees on file in the Superintendent's office.
- E. A tenured teacher on layoff who is certified but not qualified to fill a position a probationary teacher holds shall be allowed to waive qualifications conditional upon the following:
  1. Satisfactory completion of an additional twelve (12) semester hours in the course area they are instructing.
  2. Such course work to be completed within one (1) year.
  3. All expense of their training shall be incurred by the teacher and the classes shall be taken during off-duty hours.

- F. Teacher's seniority while on leave shall remain unbroken, and his accumulated sick leave shall not be cancelled but shall remain credited to him. He shall not accrue seniority, sick days or salary increment while laid off.
- G. Changes and corrections to certification and qualification must be delivered to the Central Administration Office before February 15th. If a change in certification would allow a tenured teacher to hold a position that a probationary teacher holds, then the tenure teacher shall have until August 1st to deliver proof of the additional certification.

ARTICLE XVIII  
PROFESSIONAL STUDY COMMITTEE

The Board and the Association shall establish a council known as the Instructional and Curriculum Council. Each party may have three (3) representatives on the Council. The Council may initiate suggestions affecting the nature and design of the instructional programs, the evaluation of programs, review testing and new programs, and forward those suggestions to the Board.

ARTICLE XIX  
MISCELLANEOUS PROVISIONS

- A. The Board agrees at all times to try to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call, at least one (1) hour before school begins, to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher. Failure without just cause, to report unavailability for work by the time stated above, will result in the loss of that day's pay. The use of regular teachers as substitute teachers shall be avoided whenever possible. In the event regular teachers covered by this Agreement are used as substitutes on an emergency and voluntary basis, said Teachers shall be compensated at a rate of Eleven Dollars and Thirty-Four (\$11.34) Cents per hour for the 1989-90 through 1991-92 school years.
- B. This Agreement shall supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- C. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Copies of this Agreement shall be duplicated at the expense of the Board

and presented to all teachers now employed or hereafter employed by the Board. The Association shall be furnished ten (10) additional copies for its use.

- E. The mandatory retirement age for teachers shall be that established under applicable federal and/or State Law. Any teacher attaining the mandatory retirement age shall not be permitted to begin another semester of teaching in the school system.

ARTICLE XX  
ACT OF GOD DAYS

- A. The provisions set forth below shall be effective upon the execution of a new collective bargaining Agreement.

1. In the event the Michigan Department of Education or the Michigan State Legislature lawfully adopts rules, regulations or laws which require the make up of some or all act of God Days, the parties agree that teachers will receive their regular pay for days which are cancelled, but shall work on the required rescheduled days with no additional compensation. Provided, however, the following procedures shall apply:

a. The parties agree to meet in an effort to mutually agree on when any make up days would occur. In the event they are unable to agree, the days will be added on to the end of the calendar set forth in Schedule C.

b. Should a day be rescheduled and insufficient students attend to count it as a day of instruction, teachers will not be obligated to attend a subsequent rescheduling of the day without being paid at their daily rate.

c. It is understood and agreed that in the event that the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his or her skills, the teacher may:

1. Use his or her personal leave.
2. Use his or her sick leave, or
3. Apply for unpaid leave time.

d. Should the provisions of State law or the Department of Education rules and regulations be rescinded or modified, then the above provisions shall be considered null and void, and the provisions and practices in existence prior to this agreement will be reinstated to the extent permitted by the rescision or modification.

2. The Board and Association shall periodically review changes in regulations, applicable laws and court rulings as pertains to the implementation of Act of God Days.

ARTICLE XXI  
DURATION OF AGREEMENT

This Agreement shall become effective when it is ratified and signed by the parties. Once the agreement is ratified and signed wages shall be retro-active to the beginning of the 1988-89 school year. This contract shall expire on June 30, 1992. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

UNIONVILLE-SEBEWAING AREA SCHOOLS TRI-COUNTY BARGAINING ASSOCIATION

<u>Edward [Signature]</u>	<u>Jessie [Signature]</u>
<u>Richard [Signature]</u>	<u>Donald P. [Signature]</u>
<u>Sally A. [Signature]</u>	<u>Chris W. [Signature]</u>

SCHEDULE A-1

SALARY SCHEDULE FOR 1988-89

<u>Step</u>	<u>B.A.</u>	<u>B.A.+20</u>	<u>M.A.</u>	<u>M.A.+20</u>	<u>M.A.+30</u>
1	19038	19739	20892	21643	22044
2	20140	20872	22080	22806	23226
3	21242	22004	23268	23968	24409
4	22345	23136	24457	25130	25591
5	23447	24268	25645	26292	26773
6	24549	25401	26834	27455	27956
7	25651	26533	28022	28617	29138
8	26753	27665	29210	29779	30321
9	27856	28797	30399	30942	31503
10	28958	29930	31587	32104	32685
11	30060	31062	32775	33266	33868

Note-All in above salary schedule are yearly figures.

SCHEDULE A-2  
SALARY SCHEDULE FOR 1989-90

<u>STEP</u>	<u>B.A.</u>	<u>B.A.+20</u>	<u>M.A.</u>	<u>M.A.+20</u>	<u>M.A.+30</u>
1	20085	20825	22041	22833	23256
2	21248	22020	23294	24060	24503
3	22410	23214	24548	25286	25751
4	23574	24408	25802	26512	26999
5	24737	25603	27055	27738	28246
6	25899	26798	28310	28965	29494
7	27062	27992	29563	30191	30741
8	28224	29187	30817	31417	31989
9	29388	30381	32071	32644	33236
10	30551	31576	33324	33870	34483
11	31713	32770	34578	35096	35731

Note-Amount in above salary schedule are yearly figures.

SCHEDULE A-3  
SALARY SCHEDULE FOR 1990-91

<u>STEP</u>	<u>B.A.</u>	<u>B.A + 20</u>	<u>M.A.</u>	<u>M.A. + 20</u>	<u>M.A. + 30</u>
1	21,089.00	21,866.00	23,143.00	23,975.00	24,419.00
2	22,205.00	23,121.00	24,459.00	25,263.00	25,728.00
3	23,531.00	24,375.00	25,775.00	26,550.00	27,039.00
4	24,753.00	25,628.00	27,092.00	27,838.00	28,349.00
5	25,974.00	26,883.00	28,408.00	29,125.00	29,658.00
6	27,194.00	28,138.00	29,796.00	30,486.00	31,042.00
7	28,415.00	29,392.00	31,115.00	31,776.00	32,355.00
8	29,635.00	30,646.00	32,435.00	33,066.00	33,668.00
9	30,857.00	31,900.00	33,755.00	34,358.00	34,981.00
10	32,079.00	33,155.00	35,074.00	35,648.00	36,293.00
11	33,299.00	34,409.00	36,480.00	37,026.00	37,696.00



SCHEDULE A-4  
SALARY SCHEDULE FOR 1991-92

<u>STEP</u>	<u>B.A.</u>	<u>B.A. + 20</u>	<u>M.A.</u>	<u>M.A. + 20</u>	<u>MA. + 30</u>
1	22,249.00	23,069.00	24,416.00	25,294.00	25,762.00
2	23,426.00	24,393.00	25,804.00	26,652.00	27,143.00
3	24,825.00	25,716.00	27,193.00	28,010.00	28,526.00
4	26,114.00	27,038.00	28,582.00	29,369.00	29,908.00
5	27,403.00	28,362.00	29,970.00	30,727.00	31,289.00
6	28,690.00	29,686.00	31,435.00	32,163.00	32,749.00
7	29,978.00	31,009.00	32,826.00	33,524.00	34,135.00
8	31,265.00	32,332.00	34,219.00	34,885.00	35,520.00
9	32,554.00	33,654.00	35,612.00	36,248.00	36,905.00
10	33,843.00	34,979.00	37,003.00	37,609.00	38,289.00
11	35,130.00	36,301.00	38,486.00	39,062.00	39,769.00

1988-89  
SCHEDULE B - EXTRAS

EXTRAS	DOLLAR AMOUNT	% OF BASE (19,038)
Girls' Basketball Head Coach	\$2,285.00	12.0%
Girls' Volleyball Head Coach	1,713.00	9.0%
Girls' Softball Head Coach	2,094.00	11.0%
Girls' Track Head Coach	2,094.00	11.0%
Boys' Football Head Coach	2,094.00	11.0%
Boys' Basketball Head Coach	2,285.00	12.0%
Boys' Baseball Head Coach	2,094.00	11.0%
Boys' Track Head Coach	2,094.00	11.0%
Cross Country Coach	1,713.00	9.0%
Assistant Coach High School Sports	1,428.00	7.5%
Junior High Coaches	1,428.00	7.5%
Summer Band	2,475.00	13.0%
Saturday Band	952.00	5.0%
High School Play	1,523.00	8.0%
Senior Sponsor	857.00	4.5%
Junior Sponsor	857.00	4.5%
Sophomore Sponsor	428.00	2.25%
Freshman Sponsor	428.00	2.25%
Eighth Grade Sponsor	286.00	1.5%
Seventh Grade Sponsor	286.00	1.5%
Sixth Grade Sponsor	286.00	1.5%
Senior High Annual Advisor	952.00	5.0%
Junior High Annual Advisor	476.00	2.5%
E.F.A. Advisor	762.00	4.0%
E.H.A. Advisor	762.00	4.0%
Audio Visual Advisor	666.00	3.5%
Varsity Cheerleader Advisor	666.00	3.5%
J.V. Cheerleader Advisor	666.00	3.5%
Junior High Cheerleader Advisor (Freshman)	476.00	2.5%
School Paper 8 issues	476.00	2.5%
Prep Club	190.00	1.0%
Student Council (Jr. and High School)	476.00	2.5%
French Club	190.00	1.0%
National Honor Society	190.00	1.0%
Driver Education	14.65/hour	
Safety Patrol	286.00	1.5%
Summer Agriculture - Shall make 1/184 of his/her salary for each day worked in the summer (40 work days)		
EMT Building Assignment	250.00	
Mileage	IRS rate = .21 mile	

Note: For purpose of this section, the B.A. Base for 1988-89 shall be construed to be \$19,038

1989-90  
SCHEDULE B - EXTRAS

<u>EXTRAS</u>	<u>DOLLAR AMOUNT</u>	<u>% OF BASE (20,085)</u>
Girls' Basketball Head Coach	\$2,410.00	12.0%
Girls' Volleyball Head Coach	1,807.00	9.0%
Girls' Softball Head Coach	2,209.00	11.0%
Girls' Track Head Coach	2,209.00	11.0%
Boys' Football Head Coach	2,209.00	11.0%
Boys' Basketball Head Coach	2,410.00	12.0%
Boys' Baseball Head Coach	2,209.00	11.0%
Boys' Track Head Coach	2,209.00	11.0%
Cross Country Coach	1,807.00	9.0%
Assistant Coach High School Sports	1,506.00	7.5%
Junior High Coaches	1,506.00	7.5%
Summer Band	2,611.00	13.0%
Saturday Band	1,004.00	5.0%
High School Play	1,607.00	8.0%
Senior Sponsor	904.00	4.5%
Junior Sponsor	904.00	4.5%
Sophomore Sponsor	452.00	2.25%
Freshman Sponsor	452.00	2.25%
Eighth Grade Sponsor	301.00	1.5%
Seventh Grade Sponsor	301.00	1.5%
Sixth Grade Sponsor	301.00	1.5%
Senior High Annual Advisor	1,004.00	5.0%
Junior High Annual Advisor	502.00	2.5%
F.F.A. Advisor	803.00	4.0%
F.H.A. Advisor	803.00	4.0%
Audio Visual Advisor	703.00	3.5%
Varsity Cheerleader Advisor	703.00	3.5%
J.V. Cheerleader Advisor	703.00	3.5%
Junior High Cheerleader Advisor (Freshman)	502.00	2.5%
School Paper 8 issues	502.00	2.5%
Prep Club	201.00	1.0%
Student Council (Jr. and High School)	502.00	2.5%
French Club	201.00	1.0%
National Honor Society	201.00	1.0%
Driver Education	15.46/hour	
Safety Patrol	286.00	1.5%
Summer Agriculture - Shall make 1/184 of his/her salary for each day worked in the summer (40 work days)		
EMT Building Assignment	250.00	
Mileage	IRS rate = .21 mile	

Note: For purpose of this section, the B.A. Base for 1989-90 shall be construed to be \$20,085

1990-91  
SCHEDULE B - EXTRAS

<u>EXTRAS</u>	<u>DOLLAR AMOUNT</u>	<u>% OF BASE (21,089)</u>
Girls' Basketball Head Coach	\$2,531.00	12.0%
Girls' Volleyball Head Coach	1,898.00	9.0%
Girls' Softball Head Coach	2,320.00	11.0%
Girls' Track Head Coach	2,320.00	11.0%
Boys' Football Head Coach	2,320.00	11.0%
Boys' Basketball Head Coach	2,531.00	12.0%
Boys' Baseball Head Coach	2,320.00	11.0%
Boys' Track Head Coach	2,320.00	11.0%
Cross Country Coach	1,898.00	9.0%
Assistant Coach High School Sports	1,582.00	7.5%
Junior High Coaches	1,582.00	7.5%
Summer Band	2,742.00	13.0%
Saturday Band	1,054.00	5.0%
High School Play	1,687.00	8.0%
Senior Sponsor	949.00	4.5%
Junior Sponsor	949.00	4.5%
Sophomore Sponsor	475.00	2.25%
Freshman Sponsor	475.00	2.25%
Eighth Grade Sponsor	316.00	1.5%
Seventh Grade Sponsor	316.00	1.5%
Sixth Grade Sponsor	316.00	1.5%
Senior High Annual Advisor	1,054.00	5.0%
Junior High Annual Advisor	527.00	2.5%
F.F.A. Advisor	844.00	4.0%
F.H.A. Advisor	844.00	4.0%
Audio Visual Advisor	738.00	3.5%
Varsity Cheerleader Advisor	738.00	3.5%
J.V. Cheerleader Advisor	738.00	3.5%
Junior High Cheerleader Advisor (Freshman)	527.00	2.5%
School Paper 8 issues	527.00	2.5%
Prep Club	211.00	1.0%
Student Council (Jr. and High School)	527.00	2.5%
French Club	211.00	1.0%
National Honor Society	211.00	1.0%
Driver Education	16.23/hour	
Safety Patrol	286.00	1.5%
Summer Agriculture - Shall make 1/184 of his/her salary for each day worked in the summer (40 work days)		
EMT Building Assistant	250.00	
Mileage	IRS rate = .21 mile	

Note: For purpose of this section, the B.A. Base for 1990-91 shall be construed to be \$21,089

1991-92  
SCHEDULE B - EXTRAS

<u>EXTRAS</u>	<u>DOLLAR AMOUNT</u>	<u>% OF BASE (22,249)</u>
Girls' Basketball Head Coach	\$2,670.00	12.0%
Girls' Volleyball Head Coach	2,002.00	9.0%
Girls' Softball Head Coach	2,447.00	11.0%
Girls' Track Head Coach	2,447.00	11.0%
Boys' Football Head Coach	2,447.00	11.0%
Boys' Basketball Head Coach	2,670.00	12.0%
Boys' Baseball Head Coach	2,447.00	11.0%
Boys' Track Head Coach	2,447.00	11.0%
Cross Country Coach	2,002.00	9.0%
Assistant Coach High School Sports	1,669.00	7.5%
Junior High Coaches	1,669.00	7.5%
Summer Band	2,892.00	13.0%
Saturday Band	1,112.00	5.0%
High School Play	1,780.00	8.0%
Senior Sponsor	1,001.00	4.5%
Junior Sponsor	1,001.00	4.5%
Sophomore Sponsor	501.00	2.25%
Freshman Sponsor	501.00	2.25%
Eighth Grade Sponsor	334.00	1.5%
Ninth Grade Sponsor	334.00	1.5%
Tenth Grade Sponsor	334.00	1.5%
Senior High Annual Advisor	1,112.00	5.0%
Junior High Annual Advisor	556.00	2.5%
F.F.A. Advisor	890.00	4.0%
F.H.A. Advisor	890.00	4.0%
Audio Visual Advisor	779.00	3.5%
Varsity Cheerleader Advisor	779.00	3.5%
J.V. Cheerleader Advisor	779.00	3.5%
Junior High Cheerleader (Freshman)	556.00	2.5%
School Paper 8 issues	556.00	2.5%
Prep Club	222.00	1.0%
Student Council (Jr. and High School)	556.00	2.5%
French Club	222.00	1.0%
National Honor Society	222.00	1.0%
Driver Education	17.12/hour	
Safety Patrol	286.00	1.5%
Summer Agriculture - Shall make 1/184 of his/her salary for each day worked in the summer (40 work days)		
EMT Building Assignment	250.00	
Mileage	IRS rate = .21 mile	

Note: For purpose of this section, the B.A. Base for the 1991-92 shall be construed to be \$22,249

SCHEDULE C-1  
1989-90 SCHOOL YEAR CALENDAR

<u>EVENT</u>	<u>DATE</u>
Pre-School Conference	Monday, August 28
First Day for Students	Tuesday, August 29
No School	Friday, September 1
Labor Day	Monday, September 4
In-Service Day (County)	Friday, October 20
Thanksgiving Day	Thursday, November 23
Thanksgiving Vacation	Thursday, November 23 and Friday, November 24
Christmas Vacation Begins at End of Day	Tuesday, December 19
Christmas Day	Monday, December 25
New Year's Day	Monday, January 1
School Resumes	Wednesday, January 3
End of First Semester	Friday, January 19
Easter Vacation Begins at End of Day	Friday, April 6
Easter Sunday	April 15
School Resumes	Tuesday, April 17
Memorial Day	Monday, May 28
Last Day for Students	Thursday, June 7
Last Day for Teachers	Friday, June 8
180 student days	
184 teacher days	

SCHEDULE C-2  
1990-91 SCHOOL YEAR CALENDAR

<u>EVENT</u>	<u>DATE</u>
Pre-School Conference	Monday, August 27
First Day for Students	Tuesday, August 28
No School	Friday, August 31
Labor Day	Monday, September 3
In-Service Day (County)	Friday, October 19
Thanksgiving Day	Thursday, November 22
Thanksgiving Vacation	Thursday, November 22 and Friday, November 23
Christmas Vacation Begins at End of Day	Wednesday, December 19
Christmas Day	Tuesday, December 25
New Year's Day	Tuesday, January 1
School Resumes	Thursday, January 3
End of First Semester	Friday, January 18
Easter Vacation Begins at End of Day	Thursday, March 28
Easter Sunday	March 31
School Resumes	Monday, April 8
Memorial Day	Monday, May 27
Last Day for Students	Thursday, June 6
Last Day for Teachers	Friday, June 7
180 student days	
184 teacher days	

SCHEDULE C-3  
1991-92 SCHOOL YEAR CALENDAR

<u>EVENT</u>	<u>DATE</u>
Pre-School Conference	Monday, August 26
First Day for Students	Tuesday, August 27
No School	Friday, August 30
Labor Day	Monday, September 2
In-Service Day (County)	TBA
Thanksgiving Day	Thursday, November 28
Thanksgiving Vacation	Thursday, November 28 and Friday, November 29
Christmas Vacation Begins at End of Day	Friday, December 20
Christmas Day	Wednesday, December 25
New Year's Day	Wednesday, January 1
School Resumes	Monday, January 6
End of First Semester	Friday, January 17
Easter Vacation Begins at End of Day	Friday, April 10
Easter Sunday	April 19
School Resumes	Tuesday, April 21
Memorial Day	Monday, May 25
Last Day for Students	Thursday, June 4
Last Day of Teachers	Friday, June 5
180 student days	
184 teacher days	



GRIEVANCE REPORT FORM

Grievance # \_\_\_\_\_  
School District \_\_\_\_\_

- Distribution of Form:
1. Superintendent
  2. Principal
  3. Association
  4. Teacher

\*\*\*\*\*GRIEVANCE REPORT\*\*\*\*\*

Building	Assignment	Name of Grievant	Date Filed
----------	------------	------------------	------------

STEP I

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

---



---



---

2. Relief Sought \_\_\_\_\_

---



---

Signature	Date
-----------	------

C. Disposition by Principal \_\_\_\_\_

---



---

Signature	Date
-----------	------

D. Position of Grievant and/or Association \_\_\_\_\_

---



---

Signature	Date
-----------	------

STEP II

A. Date received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

STEP III

A. Date received by Board of Education or Designee \_\_\_\_\_

B. Disposition by Board or Education or Designee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

STEP IV

A. Date submitted to Arbitration \_\_\_\_\_

B. Disposition and Award of Arbitrator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator Date

UNIONVILLE-SEBEWAING AREA SCHOOLS

SCHEDULE B EXTRAS

Payment of Schedule B Extras for the 1988-89 through 1991-92 School Year shall be as follows:

Athletic Extra Assignments: Paid at the conclusion of the sport in one lump sum added to the regular paycheck.

Non-Athletic Extra Assignments: paid in two lump sums, one half at the conclusion of each semester.

F.F.A. & F.H.A.: Spread over the sponsor's contract.

Driver Education: Will continue to be paid as in the past.

\_\_\_\_\_  
William D. Dodge, Superintendent

\_\_\_\_\_  
U.S.E.A.

\_\_\_\_\_  
U.S.E.A.