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**AGREEMENT**

between

**The Board of Education of the  
Saginaw Public Schools**

and

**The Saginaw  
Education Association**

**Saginaw, Michigan**

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TABLE OF CONTENTS

<u>Article</u>	<u>Subject</u>	<u>Page</u>
I.	Recognition.....	1
II.	Professional Negotiations .....	1-2
III.	Grievance Procedure.....	2-5
IV.	Salaries.....	5
V.	Teaching Hours and Teaching Loads.....	6-9
VI.	Class Size.....	9-10
VII.	Non-Teaching Duties.....	11
VIII.	Teacher Employment and Assignment .....	12
IX.	Transfers.....	13-14
X.	Supervisory and Administrative Vacancies.....	14
XI.	Summer School and Night School.....	15
XII.	Teacher Evaluation.....	15-16
XIII.	Teacher Conduct.....	16-17
XIV.	Teacher Facilities.....	17-18
XV.	Use of School Facilities.....	18-19
XVI.	Sick Leave.....	19-20
XVII.	Temporary Leaves of Absence.....	20
XVIII.	Extended Leaves of Absence.....	21-22
XIX.	Sabbatical Leave.....	22-23
XX.	Student Control and Discipline.....	23-24
XXI.	Protection of Teachers.....	24
XXII.	Insurance.....	25-27
XXIII.	Retirement.....	27
XXIV.	Professional Development & Educational Improvement.....	27-28
XXV.	Professional Study Committees.....	28-29
XXVI.	Strikes and Sanctions.....	29-30
XXVII.	General.....	30-32
XXVIII.	Dues Deduction.....	32-34
XXIX.	Duration.....	35
Appendix A.	Teachers' Salary Schedule/Miscellaneous Compensation.....	36-44
Appendix B.	Individual Teacher Contracts.....	45-46
Appendix C.	Calendars - 1984-85, 1985-86, 1986-87.....	47-49
Appendix D.	Rider for Supplementary Services.....	50
Appendix E.	Added Compensation Request for Professional Staff only.....	51
Appendix F.	Health Insurance - Disclaimer Form.....	52
Appendix G.	Letter of Understanding - (Subs - Traveling Teachers).....	52
Appendix H.	(Teacher Qualifications).....	53
Appendix I.	(Transcripts).....	53
Appendix J.	(Layoffs - Qualifications).....	54
Appendix K.	Letter of Understanding (Committee - Article XX).....	54
Appendix L.	(Committee - "Instructional Requirements and Student Needs").....	55
Appendix M.	Letter of Understanding - Job Sharing.....	55-56
Appendix N.	Memo of Understanding - Insurances and LTD.....	56-57
Attachment	Long-Term Disability-Teacher Request for Medical Insurance.....	58
Appendix O.	Memo of Understanding - Lesson Plans - COC.....	59
Appendix P.	Memo of Understanding - Request for Voluntary Transfers.....	60
Appendix Q.	Memo of Understanding - Placement of Contracted Subs .....	60
Appendix R.	Memo of Agreement - (COC Third and Fourth Sessions).....	61
Appendix S.	Memo of Understanding - Seniority List.....	62-63

## ARTICLE I

### Recognition

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative in accordance with Act 336 of Michigan Public Acts of 1947 as amended through Act 379 of 1965, and Act 176 of Michigan Public Acts of 1939 as amended through Act 282 of 1965 for the duration of this Agreement for a unit consisting of all State Certificated, authorized or endorsed teaching personnel including librarians, social workers, diagnosticians, BRITE evaluators, coordinators, occupational and physical therapists and assistants, and Career Opportunity Center teachers, but excluding the Superintendent, assistant superintendents, directors, principals, assistant principals, daily rate substitutes, summer school and night school teachers, executive and administrative personnel and supervisors.

Unless otherwise indicated, the term "teacher" when used in this Agreement, will refer to all employees in the above bargaining unit.

- B. For the purposes of this Agreement, executive, administrative and supervisory personnel as defined by law shall be those employees who possess the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances or effectively recommend the above action, as well as those employees who possess the authority to formulate, determine and effectuate district policy or whose jobs require them to effectively recommend such action.
- C. Except as expressly provided otherwise by the terms of this Agreement, the determination and administration of educational policy, the operation of the schools and the direction of the professional staff are vested exclusively in the Board or in the Superintendent when so delegated by the Board. The exercise of judgment and discretion by the Board and its administrators, if made in good faith and for valid reasons, not in conflict with the express terms of this Agreement, shall be upheld.
- D. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district or local laws or municipal regulations as they pertain to education.

## ARTICLE II

### Professional Negotiations

- A. 1. Not later than June 1 of the calendar year in which this Agreement expires, or 60 days prior to the expiration of this Agreement, whichever is sooner, the board agrees to negotiate with the Association over a Successor Agreement in accordance with the procedure set forth herein in a good faith effort to reach agreement concerning teachers' salaries and all other conditions of their employment. Such negotiation will include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreements so negotiated will apply to all teachers, and will be reduced to writing and signed by the Board and the Association.
2. During negotiation, the Board and the Association will present relevant data, exchange points of view and make proposals and counterproposals. As of the time such information is made available to the Board, the Board will provide the Association with documents relating to budgetary proposals, requirements and allocations which are presented at any regular meeting of the full Board or to any other governmental body. The Board will make available to the Association for inspection all pertinent records of the Saginaw School System at the written request of the Association which request shall specify the records desired. Such records will be made available at the offices of the Board and will not be removed from the Board's offices. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiation.

3. If the negotiations described in this Section A have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 will be followed.
- B. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- C. Despite reference herein to the Board and the Association as such, each reserves the right to act hereunder by committee, individual member or designated representative.
- D. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- E. The Board agrees not to negotiate at any time with any teachers' organization other than that designated as the representative pursuant to Act 379 of the Michigan Public Acts of 1965. The Board will not make individual agreements with teachers in conflict with the provisions of this Agreement. The Board further agrees not to negotiate with any teachers' organization other than the Association in regard to changes in salaries or other conditions of employment to become effective during the term of this Agreement.

### ARTICLE III

#### Grievance Procedure

##### A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers and/or arising from the language of this Agreement or an alleged breach thereof. It is expressly understood that a claim based upon an event or condition which does not affect the welfare or conditions of employment of a member of the unit described in Article I above will not constitute a grievance.
2. An "aggrieved person" or "grievant" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

##### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

##### C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual agreement. For the purposes of processing grievances after the close of the school year, the term "school days" as used herein shall mean weekdays, excluding holidays.

1. Level One: A teacher with a grievance will first discuss it with his/her principal or immediate superior, either directly or through the Association's Building Representative, with the objective of resolving the matter informally within thirty (30) school days of the time the teacher knew, or should have known, of the act or condition on which the grievance is based. When the immediate superior is different from the principal, the teacher will be notified who he/she is in writing.
2. Level Two:
  - (a) If the principal or immediate superior makes no decision, or does not satisfy the grievant within five (5) school days, the grievant will file the written grievance, signed by the grievant, with the Association's President or Executive Director within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented orally, whichever is sooner.
  - (b) The President or Executive Director will refer the grievance to the Assistant Superintendent-Administration and Personnel, within five (5) school days after receipt of the grievance.
  - (c) The Assistant Superintendent or his/her designee will represent the Administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Assistant Superintendent, the Assistant Superintendent or his/her designee will meet with the aggrieved person in an effort to resolve it.
  - (d) If a teacher does not file a grievance in writing with the President or Executive Director and the written grievance is not forwarded to the Assistant Superintendent within Forty (40) school days after the teacher knew or should have known of the act or condition on which the grievance is based, then the grievance will be considered as waived.
3. Level Three: If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within Ten (10) school days after he has first met with the Assistant Superintendent, he may file the grievance in writing with the Chairman of the Grievance Committee within five (5) school days after a decision by the Assistant Superintendent, or fifteen (15) school days after he/she has first met with the Assistant Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the Grievance Committee may refer it to the Superintendent of Schools. Said referral shall be in writing and shall state the issue involved and the relief requested. Within fifteen (15) school days after receiving the written grievance, the Superintendent, or his/her designee, will meet with the aggrieved person for the purpose of resolving the grievance.
4. Level Four:
  - (a) If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) school days after the meeting with the Superintendent or his/her designee in Level Three, the Association may, within five (5) school days after a decision by the Superintendent, or fifteen (15) school days after the meeting with the Superintendent or his/her designee, whichever is sooner, by written notice to the Board, submit the grievance to arbitration. Grievances which do not allege a violation of a specific article and section of this Agreement may be processed through Level Three, but will not be arbitrable.

- (b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association will confer in an attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator within the specific period, a request for a list of arbitrators will be made by the moving party within ten (10) days to the American Arbitration Association. The parties will be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- (c) The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement. Arbitration of grievances arising from the language of this Agreement or an alleged breach thereof will be final and binding.
- (d) The arbitrator shall have no power to alter, modify or add to or subtract from the provisions of this Agreement. His authority shall be limited to deciding whether a specific article and section of this Agreement has been violated. The decision of the arbitrator, if within the scope of this authority as set forth above, shall be final and binding.
- (e) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the Board and the Association.

#### D. Rights of Teachers to Representation

1. No reprisals of any kind will be taken by either party or by any member of the administration against any party in interest, any School Representative, any member of the Grievance Committee or any other participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at all stages of the grievance procedure by a person of his/her own choosing, except he/she may not be represented by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association will have the right to be present and to state its views at all stages of the grievance procedure.

#### E. Miscellaneous

1. If, in the judgment of the Grievance Committee, a grievance affects a group or class of teachers, the Grievance Committee may submit such grievance in writing to the Assistant Superintendent-Administration and Personnel directly and the processing of such grievance will be commenced at Level Two.
2. Decisions rendered at Levels One, Two and Three of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee. Decisions rendered at Level Four will be in accordance with the procedures set forth in Section C, Paragraph 4 (c).
3. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations, and other necessary documents will be jointly prepared and given appropriate distribution by the Director of Labor Relations so as to facilitate operation of the Grievance Procedure.

5. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any teacher of any legal remedy which he/she presently has provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article, it being understood that in the event a tenure teacher is discharged pursuant to Article XIII, said tenure teacher may have the benefit of all levels of the Grievance Procedure including arbitration, provided that if a tenure teacher shall request a hearing under the provisions of the Michigan Tenure Act, the grievance shall be dismissed forthwith.
6. In the course of investigation of any grievance, representatives of the Association will report to the principal of the building being visited and state the purpose of the visit immediately upon arrival.
7. Every effort will be made to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the Grievance Procedure.
8. Any claim or complaint subject to the procedure specified in the Teacher Tenure Act shall not be the basis of any grievance filed under the procedures outlined in this Article except as provided in Paragraph 5 above.
9.
  - a.) Failure to reemploy or the termination of services of any probationary teacher shall not be the basis for a grievance.
  - b.) The placing of a non-tenure teacher on a third year probation shall be grievable but not arbitrable.
10. No back pay or financial claim shall be awarded prior to Sixty (60) calendar days prior to the date of filing of a written grievance.

#### ARTICLE IV

##### Salaries

- A. The salaries of all persons covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof.
- B. The Board agrees to adopt the individual teacher contract forms attached hereto as Appendix B.
- C. Effective August 29, 1983 and thereafter, no bargaining unit member who is placed in a position other than as a classroom teacher after said date, shall be deemed to be granted continuing tenure in such position by virtue of this contract or any individual contract of employment but shall only be able to gain tenure as a classroom teacher.
- D. Bargaining unit members who are not covered by the provisions of the Michigan Teachers Tenure Act, i.e., are not eligible to gain tenure, shall be subject to a probationary period of two years of service with the District (i.e., four full semesters) during which time they shall be considered probationary or non-tenure teachers under the terms of the collective bargaining agreement for purposes of evaluation, dismissal, etc. Upon successful completion of their probationary period, said employees shall receive the contract of employment shown in Appendix B, Tenure Teacher; and shall be subject to the evaluation procedure for tenure teachers, although it is specifically understood that said employee is not granted teacher tenure but rather it is specifically withheld. Said bargaining unit members who have already held such position for two complete years shall be deemed to have completed their probationary period and shall be afforded the protections provided for in Article XIII, Section D., paragraphs 1 through 5, regardless of when the Board shall elect to dismiss them.

## ARTICLE V

### Teaching Hours and Teaching Loads

- A.
1. The normal required teacher's work day between the hours of 6:45 and 5:30 p.m. shall not exceed a continuous period of (1) elementary - 7 hours, (2) junior high - 7 hours, 10 minutes, (3) senior high - 7 hours, 30 minutes. The normal required teacher's work day for non-classroom teachers such as psychologists, social workers, teacher consultants, physical and occupational therapists, audiologists, and similar ancillary personnel, shall be 7 hours exclusive of a lunch period. It is further understood that non-classroom teachers at the secondary level do not have a scheduled preparation period as such but rather whatever time is necessary for preparation, planning, and conference time is worked into their regular day's activities.
  2. Exceptions to A.1. above are as noted in Appendix A./F.5.a.
  3. Teachers will normally be at their teaching stations unless otherwise scheduled by the principal. Such time shall be spent in professional activities such as preparation, student evaluation, pupil conferences and, if scheduled, inservice training and faculty meetings. Parent-teacher conferences, which cannot be held during the regular work day, will be scheduled by the teacher within a reasonable period after the regularly scheduled conference period.
  4. In the elementary schools the classroom teacher's normal work day shall be divided into the following segments:
    - (a) Teachers shall have a planning, preparation, conference period from 8:10 a.m. to 8:40 a.m.
    - (b) The period from 8:40 a.m. to 8:45 a.m. shall be supervision.
    - (c) Classes shall begin at 8:45 a.m.
    - (d) Morning classes shall be dismissed at 11:30 a.m.
    - (e) The period from 11:30 a.m. - 12:20 p.m. shall be teachers' lunch period.
    - (f) The period from 12:20 p.m. - 12:30 p.m. shall be supervision.
    - (g) Afternoon classes begin at 12:30 p.m. and shall end at 3:00 p.m.
    - (h) The period from 3:00 p.m. to 3:10 p.m. shall be supervision.

Group planning and evaluation sessions shall be scheduled as needed by the staff within the planning period. Said starting time, above, may be changed so long as such change does not conflict with Section "A" herein.
  5. Exceptions to the above provisions and Sections D and F of this Article may be made if the principal or other appropriate administrative official determines that it is required to do so in the best interests of the educational process and in such cases the SEA Building Chairperson shall be so notified. In the event an exception is necessary, teachers will be compensated at the rate established in Appendix A., Sections 5, 6, or 7, as applicable. A disagreement of whether an exception is justified will be subject to the grievance procedure. Deviations in the case of an individual teacher will not be longer than the remainder of the school year. Acceptance of such assignments shall be in writing with a copy provided to the SEA Building Chairperson.
- B. The mutually-agreed official calendars shall be attached to this agreement as Appendix C. The Board agrees that the teachers' work year will not exceed 186 scheduled work days (187 for newly hired teachers).



- C. 1. Teachers may be required to remain after school without additional compensation for up to one hour and twenty minutes after the close of the normal work day twice a month to attend meetings called by the school principal. Where split schedules exist, schedules may be arranged so that all teachers may attend the same meeting. Teachers may, upon approval of the principal, place educationally related items on the agenda, such agenda to be given to teachers twenty-four (24) hours in advance of the meeting except in emergencies. The SEA representative may give a report at the end of each meeting. Such meetings shall normally be scheduled on Tuesdays.
2. Attendance at professional meetings, such as jointly sponsored in-service workshops and conferences, when contractual or during the regular school day, shall be a professional obligation of each teacher. Teachers are encouraged to attend professional meetings at other scheduled times.
3. Building Representative may call two (2) building meetings per month during the teacher work day for discussion of Association matters. Such meetings shall be held at times other than when teachers are responsible for supervising students, during preparation periods, or during previously scheduled faculty meetings or school programs. This sub-section is not subject to A-2 above.
4. Teachers shall not be required to attend evening meetings unless otherwise agreed between the Association and the Board.
- D. 1. All full-time teachers will have a duty free lunch period between the hours of 11:00 a.m. and 2:05 p.m. of the following lengths:
- (a) Elementary 50 minutes
- (b) Junior High The length of a regular class period or the regularly scheduled lunch period, but in no event less than 50 minutes.
- Effective with the 1985-86 school year and thereafter, the length of a regular class period or the regularly scheduled lunch period, but in no event less than 35 minutes.
- (c) Senior High The length of a regular class period or the regularly scheduled lunch period, but in no event less than 35 minutes.
2. Exception to D.1. above is as noted in Appendix A./F.5.b.
3. All teachers in the secondary schools shall be given preparation periods equal to one class period per day. The preparation period shall be used for professional activities and shall be spent within the building unless permission to leave is given by the building principal.
4. Elementary teachers shall be allowed to leave the class (to use the time for planning, preparation, and conference time) when the physical education, art, or music teacher has taken over the class.
5. It is the intent of the Board to make every reasonable effort to avoid scheduling secondary teachers in more than two (2) rooms (excluding homerooms) on a daily basis in two (2) consecutive years. Exceptions may be made in the case of traveling teachers or where specially equipped rooms are involved.

- E. In the event art, music and physical education are again provided on a consultant services basis, the following provisions shall apply. The assignment of such art, music and physical education consultants to the classroom teacher shall be on a mutually agreed basis between the principal and the teacher. Such assignment shall be subject to a review by the principal and teacher at the end of the semester. The teacher will be provided a schedule of visits for each special subject teacher at least one week in advance of the visit and will have an opportunity to recommend changes in such schedules. The art, music and physical education personnel shall forward a copy of their lesson plans together with the aims and objectives of the program and a list of materials to be used if applicable one week in advance where possible. The classroom teacher may request that the principals schedule a meeting with such personnel.
- F. 1. Subject to the provisions of Section D-2 above, high school and junior high school teachers will not be assigned more than five student supervision periods per day. Teachers may be required to supervise a fifteen-minute advisory period per day in addition to the aforementioned five student supervision periods.
2. Secondary teachers will not be required to teach more than two (2) subjects nor more than a total of three (3) teaching preparations per day, unless voluntarily agreed to by the teacher. A different curriculum or track, shall be considered a separate preparation. At the junior high school level, the prevailing practices in each building, as experienced during the past school year, shall be the determining factor in the interpretation of this section, provided, however, the Board agrees to continue to work toward making the practice conform to the intent of this provision. The prevailing practice is to be determined by the principal after consultation with the Association representative and the concerned teacher or teachers.
- G. 1. Teachers recognize that their responsibilities to their students and profession require the performance of duties that involve the expenditure of time beyond that of the normal working day including preparation for and supervision of co-curricular student activities and functions. When it is necessary to maintain a co-curriculum on an hourly pay basis, the teachers who voluntarily perform the functions shall be compensated equally regardless of grade level for equal function. Such voluntary activities that call for a flat-rate compensation are listed in Appendix A.
2. Lesson plans shall be kept up-to-date and will be used by substitute teachers. They shall be such that the teacher, principal, or substitute should be able to discern what has been taught and what is to be taught. They shall contain names of books, pages to be used, seating charts and necessary instruction for optimum classroom management.
- H. 1. Senior high department chairpersons, who are selected by the principal following discussion with the staff, will receive one period of released time if there are 30 to 60 class hours taught in the department and two (2) periods if there are more than 60 class hours.
2. Senior high department chairpersons will not be eligible to receive the extended schedule allowance.
3. The selection of department chairpersons for the coming school year shall take place during the second semester of the school year preceding their appointment. It is further understood that after a department chairperson has served for one year, his/her reappointment shall be subject to confirmation by members in his/her department, it being understood that if two-thirds of the members in the department, in a secret ballot election, vote against confirmation, the principal must appoint a new chairperson.
- I. The Board recognizes its responsibility to provide textbooks and necessary supplies. Inadequacies should be reported to the building administrator and/or immediate supervisor.

- J. Subject to state regulations, parent-teacher conferences will be scheduled on three consecutive afternoons or one full day and one afternoon on a staggered basis, and if not possible, such conferences will at least be scheduled not sooner than fifteen minutes after students are dismissed.
- K. Special Education teachers shall be provided access to the following information, if available, regarding students assigned to them: student's name, date of birth, address, telephone number, parents' name and address, the student's legal guardian or person or agency having custody over the student, date of original eligibility for special education services, list of services being received, present eligibility, and date of last complete psychological testing.

Such information will, under normal circumstances, be made available within ten school days following a particular student's initial attendance day in those instances where the student was enrolled within the Saginaw School District during the prior semester.

In instances where this was not the case, e.g. a Special Education student entering from another district, such information will, under normal circumstances, be made available to the teacher within ten school days of the date the information becomes known from the school district.

In the event other information is desired, said information must be requested in writing from the respective program supervisor.

- L. The annual IEP conference will be scheduled at a time other than when the special education teacher is responsible for his/her class. A study committee consisting of three representatives designated by the Superintendent and three representatives designated by the SEA, shall be formed to examine and review current Special Education forms and procedures and attempt to lessen the amount of paper work required of and to seek to standardize procedures.

**ARTICLE VI**

**Class Size**

- A. Whenever feasible under the circumstances (availability of facilities and financial resources) the maximum number of pupils per teacher shall be as follows:

**1. Elementary Schools**

Kindergarten Classes through Third Grade Classes	30
Fourth-Sixth Grade Classes	32
Special Education Classes	15 per day
Remedial Reading Classes	5
Modified Classes	15 per day
Speech Correction Classes	75-100 case load per week
Combination-grade Classes	25
Young 5's	26
Junior First	30

## 2. Secondary Schools

English	34
Social Studies	34
General Education	34
Mathematics	34
Science	34
Language	34
Business	34
Typing	45
Industrial Arts	28
Drafting	34
Vocational Shops	28
Homemaking	28
General Music	No limit
Art	34
General Physical Education	70
Swimming	30
Hygiene and Health	34
Study Hall	150 per teacher per hour
Speech	34
Beginning Instrumental Classes	34
Vocal and Instrumental	
Music teachers shall not be required to instruct more than 175 pupils per day	
Remedial Reading	10
Modified Classes	26 per hour
All Special Education	15 per session or hour

- B. 1. The foregoing standards are subject to modification for educational purposes such as avoidance of split-grade classes or half-classes, specialized or experimental instruction (e.g., team teaching or large group instruction), improvement of instructional methods, distribution of students by attendance areas, changes in enrollment or any other valid reason.
2. Before any of the foregoing standards are modified upwards, the Administration will meet with the Association representative and, in good faith, attempt to work out a letter of understanding on the subject.
- C. In keeping with Section A. above, the parties agree that representatives of the Administration will meet with a representative of the Association by the thirteenth (13) day (school) of each semester to examine class loads and to explore ways of adjusting class loads where necessary. In the event of a disagreement, the Association may refer the matter to the Board for a final decision.
- D. In the elementary schools where special education pupils are mainstreamed into the regular classroom for two hours or more per day, the number of mainstreamed students shall not exceed four (4) students without the approval of the classroom teacher.
- In the secondary schools where special education pupils are mainstreamed into the regular classroom, the number of mainstreamed students shall not exceed six (6) in those classes with a specified class size of 34 or under without the approval of the classroom teacher.
- E. Teachers who are assigned combination classes shall be paid an additional stipend of \$250 per semester. Eligibility for this combination payout shall be determined each semester by an actual combination assignment on the fifth Monday of each respective semester. Payment for this assignment shall be at the completion of each respective semester and shall be in accordance with the provisions of Appendix E. Teachers absent for a period of time which exceeds one-half of a semester shall be ineligible for payment for that semester. Above payment shall be prorated for combination classes established after the fifth Monday of each semester.

## ARTICLE VII

### Non-Teaching Duties

- A. The Board and the Association recognize that their combined function is solely to provide the best education possible for all of the students in Saginaw. This goal can be best realized if a maximum amount of a teacher's time and energies is used in the direct activities of preparing lessons and presenting them to students. Therefore, they agree as follows:
1. Elementary Teachers:
    - (a) The teacher is to record daily attendance, transfers, losses in the CA 10-Y Record Book, complete proof of membership and hand the book in to the office at the end of each monthly attendance period.
    - (b) Teachers will record absences once in the morning and in the afternoon, if different from the morning.
  2. Secondary Teachers:
    - (a) Secondary teachers shall be given mark sense cards two (2) days prior to the end of each marking period if possible. Cards will be due one school day after the end of the marking period or three (3) days after distribution, whichever is later.
    - (b) Teachers will record absences each class period. Principals may collect absence reports each period. Teachers will maintain an attendance record in their class record books.
  3. All Teachers:
    - (a) All cards pertaining to entering, leaving, transferring or dropping are the responsibility of the office staff.
    - (b) Grades, including absence, tardiness, citizenship and comments shall be recorded once per marking period.
    - (c) Teachers will see that each student presents a completed information card in the early fall. The office will take care of late and new enrollments after the fourth Friday following Labor Day.
    - (d) Inventory of furniture, equipment, supplies and books is to be taken only once per year, in June, by each staff member.
    - (e) Form CA-15-A (initial enrollment) will be computer printout. Teachers will edit preliminary copies.
    - (f) Health information and standardized test scores will be recorded by the school office or by the counselor. Counselors may not be required to maintain these records.
- B. Any collection of money from students is to be done only during the fifteen (15) minute advisory period in junior and senior high schools and during an appropriate time in elementary classrooms which shall be determined by the teacher. Money collections in elementary classrooms shall never exceed fifteen (15) minutes in time except at the discretion of the teacher.
- C. The assignment of duties to non-professional employees shall be the responsibility of the principal. Teachers, on an individual basis, shall have the right to decline the assistance of a general classroom aide, however, they do not have the right to decline the assistance of any other paraprofessional employees such as those used in system-wide programs. Any interference by paraprofessional employees with the professional responsibilities of teachers shall be reported by the teacher to the principal and, if not corrected, may be made the subject of a grievance. The matter of utilization of aides will be the subject of further study under the Professional Study Committee.

## ARTICLE VIII

### Teacher Employment and Assignment

- A. The Board establishes as minimum requirements for employment of teachers the possession of a Bachelor's Degree and one of the following: (1) Michigan Elementary Provisional, (2) Michigan Secondary Provisional, (3) Michigan Vocational Certification, or (4) the equivalent of the foregoing. The Board will not hire teachers who do not meet these provisions, provided the Board may continue those presently employed who hold a Life Certificate, and provided further if no qualified Bachelor's Degree applicants are available for C.O.C. positions, then the Michigan certification laws for Vocational Education shall govern.
- B. Teachers, other than newly-appointed and substitute teachers, will be notified of their tentative programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable and under normal circumstances not later than June 1.
- C. Teachers will not be assigned outside the scope of their teaching certificates (unless no such certificate exists for the position) and, except temporarily and/or for good cause, outside the scope of their major or minor fields of study and/or outside the scope of their qualifications.
- D. To the extent possible, changes in grade assignment in the elementary schools and in subject assignments in the secondary schools will be voluntary. If qualified, and subject to instructional requirements and student needs, preference will be given on the basis of district-wide length of service, provided the teacher in question has been in the building in question for one year or more.
- E. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Adequate time will be allowed for such required travel. Affected teachers will be notified of any changes in their schedules as soon as practicable.
- F. No regularly assigned teacher will be used as a substitute teacher without his consent. If a teacher agrees to serve as a substitute, he will be compensated at the rate established in Appendix A. This section will not apply to teachers assigned to another school while the school to which they are assigned is temporarily closed. Such teachers will receive their regular salaries.
- G. Full credit, not to exceed seven (7) years, will be given for previous outside teaching experience, and credit, not to exceed two (2) years, will be given for military experience within the seven (7) year maximum credit, upon initial employment within the terms of this Agreement.
- H. 1. Teachers with more than seven (7) years previous teaching experience in the Saginaw system will, upon returning to the system, be restored to the same position on the salary schedule at which they left if they have been continuously engaged in the field of education on a full-time basis. Teachers with less than seven (7) years previous teaching experience in the Saginaw system will, upon returning to the system, receive credit on the salary schedule for all teaching experience up to seven (7) years, provided they have been continuously engaged in the field of education.
2. Upon returning to the system, teachers who have not been continuously engaged in the field of education on a full-time basis will have one (1) salary increment deducted from the position on the salary schedule at which they left for each year during which they were not so engaged; provided, however, that no teacher returning to the system will be reduced below the allowable level of credit for outside experience.

## ARTICLE IX

### Transfers

The Board and the Association recognize that frequent transfers of teachers from one school to another are disruptive of the educational process and interfere with optimum teacher performance. They also recognize that some transfers for administrative purposes and to insure a fair distribution of experienced and qualified teachers throughout the system may be necessary. A transfer is a change from one building to another.

#### A. Additional Involuntary Transfers.

1. Involuntary transfers may be made to attain racial balance in consideration of the following guidelines:
  - a. Initial assignment of new hires,
  - b. Use of voluntary transfers,
  - c. Use of involuntary transfers.

Should the Board find it necessary to use involuntary transfers for racial balance, the teacher(s) selected shall be those who have the lowest district-wide length of service who satisfy racial requirements and who are certified and qualified for the position to which they are transferred.

2. Involuntary transfers may be made in the event of a school closing.
3. Involuntary transfers may be made to achieve a reduction in the number of teachers assigned to a school or program. The teacher(s) selected for involuntary transfer in this event shall be those with the least district-wide length of service within the building (in the case of elementary); department (in the case of secondary) and/or program which is being reduced, who are certified and qualified to fill the available, i.e., vacant positions which the Board intends to fill. If certified and qualified, said teachers may seek reassignment within the building, department or program to positions which are vacant, and available, at the time of involuntary transfer, pursuant to the provisions of Article VIII-D. In the event the above procedures conflict with the racial balance requirements of the building, the provisions of A(1) above shall govern.
4. Placement of involuntary transfers due to paragraph 2 and 3 above shall be on the basis of district-wide length of service, qualifications and certification.
5. Teachers being selected for involuntary transfer under sections 2 and 3 above shall be given adequate time off for the purpose of visiting schools at which open positions exist.
6. Under normal circumstances, known involuntary transfers will be handled by the end of the first week principals return in August.
7. On or before June 1, the Board will consult with the staff in each building and with the SEA President, relative to enrollment projections for the coming school year.

- B. Notice of involuntary transfers will be given to teachers as soon as practicable.
- C. If a teacher is transferred to a non-unit supervisory or executive position and is subsequently returned to a position in the negotiating unit, he will upon his return have the status which he would have achieved if he had remained continuously in the negotiating unit.

D. Voluntary Transfers

1. Teachers requesting transfers should do so no later than the last day of teacher attendance for the school year. Requests for transfers must be renewed annually by the teacher if continued consideration is desired.
2. A list of open positions within the bargaining unit will be made available to the Association by the fifteenth (15th) of each month.
3. Whenever any permanent openings within the bargaining unit arise by virtue of a newly created position, death or resignation, the District shall publicize the same by giving written notice of such vacancies to the Association in accordance with Section D-2. Except as provided in Section A above, the Board agrees that, if qualified and certified, and subject to instructional requirements and student needs, the priority in filling such vacancies shall be on a basis of district-wide seniority within the following categories and the following order:

First, teachers still on the involuntary transfer list under Paragraph A2 and 3 above.

Second, teachers recalled from layoff.

Third, teachers requesting voluntary transfers.

Fourth, teachers requesting a return from leave.

Should there be no qualified and certified applicant within the unit for an open position, the Board shall be free to hire an applicant from outside the district.

- E. Teachers being transferred will be transferred only to a position paying at least the same compensation.

ARTICLE X

Supervisory and Administrative Vacancies

- A. 1. Whenever any professional vacancy on the Administrative and Supervisory Salary Schedule shall occur, the Board will publicize the same in the Superintendent's Bulletin during the school year (September to June) and will include a statement of the qualifications required. During the months of July and August, written notice of any such vacancy will be given to the Association, including a general statement of the qualifications required. Notification to the teachers in the form of the Superintendent's Bulletin shall be placed in the pay envelope of each teacher. No vacancy will be filled, except on a temporary basis, within fourteen (14) calendar days from the date of distribution of the Superintendent's Bulletin or the giving of notice to the Association.
2. Any teacher interested in transferring to a full-time administrative or supervisory position may, at any time, file written application for such position with the Superintendent. Whenever any such vacancy occurs, each application will be given full consideration, and those applicants not selected shall, upon request, receive an explanation from the Superintendent or his/her designee.
- B. Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. The parties recognize that, while the Board will continue to adhere to its policy of promotions from within its own teaching staff, the filling of such vacancies is a prerogative of the Board.



## ARTICLE XI

### Summer School and Night School

- A. Teaching positions which are vacant and available in the Saginaw summer school and night school (Adult Education evening program portion) will be filled first by qualified teachers regularly employed in the Saginaw school system. The tentative summer school program, together with the anticipated number of teaching positions involved, will be made available by May 1st of that school year. It is understood that said program is subject to revision at the discretion of the Board.
- B. In filling such positions, consideration will be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record and previous summer-school and/or night-school teaching experience.
- C. Application by regularly employed teachers for summer school and night school will be filed with the Superintendent at least one (1) month prior to the beginning of classes, and such applications will be renewed by the teacher for each subsequent session.
- D. The provisions of this Agreement will not apply to summer-school and night-school positions except as otherwise specifically set forth herein.

## ARTICLE XII

### Teacher Evaluation

- A. All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. Teachers will be given a copy of any evaluation report prepared by the supervisors and will have the right to discuss such report with their supervisors.
- B. The teaching performance of non-tenure teachers will be observed and a written evaluation prepared at least three times each year. Two of such evaluations shall take place in the first semester and one in the second semester, each evaluation to be held in a different marking period. This shall not prevent the principal from making additional observations for evaluation purposes as he/she deems necessary. The principal or his/her designee will hold a conference with the non-tenure teacher after each such evaluation and provide him/her with a copy of the evaluation. Said conference shall take place within ten (10) school days of the final observation upon which the evaluation is based.
- C. All tenure teachers will be formally evaluated at least once every three years. A conference shall take place within ten (10) school days of the final evaluation.
- D. Each formal evaluation of tenure and non-tenure teachers shall be based on approximately twenty-five (25) minutes of observation.
- E. Inasmuch as the function of teacher evaluation is to point out an individual teacher's strengths and weaknesses and inasmuch as it may provide suggestions for improvement, the content of a teacher evaluation shall not be subject to the grievance procedure, however, nonadherence to procedures set forth in this Article XII and Article XIII.D., shall be grievable. In the event the teacher disagrees with a written evaluation, he/she shall have the option of placing his/her own written comments on the evaluation form. The teacher must submit these comments to the personnel office within a thirty (30) school day period from the time the teacher receives the evaluation. In the event a grievance is filed alleging nonadherence to procedures, said thirty (30) day period shall commence on the date on which the grievance procedure is concluded.
- F. Any complaint regarding a teacher made to the Administration by any parents, students or other person, which is considered in a written evaluation as provided above in evaluating said teacher's performance, will be promptly called to his/her attention. Such complaint shall include the name of the parent, student, or other person lodging the complaint. Each teacher will have the right, upon request, to review the contents of his/her own personnel file at the Board of Education Building. A representative of the Association may, at the teacher's request, accompany

the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. Privileged information, such as confidential credentials and related personal references obtained at the time of initial employment, are specifically exempted from such review. The administrator will remove such credentials and confidential reports from the file prior to the review of the file by the teacher.

- G. The principal or other administrator may add information to a teacher's personnel file at any time during the school year regarding activities of that school year, but may not place anything in such file for any prior school year. All insertions into such files are to be dated and initialed by the teachers. Should a teacher disagree with the item being placed in his file, he may have his written objections attached to said item. The teacher must attach said written objection to the item being placed in his/her personnel file within a thirty (30) school day period from the time the teacher receives the item. In the event a grievance is filed in this regard said thirty (30) day period shall commence on the date on which the grievance procedure is concluded.
- H. New evaluation forms will be reviewed by the professional study committee before being adopted by the Board.

#### ARTICLE XIII

##### Teacher Conduct

- A. The Board may adopt reasonable rules and regulations not in conflict with the terms of this Agreement governing the conduct of teachers.
- B. No teacher will be disciplined, demoted, dismissed, suspended with or without pay, or reprimanded without just cause. Just cause will include, but not be limited to, inefficiency or incompetence, insubordination against the reasonable rules of the Board of Education, moral misconduct, or disability, mental or physical, as shown by competent medical evidence, habitual tardiness and abuse of the preparation hour, sick leave and personal leave days, and non-compliance with the provisions of the Master Agreement.
- C. If, in the judgment of the Administration, a teacher is guilty of serious misconduct or should be removed from the school, he may be suspended with pay pending investigation and determination of the penalty, if any. In other cases, the Administration shall warn him of the possible disciplinary consequences in advance. All charges of misconduct must be based on objective investigation and applied without known discrimination to all employees.
- D. In the event a probationary teacher is given written charges seeking his dismissal, said teacher shall be entitled to a hearing before the Board under the following conditions provided said request is filed in writing with the Superintendent within ten (10) days following notification to said teacher.
  - 1. The charges against the teacher shall be in writing and signed by the person making the same.
  - 2. At the option of the teacher, the hearing shall take place not less than ten (10) nor more than twenty (20) days after the filing of such charges.
  - 3. The hearing shall be conducted before the Board of Education in accordance with the following provisions:
    - (a) The hearing shall be public or private at the option of the teacher affected.
    - (b) No action shall be taken resulting in the demotion or dismissal of a teacher except by a majority vote of the members of the Board.

- (c) Both the teacher and the person filing charges may be represented by counsel.
  - (d) Any hearing held for the dismissal or demotion of a teacher must be concluded by a decision in writing, within fifteen (15) days after the termination of a hearing. A copy of such decision shall be furnished to the teacher affected and the Association within five (5) days after the decision is rendered.
- 4. The decision of the Board may be reviewed under the provisions of Level Four of the grievance procedure.
  - 5. Provisions of this section shall not be applicable to probationary teachers not being rehired (or being dismissed effective the end of the term of their individual contract) for a subsequent contractual period.
- E. The Board of Education, through the Administration, may file grievances against teachers regarding the non-compliance with the Master Agreement. Any teacher violating this Agreement may be subject to disciplinary action. Said grievance shall be filed in writing with the Association president, with a copy to the teacher involved. The Association president shall answer the grievance in writing within five (5) school days. If the Administration is not satisfied with the president's answer, it may, within ten (10) school days, request a meeting with the Executive Board of the Association. The meeting shall take place at the next regularly scheduled Board meeting, and in any event, within ten (10) school days after receipt of the Appeal. The SEA Executive Board shall render a decision in writing within ten (10) school days after the meeting. A copy of the decision shall be delivered to the Superintendent and the Board. If the grievance is not satisfactorily adjusted, and if it involves an alleged violation of a specific Article and Section of the Agreement, the Board may, within fifteen (15) school days after receipt of the answer, submit the grievance to arbitration in accordance with the grievance procedure in Article III.
- F. Nothing contained herein will deprive the Board of any rights which it has under the Michigan Teacher Tenure Act with regard to tenure teachers.
- G. No teacher will be prevented from wearing pins showing membership in the Association or any other teacher organization.
- H. Teachers will not tutor for pay in school buildings during the school year, unless they have the advance approval of the building principal.
- I. Teachers will not tutor their own pupils for pay.

#### ARTICLE XIV

##### Teacher Facilities

- A. 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 Association and the Board. They recognize further that facilities should be designed to meet the needs of the Educational Program. To achieve this end, the Board will continue to seek the recommendations of teachers before teaching facilities are constructed or remodeled.
- B. Each school will have the following facilities:
  - 1. Space in each classroom in which teachers may safely store instructional materials and supplies.
  - 2. Locked space in a file cabinet, desk or similar facility where teachers may store valuables.

3. A work area containing adequate supplies and equipment, to be used exclusively by the staff and individual pupils accompanied by a staff member for preparation of instructional materials. A telephone to be used for work-connected calls will be available for teachers and, if feasible, will be placed in said work areas.
4. An appropriately furnished room to be used as a staff lounge. To the extent possible, the lounge shall be different from the aforesaid work area. The permissibility of smoking in said lounges will be determined on a building-by-building basis by a vote of the staff. Recognizing that the staff lounge facilities in some buildings are crowded, the Administration shall, within the limits of finances and facilities, provide alternative space in such buildings for non-teaching personnel to relieve the situation.
5. Adequate off-street parking facilities, lunchroom facilities and well-lighted, clean and conveniently located teacher rest rooms, as finances permit.
6. The Board and the Association agree that it is not educationally sound to attempt to conduct classes in a physically uncomfortable environment. The Board therefore agrees to make every effort to maintain classroom temperatures within a 68 to 75 degree range subject to applicable state and/or federal regulations. In situations in which the classroom temperature is below 60 degrees or above 80 degrees, and no relief is probable within a two-hour period, the matter will be presented to the Superintendent for a decision relative to closing the school. A written response by the Superintendent or his/her designee will be given within two (2) school days.
7. Typing, duplicating, copying and mimeograph facilities shall be made available to aid teachers in the preparation of instructional material. In addition, a committee consisting of four representatives of the Administration and four representatives of the Association shall be formed to review the equipment available to aid teachers in the preparation of instructional materials in each school and to develop a guide to be worked toward within limitations of available finances.
8. The Board will continue to provide audio-visual materials to aid teachers in the performance of their duties.

#### ARTICLE XV

##### Use of School Facilities

- A. After the close of school and prior to 5:00 p.m., the Association will have the right to use school buildings, without cost, at reasonable times, on school days, for meetings. The principal of the building in question will be consulted in advance of the time and place of all such meetings. All requests for building use after 5:00 p.m. or on non-school days will conform to Board policies. It is understood that the only cost to the Association will be any additional service costs necessitated by such meetings.
- B. It will be the policy of the Board that bulletin boards in a given school will be used for the purpose of displaying educational materials and other notices referring to the conduct of educational and student activities. One bulletin board will be placed in the staff lounge for the purpose of displaying Association material and, as quickly as the limitations of maintenance staff and finances permit, and subject to space problems in the lounge areas, these will be approximately four-by-six (4' x 6') in size. Copies of such material will be shown to the principal but his approval will not be required.

- C. In those schools where an inter-communications system exists, it will be the policy of the Board that such equipment may be used only for announcements emanating from the principal's office and in connection with information from that office to students and staff members. Such announcements will be in connection with student activities, educational announcements and announcements to the faculty with regard to school-centered activities. Other announcements beyond the above may be made at the discretion of the principal, with regard to content, time and need for such announcements. Except in cases of extreme urgency the public address system will not be used when classes are in session. The public address system will be used for announcements of interest to and involving the interest of the entire student body.
- D. The Association may distribute materials through teachers' mailboxes, if it so desires.
- E. It is expressly understood that no member of the Administration will assume the responsibility for the posting or distribution of material for the Association or any other teacher organization except that the Association may use the school delivery service from the administration building on the regular delivery schedule.

#### ARTICLE XVI

##### Sick Leave

- A. Teachers shall be entitled to ten (10) sick-leave days each school year as of the first official day of said school year, whether or not they report for duty on that day. Sick-leave days may be accumulated from year to year with no maximum limit.
  - B. Upon the recommendation of the Superintendent, the Board may require a teacher to submit to physical or mental examinations by appropriate specialists to determine whether involuntary sick leave is warranted. Such requested examinations will be at the Board's expense.
  - C. In the event of an absence of a teacher for illness in excess of five (5) consecutive working days, the Board may require an examination by an independent physician, such examination to be at the Board's expense.
  - D. In addition to personal illness or injury, sick leave may be utilized for the following purposes:
    - 1. One (1) day when emergency illness or injury in the family requires a teacher to make arrangements for necessary medical and nursing care.
    - 2. A maximum of five (5) days per school year for a critical illness in the immediate family.
    - 3. A maximum of five (5) days per school year for a death in the immediate family or household. Further death leave may be granted at the discretion of the Superintendent.
    - 4. A maximum of three (3) days per school year may be used for emergency or catastrophe. Permission for such leave must be obtained from the Superintendent's office through the principal involved. Examples of such are:
      - (a) Emergencies, catastrophe, fire, accident, pallbearer.
      - (b) Marriage or graduation of a member of immediate family and the employe himself/herself.
      - (c) Required court appearance involving no moral turpitude on the part of the employee and unconnected with the teacher's employment.
      - (d) Child born to wife.
      - (e) Immediate member of family leaving for service.
- Immediate family shall be considered to include father, mother, son, daughter, brother, sister, husband, wife, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle and relatives living in the same household.
- 5. Any other reason approved in advance by the Superintendent.

- E. After a teacher has used up six (6) or more sick days a year, the Board reserves the right to require a doctor's statement for each subsequent absence in the school year before additional sick leave days are granted. Exceptions for the purpose of computing the 6 day use rule are injury compensable under the Michigan Workers' Compensation Act and time lost due to an illness or injury requiring hospitalization. Furthermore, this provision shall not apply until the individual teacher has been put on notice that he/she must comply with this provision for subsequent use of personal sick leave. Said doctor's statement shall be at the teacher's expense.

#### ARTICLE XVII

##### Temporary Leaves of Absence

- A. Leaves of absence with pay not chargeable against the teacher's sick leave will be granted as follows:
1. Two days at full salary each year for urgent, necessary, legal, business household or family matters which require absence during school hours. Application for personal leave will be made at least twenty-four (24) hours before taking such leave (except in the case of emergencies) and the applicant for such leave shall state the reason for taking such leave. If these days are not used, they will be added to the teacher's accumulated leave. Hunting, fishing, recreation, vacationing and social matters are not considered proper uses of this Article. Not more than twenty (20) teachers, in order of application for such leave, will be excused under this Section on any one day, and not to exceed 25% of the faculty of any one building on any one day.
  2. Teachers will be granted leave of one (1) day or more per year for the purpose of visiting other schools or attending meetings or conferences of an educational nature. In the event the visitation, meeting or conference is for more than one day (i.e., a two or three consecutive day conference, etc.), and only one day is approved, the teacher may use his/her unused personal business day(s). The number of days granted and the number of teachers allowed such leave at any one time will be within the discretion of the Administration.
  3. A teacher subpoenaed as a non-party witness or as a party defendant with the Board in judicial proceedings connected with the teacher's employment shall receive from the Board the difference between his/her base salary as computed on a daily basis and the daily witness fee paid by the court for each day on which he/she reports pursuant to the subpoena and on which he/she would otherwise have been scheduled to work.
  4. The Board will continue its policy of allowing Association representatives time off to attend State and/or National Association workshops, conferences, conventions and other activities up to twenty (20) days per school year. Additional days off may be allowed at the request or with the consent of the Superintendent for educational purposes approved by the Superintendent.
  5. A teacher who is called into temporary service in a branch of the armed forces Reserve or the Michigan National Guard shall be paid the difference between his/her military pay and his/her base salary as computed on a daily basis, for a maximum of two (2) weeks per year, provided proof of service and pay is submitted upon his/her return.
  6. A leave of absence shall be granted a teacher who is summoned and reports for jury service provided that the Board shall only be obligated to pay an amount equal to the difference between the teacher's base salary as computed on a daily basis and the daily jury duty fee paid by the Court for each day on which he/she reports for or performs jury duty and on which he/she otherwise would have been scheduled to work, provided said teacher cooperates with the Board in seeking to get excused.
- B. Teachers will notify their principal immediately upon discovery that leave is required. Leaves of absence will be applied for in writing, except in cases of emergency.

ARTICLE XVIII

Extended Leaves of Absence

- A. The Board agrees that up to two (2) teachers designated by the Association will, upon request, be granted a leave of absence for not less than one (1) semester nor more than one (1) year without pay for the purpose of engaging in Association (local, state, or national) activities. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Board during the leave and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent.
- B. A leave of absence without pay of up to two (2) years will, upon the approval of the Superintendent, be granted to any teacher who joins the Peace Corps or serves as an exchange teacher and is a full-time participant in either of such programs. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Board during the leave and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent.
- C. A leave of absence for up to one (1) year without pay will, upon the approval of the Superintendent, be granted for: study related to the teacher's licensed field, study to meet eligibility requirements for a license other than that held by the teacher, and study, research or special teaching assignment involving probable advantage to the school system. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Board during the leave and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent.
- D. Military leave will be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, a teacher will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of two (2) years.
- E. 1. Parental Leave. A parental leave of absence without pay or increment shall, upon proper request, be granted to teachers who become parents of a newborn.
- Such leave must be requested, in writing, prior to the six-week post-natal examination, but not less than 30 days prior to the date such leave is to become effective. Such leave shall, if applicable, be granted until the end of the school year. Upon request of the teacher filed prior to April 1 of each school year, said leave will be extended for additional periods of one school year (up to two additional).
2. Adoption Leave. An adoption leave of absence without pay or increment shall, upon proper request, be granted to teachers who become parents of an adopted child. The teacher shall apply for said leave when first notified of acceptance as an adoptive parent by the adoptive agency. The teacher shall, at intervals of 60 days, keep the personnel office informed of the status of the adoption. The leave shall commence when the teacher assumes custody of the child and shall continue for the bonding period specified by the adoption agency and if no period is specified, then for the duration of the school year. Upon request of the teacher filed prior to April 1 of the school year, said leave will be extended for additional periods of one school year (up to two additional).
3. Maternity. - Maternity leaves shall be granted pursuant to Section H. Where possible, a teacher desiring such leave must file a physician's statement with the personnel office certifying pregnancy and the expected date of birth at least sixty (60) days in advance of the leave. Unless a parental leave is granted, said leave shall expire following the post-natal examination period (usually six weeks after termination of pregnancy), assuming the teacher is physically able to return to work.

- F. A leave of absence without pay or increment of up to one (1) year may, upon the approval of the Superintendent, be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Superintendent.
- G. The Board may, upon approval of the Superintendent, grant a leave of absence without pay or increment to any teacher to campaign for or serve in a public office, such leave to be not less than one (1) semester nor more than the term of such office.
- H. Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence without pay or increment for such time as is necessary for complete recovery from such illness.
- I. Other leaves of absence without pay may be granted by the Board.
- J. No benefits will accrue to a teacher during a leave of absence except as otherwise stated herein. Upon return from leave, his/her accumulated unused sick leave benefit accumulated at the time the leave commenced will be restored to him/her.
- K. All requests for extended leaves will be applied for and granted in writing. The teacher must apply for the leave at least sixty (60) days prior to its commencement, except in cases of emergency and maternity. Return from leaves shall be at the beginning of a school year provided written notification of intent to return shall be submitted by April 1st.

Any leave granted will be with the understanding that it is a leave of absence from the Saginaw Public Schools and not necessarily from a particular position. Upon return from leave, reasonable effort will be made to assign the teacher to the same or a comparable position, if available, i.e., vacant, however, teachers will not be guaranteed their former assignment but will be placed in a position for which they are certified and qualified.

Teachers desiring to return prior to the beginning of a school year must notify the District at least sixty (60) days prior to the date they desire to return. If the teacher's same or comparable position is available, i.e., vacant, at the time said teacher desires to return as provided herein, he/she will be allowed to return prior to the beginning of the school year.

- L. Length of service with the District shall exclude time spent on leaves of absence, unless the leave was granted pursuant to Article XVIII, A., B., C., and D., in which case length of service shall continue to accrue.
- M. Notwithstanding the above, if the teacher goes on a leave after having completed the first semester, he/she will get credit on the salary schedule for the entire year on a one time basis and one time only. In other words, should a teacher take a subsequent leave, whether it should begin before or after the end of the first semester he/she will not receive credit on the salary schedule for that year.

#### ARTICLE XIX

##### Sabbatical Leave

With the approval of the Superintendent of Schools, sabbatical leaves will be granted for study to a teacher by the Board, subject to the following conditions:

- A. No more than five (5) teachers will be absent on sabbatical leave at any one time.
- B. Requests for sabbatical leave must be received by the Superintendent of Schools, in writing, in such form as may be required by the Superintendent of Schools no later than March 1 of the school year preceding the school year for which the sabbatical leave is requested. Preference in granting such leaves will be given on the basis of length of service in the system. The Superintendent reserves the right to ascertain that the general program to be pursued or travel to be undertaken will be of benefit to the Saginaw Public Schools. Upon return, a written report of study undertaken will be given to the Superintendent.



- C. The teacher must have completed at least seven (7) consecutive full school years of service in the Saginaw School System. Acceptance of sabbatical leave implies agreement to return to the Saginaw School System following the sabbatical leave for a minimum of two (2) school years.
- D. Teachers on a sabbatical leave will be paid at one-half (1/2) of their annual salary rate for a full year's leave or one-quarter (1/4) of their annual salary rate for a semester's leave and will be given their regular increment.
- E. In the event the teacher shall fail to comply with the requirement in Paragraph C above, he/she shall reimburse the Board for the amount paid as sabbatical leave.
- F. All teachers on sabbatical leave must pursue only their approved sabbatical program and while doing so must maintain the status of a full-time student, if applicable, as such status is defined by the college or university which they are attending.

## ARTICLE XX

### Student Control and Discipline

- A. The Board and the Association recognize the mutuality of responsibility shared by teachers and administrators in the maintenance of student discipline and control.
- B. For its part, the Board agrees to support and assist teachers in carrying out this responsibility and will provide direct assistance to teachers who are encountering discipline problems beyond their reasonably expectable capacity to handle (though this provision will not be construed in any way as diminishing the responsibility of teachers). The Board will, further, directly involve the Association in initially developing and evaluating rules, regulations, and enforcement policies and procedures to this end.
- C. For their part, teachers shall provide discipline and supervision over those students in their charge and assume responsibility for the maintenance of order among all students within their sphere of effective control while in the performance of their employment, especially immediately before and after school and between classes.
- D. Whenever, upon evaluating, it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board upon recommendation of the principal, will take reasonable steps within the limits of the available personnel, finance, etc. to attend to the situation. In such cases, the teacher will be notified of the disposition in writing.
- E. Any pupil who is determined by the Administration, after consultation with appropriate, qualified professional people, to be incapable of adjusting to the regular classroom will be removed from such regular classroom.
- F. A teacher may exclude a pupil from his class for that particular class that day when the pupil has committed acts of gross misbehavior, gross misconduct or gross persistent disobedience which makes the continued presence of the pupil in the classroom intolerable. In such cases, the teacher will furnish the principal, or his/her designated representative, as promptly as his/her teaching obligations will allow, and in any event by the end of the day, a detailed written report of the particulars of the incident. It shall be the responsibility of the teacher to contact the principal, or his/her designated representative, to determine the disposition of the case.
- G. When a teacher is assaulted by a student and a written report is filed, the student will not be allowed back in that teacher's class without a consultation with the student, his/her parent, the teacher and the principal, or his/her designated representative, and the teacher agrees to the pupil's return in his/her classroom, unless there are no possible alternatives. Possible alternatives shall include, but not be restricted to, the following: changes of schedule, change of class, room or building. In any event the teacher and the Association building representative will be notified in writing of the disposition of the case.

- H. Rules and regulations setting forth the procedures to be utilized in disciplining, suspending or expelling students for misbehavior shall be promulgated. Such rules and regulations shall be distributed to students, teachers and parents at the commencement of each school year.
- I. A written statement by the Board governing use of corporal punishment of students shall continue to be published in the Personnel Policies Handbook.
- J. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under Workers' Compensation, shall not be charged against the teacher unless he is adjudged guilty by a court of competent jurisdiction.
- K. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to assault.

## ARTICLE XXI

### Protection of Teachers

- A.
  1. Any case of alleged assault upon a teacher which had its inception in a school centered problem will be promptly reported to the Board or its designated representative, and notification to Association building representative. If the alleged assault was by a pupil, the assaulting pupil will be immediately suspended. The alleged assault will be promptly investigated by the principal or his/her designated representative and the appropriate assistant superintendent or his/her designated representative. These two persons and the Superintendent shall determine a suitable punishment for the assaulting pupil(s). This decision will be communicated to the teacher concerned.
  2. If the assault is by an adult person who is not a pupil, the Board will promptly report the incident to the proper law enforcement authorities.
  3. In either case (pupil or non-pupil adult) the Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement, legal and medical authorities.
  4. The Board will also provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault.
- B. Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of his/her employment, he/she will be paid his/her full salary (less the amount of any workers' compensation paid for temporary disability due to said injury) for the period of such absence not to exceed ten (10) school months, and no part of such absence will be charged to his/her annual or accumulated sick leave. The Board may, at its option, request a confirming statement from a medical doctor relative to the duration of such absence from the teaching assignment. As soon as such teacher is physically able to return to work, he/she shall be restored to his/her previous position or an equivalent position.
- C. If, as a result of an accident or assault arising out of and in the course of his/her employment a teacher is injured or suffers damages to or destruction of personal property, the Board of Education or its workers' compensation carrier will reimburse the teacher for such loss and/or required medical, surgical or hospital care. Such reimbursement by the Board will cover all such costs except those covered by insurance, and not to exceed two hundred (200) dollars.
- D. The Board will provide supervision of designated teacher parking areas on Board property during those hours the teachers are scheduled to work and at such other times as are designated by the Administration with the understanding, however, that the Board is not responsible for any damages to automobiles nor does it assume any other liability due to this provision. It is the policy of the Board to cooperate with law enforcement officials to seek to prosecute those individuals involved in damage or vandalism to employee automobiles parked in the designated parking areas.
- E. The Board will continue to explore ways of improving techniques for maintaining a secure learning climate.

## ARTICLE XXII

### Insurance

- A. The Board agrees to continue to pay the premiums to provide medical hospitalization insurance coverage under Blue Cross-Blue Shield MVF-II with Master Medical or MESSA Supermed-2 subject to the terms and conditions specified in the Group Insurance Agreement for regular, full-time teachers not otherwise covered by the Board in another medical hospitalization plan, or not otherwise covered or eligible to be covered by another employer paid health plan providing substantially equivalent benefits. Each year teachers desiring coverage shall sign the disclaimer form in Appendix F. Substantially equivalent benefits will be measured by the benefit levels in Blue Cross-Blue Shield MVFII (excluding the drug rider). Part-time teachers will be provided equivalent coverage on a pro-rated basis.

Effective July 1, 1977, the Board shall only pay the premiums up to the level of the least expensive carrier, i.e., Blue Cross-Blue Shield or MESSA (Blue Cross is to include the \$3.00 Prescription Drug Rider effective September 1, 1984). Any teacher desiring the more expensive carrier shall pay the difference between the least expensive carrier and the most expensive carrier, by filling out the necessary request forms at the business office. Said difference shall then be deducted from the teacher's pay via monthly payroll deductions.

- B. A committee consisting of three (3) representatives of the SEA and three (3) representatives of the Board shall be formed to study the methods of containing health care costs. The following are examples of cost containment measures which shall be studied:

- Single-Carrier Coverage
- Preferred Provider Systems
- Insurence on Health Education
- Mandatory Second Opinions in  
Elective Surgery
- Out-Patient Surgery
- Pre-Admission Review
- Bidding Insurance
- Self-Insurance

The parties pledge to work in good faith toward the goal of cost containment in the health insurance area.

- C. The Board agrees to pay the premiums to provide group term life insurance (including double indemnity accidental death and dismemberment rider) in the amount of \$25,000 per teacher, for regular, full-time teachers, subject to the terms and conditions specified in the Board's Group Insurance Agreement with the carrier. The Board shall have the right to select the carrier or change carriers. Any rebates shall accrue to the Board. Part-time teachers will be provided equivalent coverage on a pro-rated basis. Effective October 1, 1984, said \$25,000 shall be increased to \$30,000.
- D. Any teacher who is taking the MESSA Supermed 2 Insurance shall have the cost of the mandatory life insurance deducted from his pay, unless alternate arrangements can be made.
- E. 1. The Board agrees to provide a dental program for all full-time employees in the bargaining unit who enroll in the program. Said program shall provide a benefit level of eighty percent (80%) of Class I benefits and eighty percent (80%) of Class II benefits, with a \$1,000 per person yearly maximum payout for Class I and Class II benefits. Additionally, effective October 1, 1984, there shall be provided a Class III benefit (orthodontic rider) of eighty percent (80%) with an \$800 lifetime maximum payout.
2. The Board shall have the right to select the carrier or provider or to change carrier(s) or provider(s).
- F. For the life of this Agreement, effective May 1, 1982, full-time teachers who do not participate in the Board paid Group Health Insurance Program in Section A of this Article shall be eligible to participate in a tax-sheltered annuity (TSA) program under the terms and conditions outlined in this section.

1. Eligible employees must sign the appropriate forms in accordance with a schedule as established by the Board, it being understood that the sign-up period is as established by the Board. The Board shall make no contributions to a TSA until the first of the month following filing of said forms.
  2. The Board shall contribute forty-five dollars (\$45.00) per month to the TSA. The method and timing of said payment shall remain the exclusive right of the Board. No contribution shall be made for any month in which the employee is on layoff or is on a leave of absence.
  3. The Board's sole obligation is limited to making the contribution as outlined herein. All TSA programs are subject to the terms and conditions outlined in the contract between the Board and the carrier including eligibility, coverage, and benefits. No matter contained in this Section shall be subject to the Grievance Procedure except the question as to whether the Board made the contribution as required herein.
  4. The selection or non-selection of eligible TSA carriers shall be the exclusive prerogative of the Board, provided, however, such selection shall be in conformance with Board policy.
  5. It shall be the responsibility of the employee to inform the Board of his/her desire for coverage herein or of any change in his/her status that may affect his/her insurance coverage, and to properly enroll in any insurance program(s) as needed and directed by the Board.
- G. The Board agrees to pay the premiums to provide long-term disability insurance for regular, full-time teachers who enroll in the program. Long-term disability insurance coverage shall mean income protection subject to the terms and conditions specified in the policy, for eligible teachers, in cases of sickness or disability to age 65, except as shown in the chart contained in the insurance policy. Long-term disability payments shall be payable after a waiting period of ninety (90) calendar days from the initial date of sickness or disability providing the teacher has exhausted all his/her individual sick leave benefits. The maximum monthly benefit for eligible teachers shall be \$1,500 per month. Effective the beginning of the month, thirty (30) days following ratification of this Agreement, for eligible employees whose disability commences after said effective date, the \$1,500 per month maximum rate shall be increased to \$2,000 per month. Said benefit shall be at a rate of sixty percent (60%) of the teacher's Schedule A contract salary, at the time of disability, with any amounts received from the insurance company to be reduced to any primary remuneration received for which the employee is eligible, during the benefit period from the Board, the Michigan Public School Employees Retirement Fund, the Federal Social Security Act, Veteran's benefits or other such pensions or workers' compensation. A nervous and mental rider shall be included. Effective September 1, 1985, said 60% shall be increased to 66-2/3% for eligible employees whose disability commences after said effective date.
- H. The Board shall provide short-term disability protection for regular full-time teachers who have personal sickness or disability providing the teacher has exhausted all his/her individual sick leave benefits. Short-term disability payments shall be payable after a thirty (30) day consecutive work day waiting period. Said short-term disability protection benefit for eligible teachers shall be at a rate of 66-2/3% of the teachers' Schedule A contract salary, at the time of disability, up to a maximum of \$1,500 per month. Said protection shall be for a maximum of ninety (90) calendar days from the date of illness or disability (exclusive of summer vacation) provided there shall be no payments under this section made during the summer vacation period. Effective the beginning of the month, thirty (30) days following ratification of this Agreement, said \$1,500 per month maximum shall be increased to \$1,800 per month for eligible employees whose disability commences after said effective date.
- I. 1. New hires, i.e., those who first work under contract in the 1984-85 school year or thereafter, or any ex-employee considered to be a new hire, who enroll in the Board-paid medical hospitalization plan and/or the Board-paid dental plan, per the provisions of this Article, shall pay the full cost of the premium(s) for coverage selected for the first one (1) month of coverage in a method as determined by the Board, provided that payroll deduction will be allowed.

2. It is understood here that in the event any employee who pays the cost of this one (1) month premium shall then elect to change the extent of the coverage, e.g., single person to two person, the employee must present proof of change of status, as is requested by the Board, in order to add additional person(s) to the coverage level.
  3. Any employee who willfully misrepresents any statement or conditions under this section may be subject to discipline, up to and including discharge.
- J. Effective September 1, 1985, vision care coverage shall be provided for full-time employees in the bargaining unit. The Board shall have the right to select the carrier or provider or to change carrier(s) or provider(s) provided the benefits shall be the MESSA VSP II specifications.

#### ARTICLE XXIII

##### Retirement

- A. Teachers who reach the age of 55 are eligible to retire under the Michigan Retirement Law and will submit to the Board a written notice of intention to retire at least sixty (60) calendar days prior to the date of retirement.
- B. The mandatory retirement age shall be that which is mandated under applicable federal and/or state law provided if no retirement age is mandated by law, or if applicable law permits an earlier mandatory retirement age than age 70, which is the present mandatory retirement age in Saginaw, mandatory retirement shall again be reduced to age 65 or such other age as is permissible (not to fall below age 65), provided, however, that a teacher reaching the mandatory retirement age during the school year shall be allowed to complete that school year.
- C. 1. If a teacher has completed ten (10) or more years of service in the Saginaw School System, he/she will be paid for one-half (1/2) of all accumulated unused sick days up to a maximum of ninety (90) days at the rate of thirty dollars per day if he/she terminates his/her employment under either of the following circumstances:
  - (a) Voluntary retirement under the provisions of the State Retirement Act.
  - (b) Forced retirement, prior to regular retirement age, for health reasons.
  - (c) Death while in the employ of the Board.
2. If, after receiving a payment under this provision, a former employee resumes employment with the Board and again becomes eligible for payment hereunder, payments previously made will be deducted from any subsequent payments to which he/she is entitled.
3. Effective the beginning of the 1985-86 school year, the \$30.00 per day amount shall be increased to \$35.00 per day.

#### ARTICLE XXIV

##### Professional Development and Educational Improvement

The parties recognize that in our rapidly changing society teachers must constantly review curriculum content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for achieving the optimum in teacher performance and attitudes. Therefore, they agree as follows:

- A. The Board shall pay the costs of tuition and fees for inservice courses or courses at accredited colleges, universities or professional training schools which are taken with the advance written approval of the Superintendent of Schools, but will generally not include courses taken as part of a requirement for a higher degree.
- B. The Board shall pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the Superintendent.
- C.
  1. Teacher supervision of student teachers shall be strictly voluntary. At the same time, teachers recognize that active and willing participation in the training and development of qualified new teachers is a basic professional responsibility.
  2. Supervising teachers shall receive an honorarium of \$25.00 for each student supervised. Teachers, with the exception of teachers of the deaf, will not have more than two (2) student teachers per year. Supervising teachers shall be tenure teachers.
- D. A committee consisting of one representative from the Administration and one representative from the Association will be formed to meet with program coordinators to review, develop and improve opportunities for student teachers.

#### ARTICLE XXV

##### Professional Study Committees

The Board of Education and the Saginaw Education Association agree that there are many parts of the educational program which require study and improvement. Therefore, the Board and the Association agree to organize the following study committees which will meet regularly, when the need arises, and will submit progress reports to the Professional Study Committee. Such meetings will take place during the school day, unless otherwise mutually agreed. The Professional Study Committee will give every consideration to the recommendations of these committees with the intent of improving the educational program as rapidly and as judiciously as possible.

- A. A Professional Study Committee consisting of not more than five (5) members selected by the Board and not more than five (5) members selected by the Association shall be established. This shall be a continuing committee which shall meet on a regular basis to consider problems of mutual concern and to recommend methods of improving the Saginaw educational program. Among other things, the committee shall consider all grants to be requested by the Board.
- B. Joint committees consisting of three (3) representatives of the Administration and three (3) representatives chosen by the Association shall be established. Function and powers of each committee shall be specified.
  1. Inservice Education. This committee shall develop or review education programs and recommend the implementation thereof.
  2. Critical Issues Committee. This committee shall establish guidelines and make recommendations for the teaching of such issues as race, religion, politics, sex or any newly initiated programs within the schools that become an issue. Moreover, all teaching tools questioned on racial, religious, political, ethnic or moral grounds shall be reviewed by this committee. The committee shall make recommendations on the continuance or discontinuance of use of said materials.
  3. Curriculum. This committee shall study and make recommendations concerning curriculum development and improvement. It shall serve as a clearing house for on-going projects which have significance throughout the district. It shall assist the Superintendent and/or his agents in district-wide curriculum planning. Sub-committees may be appointed by this committee as needed. This committee shall consist of eight (8) members from the Administration and eight (8) members from the Association.

4. Job Description and Non-Teaching Duties. This committee will study the pre-requisites, duties, possible functions, and responsibilities of all professional and paraprofessional positions within the system. This committee will make recommendations concerning job descriptions. Further, this on-going committee shall be empowered to recommend for immediate implementation actions which will reduce non-teaching functions required of teachers.
  5. Teacher Evaluation. This committee shall study the procedure and forms of teacher evaluation as presently in use here and in other districts, as well as other professional improvement procedures, and make recommendations for a program.
  6. Recognition Committee. This committee shall explore means, such as those used in other systems, to reward outstanding service. It shall also review co-curricular activities and recommend means of recognizing their value to the district on an equitable basis.
  7. Student Control and Discipline. This committee shall prepare proposals for district-wide guidelines in student control and discipline.
  8. Minority Problems Committee. The minority problems committee will concentrate its efforts but not be limited to the elimination of institutional racism from curricular materials, recommending minority courses of study providing for a review and possible revision of the current testing program, developing techniques to be utilized for building positive self-concepts throughout grades K-12, and recommending means to assist teachers in establishing greater sensitivity to minority students' needs and aspirations.
- C. While job descriptions are not a part of this agreement, the parties nevertheless recognize the desirability of teacher input in preparing new job descriptions. Accordingly, it is agreed that before the Board takes action to adopt a new job description, said job description will be reviewed in the Professional Study Committee. If there is a substantial change in a job description, the teacher shall have the right to use the involuntary transfer procedure under Article IX.

#### ARTICLE XXVI

##### Strikes and Sanctions

- A. During the term of this Agreement neither the Association nor any persons acting in its behalf will cause, authorize or support, nor will any of its members take part in, any strike (i.e. the concerted failure to report for duty, or willful absence of a teacher from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever.
- B.
  1. The Association will not support the action of any teacher taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a teacher who continues or attempts to continue the full, faithful and proper performance of his/her contractual duties, or who refuses to participate in any of the activities prohibited by this Article.
  2. The Association agrees that it will neither take nor threaten to take any reprisals, directly or indirectly, against any supervisory or executive officials because of any decisions, actions or statements made either personally or in the course of their official duty relative to collective bargaining, the administration of this Agreement or the educational policies of the Board. The Association further agrees that it will neither take nor threaten to take reprisals against the Board, or any member thereof, by reason of any decisions, actions or statements made by them either personally or in the course of their official duty relative to collective bargaining, in the administration of this Agreement or the educational policies of the Board.
  3. It is expressly understood that this Section B. will not be construed as in any way restricting the right of the Association to take any lawful action or exert any lawful pressure in connection with negotiations for future professional negotiation agreements.

- C. 1. Violation of this Article by any teacher or group of teachers will constitute just cause for discharge and/or the imposition of discipline or penalties.
2. The Board of Education, in the event of violation of this Article, will have the right, in addition to the foregoing and any other remedies available at law, to seek injunctive relief and damages against the Association, provided, however, that if the Association promptly disclaims, in writing to the Board and publicly, responsibility for any activity prohibited hereby, it will not be liable in any way therefor.
- D. Nothing contained in this Article will be construed as a waiver of any rights the Association or its members may have under Act 379 of the Michigan Public Acts of 1965 or which are otherwise provided by law.

#### ARTICLE XXVII

##### General

- A. Subject to the provisions of Article XXVI of this Agreement (Strikes and Sanctions), there will be no reprisals of any kind taken against any teacher by reason of his/her membership or non-membership in the Association or participation or non-participation in its activities.
- B. 1. Teachers will be informed of the telephone numbers they may call to report unavailability for work. Such call is to be made at least one hour before the teacher is scheduled to report for work. Once a teacher has reported unavailability, it will be the responsibility of the Administration to arrange for a substitute teacher.
2. Teachers returning from leave shall call before the end of the normal teaching day for release of the substitute. Each teacher is to have on file a current telephone number and address at the school office and at the Board of Education Building. Unlisted numbers will be kept confidential.
- C. When, in the judgment of the administrative officials authorized to make such decisions, hazardous weather conditions prevent the opening of school, teachers will not be required to report to work at that school. When a school is temporarily closed, teachers not called for reassignment to another school prior to fifteen minutes before their normal starting time, shall promptly report to the administration building for assignment. Such teachers will be paid their regular salaries. Notice of closing will be given through local radio stations at the earliest possible time. On such days teachers are requested to tune in to local stations.
- D. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher, or the lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- E. The Association will be notified and will have the opportunity to consult with the Board with respect to contemplated millage increases prior to public announcement.
- F. The Board will, upon request, provide the Association with any public documents which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with any other available information which may be necessary for the Association to process grievances under this Agreement. This information shall be provided within a reasonable time.
- G. The Association will be provided with copies of minutes of official Board meetings and all other printed materials that are distributed to Board members at official meetings as soon as possible after such meetings. A copy of the official agenda of the meeting will be available to the Association at the Superintendent's office prior to said meeting.



- H. It will be the general practice of all parties in interest to process grievances during times which do not interfere with assigned duties; provided, however, in the event it is mutually agreed by the aggrieved person, the Association and the Board to hold proceedings during regular working hours, a teacher participating in any level of the grievance procedure, including arbitration, on his/her own behalf or on behalf of the Association, with any representative of the Board, will be released from assigned duties without loss of salary.
- I. Copies of the Agreement will be printed at Board expense. The Board will give a copy of said Agreement to each teacher no later than thirty (30) days after ratification of the Master Agreement.
- J. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- K. In the event teachers are laid off from employment by the District, then the teachers with the most service with the District who are fully qualified to staff the positions kept active shall be retained, if practicable, provided, however,
1. No probationary teacher will be retained and a tenure teacher's service discontinued if such tenure teacher is legally certified and qualified to fill the position held by the probationary teacher.
  2. Laid-off teachers shall be recalled in order of their length of service in the District, the ones having the most service being recalled first, provided they are fully qualified and certified to fill the vacant position. Notification of recall shall be in writing by certified mail to the teacher's last known address. If a teacher fails to accept an offer of re-employment within fifteen (15) days from date of receipt of notification, the teacher shall have no further rights of reinstatement.
  3. Whenever possible, notice of discontinuance of service shall be given to both probationary and tenure teachers at least sixty (60) days before the end of the school year preceding the year in which discontinuance of service shall become effective. It is recognized, however, that in instances of lack of funds, or as otherwise provided under law, circumstances may not always allow such notice in which case the Board will give at least two weeks notice before discontinuance of service. In the event the Board fails to give the sixty (60) day notice as provided above and the notice is given after July 1, the Board will continue to pay the health insurance premiums for the laid-off teacher for a period of three months following the date the notice of layoff is given.
  4. In determining length of service for laid-off teachers, the time spent on layoff shall be excluded provided, however, if a probationary teacher is laid off for more than the length of service he/she had at the time of layoff, his/her length of service shall be broken and he/she shall have no further recall rights.
  5. For the purpose of the collective bargaining agreement, length of service with the District shall continue to be defined as the time from the most recent date of hire under contract in the District, i.e., the date of hire being the date the teacher first signed a contract with the District, the most recent taking into account any subsequent break in service due to retirement, termination, resignation or layoff, in the case of a probationary teacher whose service is broken under paragraph 4 above.
- L. The parties will initial a seniority list prior to ratification. Thereafter, prior to October 15 of each school year, an updated list will be given to the Association. The initialed seniority list shall be final and binding and the Board will not be required to pay back wages or to make any retroactive changes in assignments or other working conditions because of any change in the list.

- M. A directory of the Saginaw Public School System will be given to each teacher as early in the school year as possible and under normal circumstances prior to December 15 of each year.
- N. It is understood that the Board shall have the right to issue one (1) semester contracts to first year probationary teachers, said contracts being automatically renewable for an additional semester unless twenty (20) school days written notice of intent not to renew said contract is given the teacher prior to the end of the semester.
- O. The Board agrees to continue its present payroll deduction practice, as permitted by computer facilities.
- P. In the course of handling official Association business, representatives of the Association will report to the principal of the building being visited, or his/her designated representative, and state the purpose of the visit.
- Q. The Board will continue to actively seek and hire minority group educators. To this end, the Board will implement the following procedures:
1. The Board shall inform state college teacher placement officers that it is interested in receiving applications from ethnic minorities.
  2. The Board will contact colleges relative to interviewing and actively recruiting minority educators.
  3. The Board shall draw upon the resources of the community relative to recruiting.
  4. Among the resources used for recruiting shall be:
    - a. Association of Chicano College Admissions
    - b. Minority student organizations at the various colleges and universities
    - c. Commission on Indian Affairs (Lansing)
    - d. NAACP
    - e. Urban League

ARTICLE XXVIII

Dues Deduction

A. The Board agrees to deduct from teachers' salaries the dues of the United Profession or any combination of Saginaw Education Association, Michigan Education Association, and National Education Association when Life Membership is held in one or two of them upon individual authorization by said teachers. This money will then be transmitted promptly to the Association with a list of the payees. Teacher authorizations shall be in writing in the form set forth below (unless previously submitted).

LOCAL MEA-NEA

P O BOX 873 • EAST LANSING MI 48823

- CONTINUING MEMBERSHIP APPLICATION •
- MICHIGAN NEA-R MEMBERSHIP APPLICATION •
- MEA-PAC and NEA-PAC VOLUNTARY CONTRIBUTION AUTHORIZATION •

MEMBERSHIP INFORMATION														
PLEASE READ INSTRUCTIONS BEFORE COMPLETING FORM TYPE OR PRINT FIRMLY WITH A BALL POINT PEN														
1 SOCIAL SECURITY NO.		2 TITLE			3 NAME									
4 ADDRESS NO.		STREET			CITY		COUNTY		STATE		ZIP CODE			
5 LOCAL MEMBER		6 ENROLLMENT DATE		7 MEA MEMBERSHIP CODE			8 NEA MEMBERSHIP CODE		9 MICHIGAN NEA-R MEMBERSHIP					
<input type="checkbox"/> YES <input type="checkbox"/> NO		MONTHS / YEAR		SEE INSTRUCTIONS			SEE INSTRUCTIONS		SEE INSTRUCTIONS					
10 EMPLOYING DISTRICT/INSTITUTION				11 BUILDING/DEPARTMENT				12 HOME PHONE NO.		13 WORK PHONE NO.				
14 PRESENT POSITION				15 TEACHING LEVEL (IF APPLICABLE)				16 HIGHEST LEVEL OF EDUCATION HELD				17 ETHNIC GROUP		
				SEE INSTRUCTIONS				<input type="checkbox"/> K-8 <input type="checkbox"/> H.S. or EQUIV <input type="checkbox"/> AAAS <input type="checkbox"/> BA/BS <input type="checkbox"/> MAJNS <input type="checkbox"/> SPECIALIST <input type="checkbox"/> DOCTORATE				SEE INSTRUCTIONS		
18 TEACHING CERTIFICATE (IF APPLICABLE)				19 PLEASE CHECK TYPE OF CERTIFICATE (IF APPLICABLE)				20 MAJORS		21 MINORS				
PLEASE CHECK ONE:								1		2				
<input type="checkbox"/> ELEMENTARY				<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PERMANENT				2		1				
<input type="checkbox"/> SECONDARY				<input type="checkbox"/> CONTINUING <input type="checkbox"/> OTHER				3		2				
22 SCHOOL DISTRICT OF RESIDENCE			23 CONGRESSIONAL DISTRICT		24 STATE SENATE DISTRICT		25 STATE HOUSE DISTRICT		26 VOTING PRECINCT		CITY OR TWP			
									NO. _____ OF _____					
27 I WOULD BE PARTICULARLY INTERESTED IN RECEIVING SPECIAL ALERTS ABOUT THE FOLLOWING TOPICS:														
<input type="checkbox"/> SOCIAL SECURITY			<input type="checkbox"/> WOMEN'S ISSUES			<input type="checkbox"/> SCHOOL FINANCE			<input type="checkbox"/> POLITICAL INVOLVEMENT			<input type="checkbox"/> TAXES		
<input type="checkbox"/> RETIREMENT			<input type="checkbox"/> ENVIRONMENT			<input type="checkbox"/> SCHOOL DISCIPLINE			<input type="checkbox"/> TUITION TAX CREDIT			<input type="checkbox"/> DEMOCRATIC EDUCATORS CAUCUS		
<input type="checkbox"/> CENSORSHIP			<input type="checkbox"/> MINORITY ISSUES			<input type="checkbox"/> NEW RIGHT			<input type="checkbox"/> REPUBLICAN EDUCATORS CAUCUS					
MEA-PAC and NEA-PAC VOLUNTARY CONTRIBUTION AUTHORIZATION														
<p>The National Education Association Political Action Committee and the Michigan Education Association Political Action Committee collect contributions from Association members to help elect friends of education to federal office and state and local offices respectively. Contributions to NEA-PAC and MEA-PAC are voluntary and are not a condition of membership in NEA, MEA or any of their affiliates. Although NEA-PAC and MEA-PAC request an annual contribution of \$3.00 and \$10.00 respectively, these are only suggestions. A member may contribute more or less than these amounts or may refuse to make any contribution and this will not affect higher membership status, rights, or benefits in NEA, MEA or any of their affiliates. With full knowledge of the above (please check appropriate box and sign) I authorize my employer to deduct from my salary and pay to the association in accordance with the agreed-upon payroll deduction procedure:</p>														
<input type="checkbox"/> A \$10.00 MEA-PAC CONTRIBUTION AND <input type="checkbox"/> A \$5.00 NEA-PAC CONTRIBUTION						<input type="checkbox"/> Amount other than suggested: \$ _____ MEA-PAC CONTRIBUTION AND \$ _____ NEA-PAC CONTRIBUTION								
for the 1984-85 membership year, and each membership year thereafter, provided that I may revoke this authorization as of September 1 of any calendar year by giving written notice to that effect to my employer and the local association on or before that date.														
SIGNATURE						DATE								
- CONTINUING MEMBERSHIP DUES AUTHORIZATION -														
PLEASE CHECK ONE (1) BELOW														
<input type="checkbox"/> CASH PAYMENT: Membership is continuous unless I reverse this authorization in writing between August 1 and August 31, of any year.														
<input type="checkbox"/> PAYROLL DEDUCTION: I authorize my employer to deduct Local, MEA and NEA dues, assessments and contributions as may be determined from time to time, unless I revoke this authorization in writing between August 1 and August 31 of any year. I also authorize my employer to deduct Michigan NEA-R dues, so indicated above from my 1984-85 wages.														
SIGNATURE						DATE								

FORM NO. 98-31-1984

MEA COPY

Membership implies that the member will abide by the constitutions and by-laws of these associations and uphold the Code of Ethics of the Education Profession.

B. The Saginaw Education Association shall certify to the Board in writing the current rate of membership dues for each of the associations named in Section A above. If any of said associations shall change the rate of its membership dues, the Saginaw Education Association shall give the Board thirty (30) days written notice prior to the effective date of such change.

- C. Deductions referred to in Section A above will be made in ten (10) equal installments as follows: on both the first and second pay days in October and on the first pay day of each month from November through June. The Board will not be required to honor for any deduction any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.
- D. 1. No later than September 30 of each year the Board shall provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues for any of the associations named in Section A above. The Board will notify the Association monthly of any changes in said list. Any teacher desiring to have the Board discontinue deductions he/she has previously authorized must notify the Board and the Association concerned in writing by September 1 of each year for that school year's dues.
2. No later than September 30 of each year the Board shall provide the Association with a list of all members in the bargaining unit. The Board, on the first of each month, will provide a list of all members leaving or entering the school system during the previous month.
- E. FINANCIAL RESPONSIBILITY: It is recognized that because of religious convictions or otherwise, some teachers may object to joining any organization engaged in collective bargaining. At the same time, it is recognized that the proper negotiation and administration of collective bargaining agreements entail expense to the Association. To this end, in the event a teacher shall not join the United Profession (SEA, MEA, NEA) and execute an authorization for dues deduction in accordance with this Article, such teacher shall, as a condition of continued employment by the Board, cause to be paid to the Association a sum equivalent to the dues of the United Profession. In the event that such sum shall remain unpaid for a period of sixty days following the date the same is due and after sixty days written notice thereof has been given to the teacher by the Association, the Board agrees that in order to effectuate the purposes of the Public Employment Relations Act and this Agreement, the services of such teacher shall be discontinued. The refusal of the teacher to contribute fairly to the costs of negotiation and administration of this and subsequent agreements as herein required is recognized by the parties as reasonable and just cause for termination of employment.
- F. This article shall be subject to the provisions of the Tenure Act. In the event that this Article should be challenged through the Tenure Commission, the Michigan Labor Mediation Board, or the Courts, the Association will pay the reasonable expenses of such proceedings, including the fees of legal counsel retained by the Board. If this Article shall be found to violate law, the Association shall be responsible for any loss or damage, including back pay, awarded by the Courts.

ARTICLE XXIX

Duration

This Agreement shall remain in effect from August 27, 1984 through July 31, 1987.

SAGINAW EDUCATION ASSOCIATION

SAGINAW BOARD OF EDUCATION

By:

*Brend Parsons*

By:

*Willie C. Thompson*

APPENDIX A

A.1. SAGINAW PUBLIC SCHOOLS - 1983-84 TEACHERS' SALARY SCHEDULE

STEP	NON-DEGREE	BACHELOR	MASTER	MASTER + 30	* Ph.D./ED.D.
1	14,578	14,868	17,183	17,988	18,829
2	15,247	16,215	17,963	18,882	19,802
3	15,954	16,996	18,782	19,816	20,820
4	16,698	17,813	19,746	20,899	21,982
5	17,479	18,670	20,788	22,055	23,216
6	18,297	19,598	21,903	23,285	24,528
7	19,152	20,603	23,094	24,592	25,914
8	20,044	21,681	24,358	25,971	27,375
9	21,085	22,835	25,697	27,423	28,909
10	22,313	24,061	27,110	28,951	30,516
11	-	25,364	28,598	30,557	32,202
12	-	26,775	30,198	32,271	34,000

\* As of September 1, 1977, the schedule headed "MA+60" shall be replaced by one headed Ed.D. or Ph.D. In order for a teacher to become eligible for this schedule as of September 1, 1977, the teacher must have an earned Ph.D. or Ed.D. degree from an accredited college or university. All teachers who were paid under this schedule prior to September 1, 1977, when it was referred to as the "MA+60," shall continue to be paid on the schedule now designated as Ph.D./Ed.D.

2. The 1983-84 MA+30 and Ed.D./Ph.D. schedule shall be based on an existing dollar differential between the MA schedule and the MA+30 and Ed.D./Ph.D. schedule

## APPENDIX A

## A. 3 SAGINAW PUBLIC SCHOOLS - 1984-85 TEACHERS' SALARY SCHEDULE

STEP	NON-DEGREE	BACHELOR	MASTER	MASTER + 30	* PH.D./Ed.D.
1	15,307	15,611	18,042	18,887	19,770
2	16,009	17,026	18,861	19,826	20,792
3	16,752	17,846	19,721	20,807	21,861
4	17,533	18,704	20,733	21,944	23,081
5	18,353	19,604	21,827	23,158	24,377
6	19,212	20,578	22,998	24,449	25,754
7	20,110	21,633	24,249	25,822	27,210
8	21,046	22,765	25,576	27,270	28,744
9	22,139	23,977	26,982	28,794	30,354
10	23,429	25,264	28,466	30,399	32,042
11	-	26,632	30,028	32,085	33,812
12	-	28,114	31,708	33,885	35,700

\* As of September 1, 1977, the schedule headed "MA+60" shall be replaced by one headed Ed.D. or Ph.D. In order for a teacher to become eligible for this schedule as of September 1, 1977, the teacher must have an earned Ph.D. or Ed.D. degree from an accredited college or university. All teachers who were paid under this Schedule prior to September 1, 1977, when it was referred to as the "MA+60," shall continue to be paid on the schedule now designated as Ph.D./Ed.D.

4. The 1984-85 MA+30 and Ed.D./Ph.D. schedule shall be based on an existing dollar differential between the MA schedule and the MA+30 and Ed.D./Ph.D. schedule.

APPENDIX A

A. 5. SAGINAW PUBLIC SCHOOLS - 1985-86 TEACHERS' SALARY SCHEDULE

To be a 5.5% increase based on the formula outlined in sub-section 9 herein.

- \* As of September 1, 1977, the schedule headed "MA+60" shall be replaced by one headed Ed.D. or Ph.D. In order for a teacher to become eligible for this schedule as of September 1, 1977, the teacher must have an earned Ph.D. or Ed.D. degree from an accredited college or university. All teachers who were paid under this schedule prior to September 1, 1977, when it was referred to as the "MA+60," shall continue to be paid on the schedule now designated as Ph.D./Ed.D.
- 6. The 1985-86 MA+30 and Ed.D./Ph.D. schedule shall be based on an existing dollar differential between the MA schedule and the MA+30 and Ed.D./Ph.D. schedule.

7. SAGINAW PUBLIC SCHOOLS - 1986-87 TEACHERS' SALARY SCHEDULE

To be a 6.0% increase based on the formula outlined in sub-section 9 herein.

- \* As of September 1, 1977, the schedule headed "MA+60" shall be replaced by one headed Ed.D. or Ph.D. In order for a teacher to become eligible for this schedule as of September 1, 1977, the teacher must have an earned Ph.D. or Ed.D. degree from an accredited college or university. All teachers who were paid under this schedule prior to September 1, 1977, when it was referred to as the "MA+60," shall continue to be paid on the schedule now designated as Ph.D./Ed.D.
- 8. The 1986-87 MA+30 and Ed.D./Ph.D. schedule shall be based on an existing dollar differential between the MA schedule and the MA+30 and Ed.D./Ph.D. schedule.

9. FORMULA

The salary schedule for the 1985-86 school year shall be increased by up to 5.5% based on the following formula.

- Step One - Take the cost of the 1984-85 salary schedule (the cost to be determined by using the staff as of October 1, 1984 and projecting a yearly cost).
- Step Two - Multiply the gross amount computed in Step One by 5.5%.
- Step Three - Compute the increase (or decrease) in health insurance, LTD and dental insurance costs, plus vision, for the Board for 1985-86, based on the October 1, 1984 staff configurations, plus calculate the increase in LTD benefits resulting from the increase in benefit levels (i.e., from 60% to 66-2/3%).
- Step Four - Deduct the increases in costs computed in Step Three from the 5.5% increase calculated in Step Two.
- Step Five - Divide the resulting amount in Step Four by the base figure in Step One and apply the resulting percentage increases to the salary schedule.

The salary schedule for the 1986-87 school year shall be computed using the same formula as the 1985-86 school year; i.e., Step One will be the 85-86 salary schedule cost based on October 1984 staff, Step Two being the amount generated by the 6.0%, and Step Three being the fringe cost increases (or decreases) based on October 1, 1984 staff configurations.



**EXAMPLE ONE** 1985-86 Salary Calculation Assuming a Decrease in Benefit Costs.

Assume that the 1984-85 salary schedule cost is \$26,800,000, based on the staff as of October 1, 1984. Also assume that the total cost for the October 1, 1984, staff for Dental, LTD, and Health Insurance is \$1,800,000.

Now, assume Health, Dental and LTD (84-85 coverage) costs decrease by 7.0% while the increased LTD benefits cost \$20,000 and the new Vision Plan costs \$50,000. The following salary calculation would result:

Step One	\$26,800,000	
Step Two	<u>x .055 (5.5%)</u>	
	\$1,474,000	
Step Three	(\$ 126,000) Decrease in Health, Dental & LTD (7.0% of \$1,800,000)	
	\$ 70,000 Increase in LTD & Vision	
	<u>(\$ 56,000) Net <b>Decrease</b></u>	
Step Four	\$1,474,000 (From Step 2)	
	+ \$ 56,000 (From Step 3)	
	<u>\$1,530,000</u>	
Step Five	\$1,530,000 ÷ \$26,800,000 = 5.7% increase on all steps of the salary schedules.	

**1985-86 Starting BA Salary = \$16,501**

**EXAMPLE TWO** 1985-86 Salary Calculation Assuming an Increase in Benefit Costs.

Assume that the 1984-85 salary schedule cost is \$26,800,000, based on the staff as of October 1, 1984. Also assume that the total cost for the October 1, 1984 staff for Dental, LTD, and Health Insurance is \$1,800,000.

Now, assume Health, Dental and LTD (84-85 coverage) costs increase by 5.0%, while the increased level of LTD benefits cost \$20,000 and the new Vision Plan costs \$50,000. The following salary calculation would result.

Step One	\$26,800,000	
Step Two	<u>x .055 (5.5%)</u>	
	\$1,474,000	
Step Three	+\$ 90,000 Increase in Health, Dental & LTD (5.0% of \$1,800,000)	
	+\$ 70,000 LTD New Benefit & New Vision	
	<u>\$ 160,000 Net <b>Increase</b></u>	
Step Four	\$1,474,000 (From Step 2)	
	- \$ 160,000 (From Step 3)	
	<u>\$1,314,000</u>	
Step Five	\$1,314,000 ÷ \$26,800,000 = 4.9% increase on all steps of the salary schedules.	

**1985-86 Starting BA Salary = \$16,376**

APPENDIX A

- A. 10. Salary Adjustments. Salaries of all certificated employees shall be in accordance with the salary schedule adopted annually by the Board and Association. Any change in salary shall be noted on new salary contracts at the time of the change. Salaries shall be determined in accordance with a salary schedule based on training and experience. If a salary schedule adjustment is made during a school year, any teacher who is unable to complete that school year will receive an adjustment in proportion to that part of the school year that the teacher has taught.

When a teacher earns a degree or earns sufficient semester hours to move from one salary schedule to another, adjustments on the salary schedule shall take place at the beginning of the ensuing semester. Full credit for teaching experience shall be given when adjustments are made. An official application for adjustment and a transcript of college credit must be filed with the Board prior to the semester for which the adjustment is desired.

The following shall be counted toward said adjustment:

- (a) Credits beyond the masters degree must carry a grade of B or better.
  - (b) Credits earned prior to the completion of the masters degree cannot be applied to the MA+30 semester hours or the MA+60. Hours beyond the masters degree must be concentrated in the educational field.
  - (c) College credits for educational tours shall not exceed six (6) semester hours per unit of 30 semester hours.
  - (d) Credits earned at foreign universities will be accepted when course requirements are equal to U.S. standards.
11. Teachers who were in the school system during the 1966-67 school year may continue receiving their pay on a 20- or 26- pay period basis. All new teachers entering the system beginning with the 1967-68 school year will receive their salaries on a 26-pay period basis.
12. It shall continue to be the policy of the Board to grant a full year's credit on the salary schedule for those teachers who are hired after the start of the school year but teach a full semester or more. Those teachers who begin teaching after the start of the second semester shall receive no credit on the salary schedule for that year. Teachers who teach one half-time will receive one year of credit on the salary schedule for each two full years of half-time teaching.

B. COMPENSATION FOR SPECIAL ASSIGNMENT AND EXTRA DUTIES BEYOND BASIC SALARY SCHEDULE (PRORATED FOR PART-TIME SERVICE).

1. Travel Costs - All teaching staff whose duties have been determined to require the use of their personal cars shall be reimbursed at the rate of 20 cents per mile for all authorized travel.
- (a) Supervisors will establish schedules for traveling staff and using the mileage chart developed by the Board establish the schedule of each staff member.
  - (b) Travel outside the scheduled program must:
    - (1) be approved in advance by the Supervisor,
    - (2) be reported on the regular mileage form.
  - (c) Traveling staff whose schedule varies will report mileage on the form provided.

- (d) Mileage reports must be turned in on a monthly basis by the 5th of each month for the previous month or no reimbursement will be made for that month.
  - (e) Mileage will be paid semi-annually.
2. Summer school teachers shall receive per class hour for the summer session an hourly rate of \$12.00 for the 1983-84 school year, an hourly rate of \$12.50 for the 1984-85 school year, an hourly rate of \$13.00 for the 1985-86 school year, and an hourly rate of \$13.50 for the 1986-87 school year.
  3. Driver training teachers in the classroom shall receive the summer school rate except those driver training teachers teaching behind-the-wheel driving shall receive \$1.00 less per hour.
  4. Teachers performing non-professional service, such as, but not limited to, ticket-taking and selling, shall receive \$6.75 per hour for such services for the 1983-84 school year, \$7.00 per hour for such services for the 1984-85 school year, \$7.25 per hour for such services for the 1985-86 school year, and \$7.50 per hour for such services for the 1986-87 school year.
  5. Teachers who, upon request, voluntarily serve as temporary substitutes, or who perform professional duties such as, but not limited to, cafeteria duty and hall supervision during times when they would not normally have a regular assignment, shall receive \$12.00 per hour for such time during the 1983-84 school year, \$12.50 per hour for such time during the 1984-85 school year, \$13.00 per hour for the 1985-86 school year, and \$13.50 per hour for such time during the 1986-87 school year.
  6. Each secondary teacher who, upon request, volunteers to teach a sixth class on a regularly assigned basis which cannot be covered normally, shall be compensated for such time at the rate of \$12.00 per hour during the 1983-84 school year, \$12.50 per hour during the 1984-85 school year, \$13.00 per hour during the 1985-86 school year, and \$13.50 per hour during the 1986-87 school year.
  7. Teachers who are assigned to the extended schedule as provided in Article V.A.5., shall receive an additional \$345.00 for the 1983-84 school year, \$360.00 for the 1984-85 school year, \$375.00 for the 1985-86 school year, and \$390.00 for the 1986-87 school year.
  8. All extra understandings, including those in Sections 5, 6, and 7 herein, covering services to be performed for more than a two week period must be in writing and must be signed by the teacher involved and the Personnel Department, see forms attached as Appendices D & E. This must be done prior to the commencement of the extra pay duties in order for said teacher to receive compensation. Extra pay understandings covering services of two weeks or less shall be paid on a bi-weekly payroll basis.
- C. When a new position is placed in existence in the bargaining unit which cannot be properly placed in the existing salary schedule, or when an existing position is changed or combined with another position, to the extent that materially different skills and responsibilities are required, the Association will be notified in writing. The Board will, after said written notice to the Association, establish a rate for said position which shall be considered temporary for a period of thirty (30) calendar days following the date of notification to the Association. During this period, the Association may make a written request for a meeting between representatives of the Board and representatives of the Association to negotiate a rate for the position. When a new rate is agreed upon it shall be applied retro-active to the first day the employee began working on the job unless otherwise agreed to. If no written request is filed within the thirty (30) day period, the rate will become permanent at the end of such period.

APPENDIX A

D. COMPENSATION FOR CO-CURRICULAR ACTIVITIES (Pro-rated for part-time services)

All amounts given will be flat dollar amounts. All positions are to be approved by the Superintendent or his/her designee at the recommendation of the building principal.

<u>Senior High School</u>	<u>1984-85</u>
Band - Marching and Concert	\$ 1535
Band - Concert only	1035
Vocal Music	1020
Debate	730
Drama (3 Act)	515
Drama (1 Act)	285
Yearbook	615
Newspaper	615
Stage Crew	315
Cheerleader	1025
Pompon Advisor	615

<u>Junior High School</u>	
Band	\$ 770
Vocal Music	565
Drama (per play or variety show)	260
Yearbook	315
Stage Crew	260
Cheerleaders	615
Pompon	520
Newspaper	260

<u>Elementary School</u>	
Service Squad	\$ 260
Safety Patrol	260
Choir	260

E. Athletic Coaches

<u>Senior High School</u>	<u>1984-85</u>
Baseball,Head Coach	\$ 1765
Baseball,Assistant Coach	1015
Basketball,Head Coach	2775
Basketball,Assistant Coach	1390
Cross Country	1015
Faculty Manager	3390
Football,Head Coach	2775
Football,Assistant Coach	1390
Golf	1015
Hockey	1765
Softball,Head Coach	1765
Swimming,Head Coach	1765
Tennis	1015
Track,Head Coach	1765
Track,Assistant Coach	1015
Volleyball	1765
Wrestling	1765
Assistant Faculty Manager	1260

**Junior High School****1984-85**

Baseball, Head Coach	\$ 1015
Basketball, Head Coach	1130
Football, Head Coach	1390
Football, Assistant Coach	1015
Swimming, Head Coach	1015
Track, Head Coach	1015
Volleyball, Head Coach	1015

If, in consultation with the building principal, the district-wide athletic director determines that student participation warrants it, he/she may add the following positions:

**Other Senior High****1984-85**

Assistant, Swimming	\$ 1015
Assistant, Wrestling	1015
Trainer/Manager-for all sports	2775
Assistant, Softball	1015

**Other Junior High****1984-85**

Assistant, Track	\$ 760
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**Center for Arts****1984-85**

Band	\$ 1035
Orchestra	1035
Drama	1035
Vocal	1035
Dance	1035
Stage	370

**Coaching and Co-Curricular Renewal Clause:**

It is understood that assignment to a co-curricular or athletic coaching activity is on a yearly basis and the Board has the right to decline to renew any such assignment at its discretion and such action shall not be subject to the grievance procedure.

For 1983-84, the 1982-83 schedule shall be increased by the percentage increase granted in the 1983-84 schedule over the 1982-83 salary schedule.

1985-86 - The resulting 1984-85 schedule shall be increased by the percentage increase in the 1985-86 salary schedule.

1986-87 - The resulting 1985-86 schedule shall be increased by the percentage increase in the 1985-86 salary schedule.

Starting with the 1984-85 year, schedules are based on the minimum standards in effect for each position.

- F.1. Teachers who are hired at the Career Opportunities Center with less than a Bachelors Degree will be required to earn six semester hours of college credit per year before they can move from one step on the non-degree schedule to the next.
2. Teachers employed at the Career Opportunities Center will, upon initial employment, be granted one year of experience on the salary schedule for each two years of related work experience determined by the Administration, not to exceed a total of seven (7) years. Teachers transferred to the Career Opportunities Center will have this paragraph apply from the date of transfer.
3. In the event the Board is unable to fill a position at the Career Opportunities Center due to the salary level, the matter will be considered under the provisions of Appendix A, Section C.
4. In the event a COC teacher teaches a third, two and one-half hour block, he/she will be paid \$45.50 per day for said extra period during the 1983-84 school year, and \$47.78 during the 1984-85 school year. The 1985-86 rate shall be increased by the percentage increase in the 1985-86 salary schedule, for the 1985-86 school year. The 1986-87 rate shall be increased by the percentage increase in the 1986-87 salary schedule for the 1986-87 school year.
5. Afternoon-Evening Schedule
- (a) The normal required teacher's work day at the COC shall not exceed a continuous period of seven (7) hours and thirty (30) minutes, said work to be between the hours of 6:45 a.m. and 10:00 p.m., providing for the life of this agreement, the parties will continue the memo of agreement concerning the length of the work day for the 3rd. and 4th sessions and continue the understanding on the COC preparation period.
- (b) All full-time teachers at the COC will have a duty free lunch period, said lunch period to be scheduled within the confines of the teacher's scheduled work day.
- (c) Prior to the formal establishment of the afternoon-evening schedule at the COC, the parties shall mutually consider the scheduling of the afternoon-evening lunch hour, consistent with the applicable sections of Article V.

APPENDIX B

PROBATIONARY TEACHER - CONTRACT OF EMPLOYMENT

This Contract of Employment entered into this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ by and between the Board of Education of the School District of the City of Saginaw, County of Saginaw, State of Michigan (hereinafter termed the District), and \_\_\_\_\_, (hereinafter termed the Teacher).

WITNESSETH:

1. This individual contract is made pursuant to and subject to the terms and conditions of a master contract between the District and the Saginaw Education Association in effect during the term of this individual contract.
2. The District agrees to hire the Teacher for the school year \_\_\_\_\_, said school year to be as outlined in the master agreement; provided, however, that if there is no master agreement, it shall be the school year adopted by the Board. The Teacher hereby accepts employment with the School District and agrees to perform faithfully all his/her duties and to obey and fulfill the rules and regulations as established between the School District and to carry out the educational programs and policies of the School District during the term of this Agreement. The Teacher is subject to assignment and transfer as the School District shall prescribe through its Superintendent of Schools subject to the provisions of the collective bargaining agreement in effect at the time.
3. The District agrees to pay the Teacher the base salary listed below in the master agreement and if there is no master agreement, it shall be the salary adopted by the Board of Education along with such other compensation that may be listed for other duties. The compensation listed below shall not be changed except as may be required by the terms of said master contract.

Base Annual Salary \$ \_\_\_\_\_

4. It is understood by both parties that any agreement for compensation for extra duties has a non-tenure status and may be terminated without regard to the provisions of this Agreement. Payments for extra duties shall be at completion of the specific assignment.
5. The Teacher represents that he/she holds all certificates and other qualifications required by law and in the event the teacher's certificate expires, is suspended or revoked, or in the event the teacher is terminated, this contract may be terminated by the District without liability hereunder.
6. The Teacher agrees that this is a contract for personal professional services which may not be assigned or transferred by the Teacher.
7. This agreement may be terminated by the School District without liability hereunder for salary, fringe benefits, except as otherwise provided in the master agreement, or the like in the event the Teacher is laid off due to a reduction in personnel.
8. The Teacher is herewith retained on a probationary basis as defined in the Tenure Act (Act 4, Public Acts of 1937, extra sessions as amended). A continuing tenure is not herein afforded to the Teacher, but is specifically withheld pending satisfactory performance during the probationary period.
9. Any provision of this agreement prohibited by the laws of the United States or the State of Michigan shall be ineffective to the extent of such provision only without invalidating the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Board of Education of the School District of the City of Saginaw, County of Saginaw, State of Michigan

Superintendent: \_\_\_\_\_

Teacher: \_\_\_\_\_

APPENDIX B

TENURE TEACHER - CONTRACT OF EMPLOYMENT

This Contract of Employment entered into this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the Board of Education of the School District of the City of Saginaw, County of Saginaw, State of Michigan (hereinafter termed the District), and \_\_\_\_\_, (hereinafter termed the Teacher).

WITNESSETH:

1. This individual contract is made pursuant to and subject to the terms and conditions of a master contract between the District and the Saginaw Education Association in effect during the term of this individual contract.
2. The District agrees to hire the Teacher for the School year \_\_\_\_\_, said school year to be as outlined in the master agreement; provided, however, that if there is no master agreement, it shall be the school year adopted by the Board. The Teacher hereby accepts employment with the School District and agrees to perform faithfully all his/her duties and to obey and fulfill the rules and regulations as established between the School District and to carry out the educational programs and policies of the School District during the term of this Agreement. The Teacher is subject to assignment and transfer as the School District shall prescribe through its Superintendent of Schools subject to the provisions of the collective bargaining agreement in effect at the time.
3. The District agrees to pay the Teacher the Base salary listed below in the master agreement and if there is no master agreement, it shall be the salary adopted by the Board of Education, along with such other compensation that may be listed for other duties. The compensation listed below shall not be changed except as may be required by the terms of said master contract.

Base Annual Salary \$ \_\_\_\_\_

4. It is understood by both parties that any agreement for compensation for extra duties has a non-tenure status and may be terminated without regard to the provisions of this agreement. Payments for extra duties shall be at completion of the specific assignment.
5. The Teacher represents that he holds all certificates and other qualifications required by law and in the event the teacher's certificate expires, is suspended or revoked, or in the event the teacher is terminated, this contract may be terminated by the District without liability hereunder.
6. The Teacher agrees that this is a contract for personal professional services which may not be assigned or transferred by the Teacher.
7. This agreement may be terminated by the School District without liability hereunder for salary, fringe benefits, except as otherwise provided in the master agreement, or the like in the event the Teacher is laid off due to a reduction in personnel.
8. Any provision of this Agreement prohibited by the laws of the United States or the State of Michigan shall be ineffective to the extent of such provision only without invalidating the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Board of Education of the School District of the City of Saginaw,  
County of Saginaw, State of Michigan.

Superintendent: \_\_\_\_\_

Teacher: \_\_\_\_\_



**1984-85  
OFFICIAL CALENDAR  
SAGINAW PUBLIC SCHOOLS  
SAGINAW, MICHIGAN**

Wks	S	M	T	W	T	F	S	Wks	S	M	T	W	T	F	S	
1								21	20	21	22	23	24	A	26	
	26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	P		22	27	28	29	30	31			
	<b>SEPTEMBER</b>								<b>FEBRUARY</b>							
2							1									
3	2	3	4	5	6	A	8								P 2	
4	9	10	B	12	13	P	15									
5	16	17	18	19	20	A	22	23	3	4	5	S	7	A	9	
	23	24	25	26	27	P	29	24	10	11	B	13	14	P	16	
	30							25	17	18	19	20	21	<b>A</b>	23	
	<b>OCTOBER</b>							26	24	25	26	27	28			
6		1	2	S	4	A	6		<b>MARCH</b>							
7	7	8	B	10	11	PR	13								PR 2	
8	14	15	16	17	18	A	20	27	3	4	5	S	7	A	9	
9	21	22	23	24	25	P	27	28	10	11	B	13	14	P	16	
10	28	29	30	S				29	17	18	19	20	21	A	23	
	<b>NOVEMBER</b>							30	24	25	26	27	28	P	30	
							1	31								
11	4	5	B	7	8	P	10		<b>APRIL</b>							
12	11	12	B	14	15	A	17	31	1	2	S	A	5	6		
13	18	19	20	PR	22	23	24		7	8	B	10	11	P	13	
14	25	26	27	28	29	A		32	14	15	16	17	18	AR	20	
	<b>DECEMBER</b>							33	21	22	23	24	25	P	27	
							1	28	28	30						
15	2	3	4	5	6	P	8		<b>MAY</b>							
16	9	10	B	12	13	A	15	34				1	2	A	4	
17	16	17	18	19	20	P	22	35	5	6	7	S	9	P	11	
	23	24	25	26	27	A	29	36	12	13	B	15	16	A	18	
	30	31						37	19	20	21	22	23	P	15	
	<b>JANUARY</b>							38	26	27	28	29	30	A		
18		1	2	3	P	5			<b>JUNE</b>							
19	6	7	8	S	10	A	12								1	
20	13	14	B	16	17	PR	19	39	2	3	4	5	6	PAR	8	

- 186 Returning Teacher Duty Days
  - 187 New Teacher Duty Days
  - 180 Student Instruction Days
  - New Teachers only - August 27
  - Inservice Day - February 22
  - ☐ Teacher Duty Days - Students Not Present
- P Pay Days for Staff
  - B Board Meetings
  - R End of Marking Period
  - S Statistical Reports
  - A Absent Teachers' Reports

**BOLD FIGURES** Indicate Student Instruction Days

## 1985-86 OFFICIAL CALENDAR

### SAGINAW PUBLIC SCHOOLS SAGINAW, MICHIGAN

Wks	S	M	T	W	T	F	S	Wks	S	M	T	W	T	F	S
1	25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	P	31	21	26	27	28	29	30	P	
	<b>SEPTEMBER</b>								<b>FEBRUARY</b>						
2	1	2	3	4	5	A	7	22	2	3	4	S	6	A	8
3	8	9	B	11	12	P	14	23	9	10	B	12	13	P	15
4	15	16	17	18	19	A	21	24	16	17	18	19	20	<b>A</b>	22
5	22	23	24	25	26	P	28	25	23	24	25	26	27	P	
	29	30													
	<b>OCTOBER</b>								<b>MARCH</b>						
6		1	S	3	A	5		26	2	3	4	S	6	A	8
7	6	7	B	9	10	PR	12	27	9	10	B	12	13	P	15
8	13	14	15	16	17	A	19	28	16	17	18	19	20	A	22
9	20	21	22	23	24	P	26	29	23	24	25	26	P	28	29
10	27	28	29	S	31				30	31					
	<b>NOVEMBER</b>								<b>APRIL</b>						
						A	2	30	1	2	3	A	5		
11	3	4	5	6	7	P	9	31	6	7	B	S	10	P	12
12	10	11	B	13	14	A	16		13	14	15	16	17	A	19
13	17	18	19	20	21	PR	23	32	20	21	22	23	24	PR	26
14	24	25	26	A	28	29	30	33	27	28	29	30			
	<b>DECEMBER</b>								<b>MAY</b>						
15	1	2	3	S	5	P	7	34	4	5	6	S	8	P	10
16	8	9	B	11	12	A	14	35	11	12	B	14	15	A	17
17	15	16	17	18	19	P	21	36	18	19	20	21	22	P	24
	22	23	24	25	26	A	28	37	25	26	27	28	29	A	31
	29	30	31												
	<b>JANUARY</b>								<b>JUNE</b>						
			1	2	P	4		38	1	2	3	4	5	P	7
18	5	6	7	S	9	A	11	39	8	9	B	<b>H</b>			
19	12	13	B	15	16	P	18								
20	19	20	21	22	23	<b>AR</b>	25								

- 186 Returning Teacher Duty Days
  - 187 New Teacher Duty Days
  - 180 Student Instruction Days
  - August 26-New Teachers Only
  - February 21-Inservide Day
  - Teacher Duty Days-Students Not Present
- P Pay Days for Staff
  - B Board Meetings
  - R End of Marking Period
  - S Statistical Reports
  - A Absent Teachers' Reports

**BOLD FIGURES**Indicate Student Instruction Days

1986-87  
OFFICIAL CALENDAR

SAGINAW PUBLIC SCHOOLS  
SAGINAW, MICHIGAN

Wks	S	M	T	W	T	F	S	Wks	S	M	T	W	T	F	S			
1	24	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	P	30	21	25	26	27	28	29	P	31			
	31	<b>SEPTEMBER</b>							<b>FEBRUARY</b>									
2		1	2	3	4	A	6	22	1	2	3	5	5	A	7			
3		7	8	B	10	11	P	13	23	8	8	B	11	12	P	14		
4		14	15	16	17	18	A	20	24	15	16	17	18	18	<b>A</b>	21		
5		21	22	23	24	25	P	27	25	22	23	24	25	26	P	28		
		26	28	30	<b>OCTOBER</b>						26	1	2	3	S	5	AP	7
6					8	2	A	4	27	8	8	B	11	12	P	14		
7		5	6	7	B	9	PR	11	28	15	16	17	18	18	A	21		
8		12	13	14	15	16	A	18	29	22	23	24	25	26	P	28		
9		19	20	21	22	23	P	25		29	30	31	<b>MARCH</b>					
10		26	27	28	29	30	A		30		S	2	A	4	<b>APRIL</b>			
		<b>NOVEMBER</b>						1	31		5	6	7	8	9	P	11	
11		2	3	4	S	6	P	8	32	12	13	B	15	AR	17	18		
12		9	10	11	B	13	A	15		19	20	21	22	23	P	25		
13		16	17	18	19	20	PR	22	33	26	27	28	29	30	<b>MAY</b>			
14		23	24	25	A	27	28	29		34		3	4	5	S	7	P	9
		30	<b>DECEMBER</b>							35	10	11	B	13	14	A	16	
15		1	2	S	4	P	6		36	17	18	18	20	21	P	23		
16		7	8	9	11	A	13		37	24	25	26	27	28	A	30		
17		14	15	16	17	18	P	20		31	<b>JUNE</b>							
		21	22	23	24	25	A	27	38		1	2	3	4	P	6		
		28	29	30	31	<b>JANUARY</b>						39	7	8	B	<b>R</b>		
						1	P	3			<b>FEBRUARY</b>							
18		4	5	6	S	8	A	10										
19		11	12	13	B	15	P	17										
20		18	19	20	21	22	<b>AR</b>	24										

- 188 Returning Teacher Duty Days
- 187 New Teacher Duty Days
- 180 Student Instruction Days
- August 25-New Teachers Only
- February 20-inservice Day
- ☐ Teacher Duty Days-Students Not Present
- P Pay Days for Staff
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- A Absent Teachers' Reports

**BOLD FIGURES** indicate Student Instruction Days

*Rider for Supplementary Services*

it is agreed that \_\_\_\_\_  
will receive the amounts indicated below for extra services to which assigned. This rider is for work beyond the regular teaching load. Payments will be made in proportion to the term of services rendered for any particular assignment.

Payable at the completion of the individual assignment listed above, or as otherwise agreed.

It is understood by the parties that this Rider for Supplementary Services has a non-tenure status.

\_\_\_\_\_  
Date

SAGINAW PUBLIC SCHOOLS  
SAGINAW, MICHIGAN

Form 200  
(Personnel Dept.)

ADDED COMPENSATION REQUEST  
FOR PROFESSIONAL STAFF ONLY

Submit completed form to  
Assistant Superintendent for  
Administration and Personnel

Article \_\_\_\_\_  
(Master Agreement Article under which  
request is submitted)

Date of Request \_\_\_\_\_

When properly signed, this form gives official approval for \$ \_\_\_\_\_ per hour extended  
payment covering more than a two-week pay period. No payment for \$ \_\_\_\_\_ per hour  
for additional services will be made without this form officially approved by the Assist-  
ant Superintendent for Administration and Personnel. This form is not to be used for  
incidental day-by-day payments.

Name of Teacher to Receive Payment \_\_\_\_\_

School \_\_\_\_\_ Hours Requested \_\_\_\_\_

Dates of Additional Services \_\_\_\_\_

Reason for Additional Services \_\_\_\_\_

Other Pertinent Information \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Signature of Principal/Supervisor \_\_\_\_\_

.....  
(To be filled out by Board of Education Office)

Amount Approved \_\_\_\_\_ Date of Denial \_\_\_\_\_

Article (Master Agreement) \_\_\_\_\_ Reason (if Denied) \_\_\_\_\_

Date of Approval \_\_\_\_\_

Approved \_\_\_\_\_ Approved \_\_\_\_\_

Name

Assistant Superintendent-  
Administration and Personnel

Title

Date \_\_\_\_\_

(APPROVAL IS SUBJECT TO MASTER AGREEMENT PROVISIONS).

APPENDIX F

HEALTH INSURANCE

Disclaimer Form

In order to continue to be eligible for the Board's Group Health Insurance Coverage, you must not be covered by another employer-paid group health insurance plan, providing substantially equivalent benefits.

If you are not covered by another employer-paid group plan with substantially equivalent benefits and you desire to be covered by the Board's health insurance plan, please sign the following form:

I certify that I am not covered under any other group health-hospital-surgical policy and desire to be covered under . . . . "

MESSA Supermed II

BC-BS MVF II

(Please check the appropriate box)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPENDIX G

LETTER OF UNDERSTANDING

The Board will provide substitutes in the event of the absence of a traveling elementary art, music, or physical education teacher.

## APPENDIX H

Teacher qualifications (or the term qualified or fully qualified) as used in the master agreement between the SEA and the Board, in addition to applicable certification, and any specifically designated job description standards shall be defined as follows:

1. In order to be qualified for a 9th through 12th grade regular classroom assignment, the teacher must be certified for each subject in the entire assignment and must also meet the North Central Accreditation Association standards for teaching all of the subjects within the assignment, unless no certification or North Central Standard exists for a particular class.
2. In order to be qualified for a 7th and/or 8th grade regular classroom assignment, the teacher must either (1) have a specific endorsement on his/her certificate in the subject area which forms the majority of the teaching assignments or (2) have previously taught in the subject area in 7th or 8th grade on a regular basis (i.e. for at least one year) within the last five or (3) possess a recognized major or minor in the subject area which forms the majority of the teaching assignment. For purposes of this policy, to determine a "majority" of the assignment, each class taught is counted separately, i.e., for a person teaching five classes a majority is three out of the five classes. In the event that a teacher's assignment includes courses for which there exists no specific certification and college course work, i.e., study skills, then a teacher who possesses certification for 7th and/or 8th grade shall be deemed "qualified" for said course and said course shall be included in the calculation of a majority.
3. In order to be qualified for vocational education or bilingual education positions which provide reimbursable State aid, the teacher must possess the qualifications required by the State in order for the School District to qualify for said reimbursable aid. In order to be qualified for those areas such as psychologists and social workers where a license is required as opposed to a teaching certificate, said teacher must possess the necessary license and meet the qualifications established by the appropriate State agencies, including the Department of Education, where applicable. As long as elementary art, music and physical education are being taught as special programs, the teacher must also have a specific endorsement on his/her certificate or approval from the Michigan Department of Education in the specific area assignment.

## APPENDIX I

Within 120 days following signing of this contract, the Board will post a list showing each teacher's majors and minors on record and a list of those subjects the teacher has previously taught for at least a full year in the 7th and 8th grade during the past five years. Teachers shall establish their majors and minors and course hours through valid, transcripts filed with the Personnel Office or other suitable documentation such as copies of actual grade reports, and letters from authorized college officials. The list, once established, shall be updated on a yearly basis.

#### APPENDIX J

In the event of a scheduled layoff, and in order to prevent the layoff of otherwise certified teachers with greater seniority standing, it is agreed that the following procedures will be utilized:

- a. In the event an otherwise fully certified teacher has a sufficient seniority standing to teach in the 7th through 12th grade but is not qualified as defined in Appendix H, the parties agree to temporarily waive the "qualification" requirement if the teacher agrees in writing to enroll in and successfully earn (i.e. achieves a letter grade of C or better) in six (6) semester hours of credit course work at an accredited college or university each year in the area of assignment, until the teacher attains the semester credit hours required. It is understood that teaching time accrued during the waiver period described herein does not qualify an individual for purposes of the "have successfully taught . . ." language spelled out in Paragraph 2., Section [2] of Appendix H. The one year period shall run from the date of notification of layoff and resulting new assignment.
- b. The Board agrees to pay one-half the cost of tuition for the course work required under Paragraph a. above.

#### APPENDIX K

##### LETTER OF UNDERSTANDING

The Executive Board of the Saginaw Education Association shall meet with the Superintendent's Cabinet within two weeks following the signing of this agreement for the purpose of defining a method and means of carrying out the provisions of Article XX, Section B. In the event a task force is established, it shall be charged with the responsibility to develop specific recommendations for maintaining and improving student discipline. It shall also be given specific time lines for preparing and submitting such recommendations.

Alternatives to be studied by the Committee shall include the following, among others:

1. Look at a series of concrete procedures to be developed by the Board of Education for dealing with various types of disruptions, reviewing current procedures. Obtain input from students, parents, teachers, administrators, and Board.
2. Thoroughly identify, investigate and evaluate behavioral problems before any course of action is taken.
3. Strive to achieve a general consistency in cases involving a disruptive student.
4. Categorize types of misbehavior according to their seriousness and look at attaching a policy of progressive disciplinary procedures to provide guidance to administrators in dealing with each occurrence of a disruptive act. Penalties for infractions should suit the offence.
5. Board review of a list of types of disruptive behavior that could lead to expulsion.
6. Expulsion should be the final step after all other avenues have been explored, including suspension, evaluation by other professionals, and due process hearings, etc.
7. Examine the possibility and feasibility of providing expelled students with some sort of variation in their current learning experience with qualified instructors for a continuing education suited to their specific needs.



APPENDIX L

Section 1. A committee consisting of three members appointed by the Board and three members appointed by the SEA shall meet to draw up practical definitions and/or guidelines defining the terms "instructional requirements and student needs." Said committee shall complete its work within 90 calendar days providing failure of the committee to reach an understanding shall not deter application of the provisions of the collective bargaining agreement.

Section 2. If the committee fails to define the terms "instructional requirements and student needs," the parties agree to handle grievances arising under said provisions in the following matter:

First, grievances regarding VIII.D. and IX.D.3. insofar as they involve instructional requirements and student needs shall be filed directly at Level Two. Said Level Two meeting shall take place within ten (10) school days.

Second, if the grievance is not resolved at Level Two, it shall, within five (5) school days be appealed to Level Three. The Level Three hearing shall be scheduled within ten (10) school days.

Third, if the matter is not resolved at Level Three, it shall, within five (5) school days, be appealed to arbitration. For purposes of hearing grievances arising under this provision, the parties hereby appoint arbitrator Patrick A. McDonald unless otherwise mutually agreed.

It is agreed that the parties shall make a good faith effort to conclude all hearings, appeals, and decisions (except for arbitration) within 45 school days. Arrangements shall be made with the arbitrator to attempt to render a decision within 30 days following closing of the hearing.

Section 3. The provisions of Article VIII., Section D. and Article IX., Section D.3. shall terminate on July 30, 1987 and the provisions of the previous collective bargaining agreement shall be reinstated.

APPENDIX M

JOB SHARING

The following shall constitute an understanding between the parties in regard to job sharing arrangements within the Teacher Bargaining Unit.

1. The parties acknowledge that the Board of Education may encourage, promote, or solicit participants in a job sharing program. They further acknowledge that participation in the job sharing program shall be voluntary. Refusal to participate in a job sharing program shall not be grounds for any discipline nor shall a refusal diminish any rights a teacher might have under the Collective Agreement. Job sharing shall be defined as two bargaining unit members sharing a given teaching assignment on an equal or approximately equal basis from day to day, and/or sharing on an equal or approximately equal basis the total instructional time for a given week of instruction, or for some other period of time as may be appropriate.
2. Teachers engaged in a job shared capacity shall receive no fringe benefits other than those specifically available to less than full-time staff, as outlined below:

- a.) Teachers involved in a job-sharing program shall receive pro-rated life insurance and pro-rated medical insurance, as allowed by the carrier and the Collective Bargaining Agreement.
  - b.) Participants shall not receive short-term disability coverage, long-term disability insurance coverage or dental insurance coverage.
  - c.) Participants shall not be eligible to receive a Board-paid tax-sheltered annuity should they not be eligible for normal medical coverage.
3. Participants shall be informed through the Board of Education that professional dues to the Saginaw Education Association shall not be diminished through less than full-time employment but that dues for the Michigan Education Association and National Education Association shall be pro-rated accordingly.
  4. Participants shall be credited for seniority purposes according to contract language and existing practice between the parties.
  5. Participants engaged in a less than full-time teaching capacity for a full school year shall not receive credit on the salary schedule for step increment purposes until such time as either an additional year of half-time employment has been completed or an ensuing year of full-time employment has been completed.
  6. Participants shall request a leave of absence status under Article XVIII.I. for the outstanding portion of their employment with the district and, if selected for a job sharing position, shall be granted said leave status by the Board.
  7. Participants who begin a school year as an employee less than full time may request return to full-time employment as per Article XVIII.K. of the Master Agreement, it being understood that a return to full time status shall be at the beginning of a semester only.
  8. The identification of positions available under a job sharing concept shall rest solely with the Board of Education. Half-day positions involved in a job sharing concept shall not be available for bid by other parties.
  9. The allocation of pro-rated pay amounts shall rest solely with the Board of Education provided, however, the Board's decision shall be specifically subject to the grievance procedure.

APPENDIX N

MEMO OF UNDERSTANDING

Insurances and LTD

The following shall serve to confirm our understanding relative to the implementation of long-term disability protection and its relationship to other provisions in the collective bargaining agreement.

1. A full-time teacher who has exhausted all his/her individual sick leave benefits and all applicable short-term disability benefits shall, prior to the expiration of both sick leave and short-term disability benefits, and per the provisions of the master agreement, make an application to be placed on an extended health leave of absence pursuant to Article XVIII., Section H., provided however, it is agreed that the Board shall continue to pay the premiums to provide health insurance and life insurance protection for said employee for a total period of up to two (2) years as outlined in number 2 below, from the date of the original disability, notwithstanding the provisions of Article XVIII., Section J. These are the only exceptions to the provision of Section J., Article XVIII. The life and health continuation is for those enrolled in and covered by said insurance at time of disability and who remain eligible under Article XX., Section A.

2. Eligibility for the Board-paid insurances listed in #1 above shall be terminated under any one or a combination of any of the below-listed circumstances. Said listing is not all-inclusive in regard to determination of eligibility.

- a.) Ineligibility for the LTD program as determined by the LTD insurance carrier. This applies to both health and life.
- b.) Eligibility for social security medical-insurance benefits. (In this regard, eligibility for continuation of life insurance benefits shall be as mutually determined by the parties).
- c.) Eligibility for retirement under the provisions of the MI Public School Retirement Program.
- d.) Benefits are not payable with respect to any period of disability, or portion thereof, during which the teacher is not under the regular care of a legally qualified physician or surgeon.
- e.) Benefits are not payable with respect to any period of disability or portion thereof, during which the teacher is engaged in any work for compensation, wages, or profit, provided that this specific limitation shall be waived while the teacher who is otherwise eligible for the daily disability benefit under this policy participates in a program of rehabilitation, or retraining approved in writing by the insurance carrier.
- f.) An individual must remain domiciled at their normally occupied residence i.e., their normal Saginaw-based residence, during any period in which Board-paid LTD insurance(s) are in force.

Said regulation shall remain in effect unless, in the judgment of the Board, there exists properly-documented medical reasons for residency elsewhere. The Board retains the right, in this regard, to require that medical opinion(s) be obtained from Board-named physicians.

3. The parties do hereby agree that unit positions which open as a result of a teacher being placed on a Section H., Article XVIII, Leave of Absence and which are to be filled, shall be filled as follows:

- a.) Based upon available documented, written, medical evidence, positions which are expected to be open longer than one full year in duration shall be filled in accordance with the provisions of Article IX, Section D.3.
- b.) Positions which are expected to be of a duration of more than one full semester but less than one full school year shall be filled with a unit member in whatever manner the Board chooses, after consultation with the union. Said fill shall not be considered to be a permanent fill but shall be considered to have the status of a permanent substitute teacher.
- c.) Vacancies of less than one full semester in duration shall be filled in whatever manner the Board chooses.

4. It is understood that the benefits and conditions listed in this memo shall be subject to the overall terms and conditions which are specified in the Board's LTD insurance contract currently in force.

LONG-TERM DISABILITY  
Teacher Request for Medical Insurance

-----  
NAME (print) \_\_\_\_\_ SCHOOL BASE \_\_\_\_\_

I am currently covered under the following insurance(s):

HEALTH

Spouse's  Name of Spouse's Employer: \_\_\_\_\_  
Address: \_\_\_\_\_

Other  Name of Other  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_

Other  Name of  
Source: \_\_\_\_\_  
Address: \_\_\_\_\_

OR:  I am **NOT** currently covered under any other medical insurance coverage other than Board of Education coverage.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## MEMO OF UNDERSTANDING

Lesson Plans - Averill Career Opportunities Center

The following shall constitute an understanding between the parties in regard to the implementation of Article V.G.2. as it applies to teaching staff at the Averill Career Opportunities Center.

1. All lesson plans are to comply with the Saginaw Master Agreement, Article V.G.2., with specific reference to the following:
  - a) The Form 106 Lesson Plan Book is not a mandatory format for daily and/or weekly lesson plans.
  - b) Teachers wishing to utilize a different format need simply seek review and approval of the format they are seeking to use from the administration in order that the administration might relay information about the format to potential substitute teaching personnel.
  - c) The content of the plans, in whatever form, are to comply with the Master Agreement and especially in reference to Item 2 below.
2. Lesson plan content is to reflect compliance with the Michigan Department of Education Administrative Guide for Vocational Education, under Tab 5, Section A, pages 8-11, published in October of 1978, which states:
  - a) Program Standard of Quality

This Program Standard of Quality provides that a system of Competency Based Education will be utilized in each vocational-technical education program. This standard will be fully implemented by September, 1980.  
(underlining added)
  - b) Performance Objectives to Students

Each student shall have available a copy and explanation of program competencies.
  - c) Vocational-technical education teachers will maintain records of each student's achievement of competencies that have been adopted for the vocational-technical education program.
  - d) The above referenced competencies are to be outlined on the form transmitted to all staff members (Competency Profile Form).
3. Lesson plans shall reflect competencies which are being taught for the week/day. Upon review, the administration should be able to discern what competencies have been taught and what competencies are planned for at least one week in advance. Planning should include student activities, teacher activities, references and resource materials, tools and equipment, and/or media necessary for proper instruction.
4. Teachers shall not be expected or required to prepare alternative lesson plans for use by substitutes in the event of short term absence. It shall be the responsibility of the administration to direct the substitute in this regard and provide an alternative employability skills lesson plan if necessary. Teachers wishing to develop an alternative lesson plan may do so.

APPENDIX P

MEMO OF UNDERSTANDING

Request for Voluntary Transfer

The following shall constitute an understanding between the parties in regard to the implementation of Article IX, Section D., subsection 1.

1. A request for a transfer must be in writing, and must be signed by the teacher so requesting. It must list the following in regard to the requested transfer:
  - a) school(s) by specific name
  - b) grade(s) or level(s)
  - c) subject(s), secondary
  - d) certification
2. In order to facilitate a transfer request, the transfer request should include the following information:
  - a) Teacher's experience
    - 1) years in a particular subject
    - 2) years in a particular grade
  - b) Any other unique and/or special circumstances regarding the requested transfer.

APPENDIX Q

MEMO OF UNDERSTANDING

Placement of Contracted Subs

In the event the Board deems it advisable, for whatever reason, to create a bargaining unit assignment category known as "permanent contracted subs," it is agreed that the following stipulations shall govern said assignment(s):

1. The placement or non-placement of individuals in such a category is entirely within the power of the Board, in keeping with attendant provisions of the master agreement.
2. Individuals so placed are considered to be on involuntary transfer status.
3. The Board will make a good faith attempt to limit the amount of "day-to-day" substitute movement (e.g. building to building), of such placements by securing, to the extent possible, long-term assignments, and/or long-term placement within a single building. However, it is understood that the assignment of said "permanent substitutes" shall be made in the overall best interests of the School District.
4. It is understood that a permanent, contracted sub may be required to accept a vacancy that arises within the bargaining unit for which he/she is certified and qualified. Such a placement shall be made on the basis of seniority, i.e. the highest-senioried teacher on involuntary transfer status shall be assigned to a vacant and available position which the Board intends to fill. Said placement shall be made in keeping with applicable provisions of the master contract, it being understood that such a placement must be made in keeping with the provisions of the Board's staff racial balance requirements.

APPENDIX R

MEMO OF AGREEMENT

The parties do hereby agree as follows:

1. Teachers assigned to 3rd. and 4th. session schedules at the C.O.C. shall have a daily schedule as spelled out herein.
2. 3rd. and 4th. session schedule

A. **Monday and Thursday Schedule**

11:00 a.m.	-	12:35 p.m.	(11:00 a.m. reporting)	95 min.
12:35 p.m.	-	1:15 p.m.	Lunch	40 min.
1:15 p.m.	-	3:45 p.m.	Session III	150 min.
3:45 p.m.	-	3:50 p.m.		5 min.
3:50 p.m.	-	6:57 p.m.	Session IV	187 min.
6:57 p.m.	-	7:07 p.m.	(7:07 p.m. dismissal)	<u>10 min.</u>
				487 min. x 4 days
				= 1,948 min. for 4 days.

B. **Friday Schedule**

11:00 a.m.	-	12:35 p.m.	(11:00 a.m. reporting)	95 min.
12:35 p.m.	-	1:15 p.m.	Lunch	40 min.
1:15 p.m.	-	3:45 p.m.	Session III	150 min.
3:45 p.m.	-	4:02 p.m.	(4:02 dismissal)	17 min.

C. **Total:** 1948 (M-T-W-Th). + 302 (F) = 2,250 minutes per week.

3. The parties agree that, within the duty day as outlined above, the division of the work days, and work-week, of the 3rd. and 4th. session, teachers herein referenced shall be comparable to the work-day and work-week of the regular C.O.C. schedules. Such "division" reference refers to teaching hours, prep time, lunch time, and general duty time.

## MEMO OF UNDERSTANDING

Seniority List

1. An official length of service list has been assembled in the following form:
  - a. Employee's social security number
  - b. Employee's payroll code
  - c. Employee's base location
  - d. Employee's last name
  - e. Employee's first name
  - f. Employee's date of birth
  - g. Employee's most recent hire date
  - h. Employee's official date of hire for length of service purposes
  - i. Employee's official length of service computed to the nearest 1/10 of a year
  
2. It is understood that all employees who appear on the list have had their date of hire calculated as the date the employee first began working under contract with the district. With regard to the above, the following items have been considered in said computation:
  - a. Time spent on leave of absence during which time length of service did not accrue has been deleted from total length of service.
  - b. Breaks in service by virtue of complete severance of employment have been deleted from the computation of total length of service.
  - c. A full month's credit was given for months when the employee was employed for more than half of the calendar month. (Example: Since the month of September has 30 calendar days, any employee beginning his/her employment on or before September 15 of a contract year has been given one full month's credit for that month. If the employee began on or after September 16 of a given contract year - excluding those months of September when the school year did not officially begin until on or after the 16th day of September - the employee has not been credited with that contract month. In those contract years when the official first day of school came on or after September 16, employees have been credited with the month of September). The month of June shall be computed as one month of service provided that the employee began his/her service with the District as a contracted employee on or before the final teacher duty day in the month of June as determined by Master Agreement provisions.
  - d. Employees with official hire dates reflecting their hire during the summer recess immediately preceding a school year or a hire date during the previous school year, but that being a year in which they did not actually perform services, shall reflect their hire date as per the date of their contract signing but no length of service credit is given. In no case may a teacher reflect length of service credit of more than 10 months (1.0 school years) for any single teacher contract year (although hire dates may indicate an earlier date of hire for that school year).
  - e. In the event two or more employees have identical seniority, the oldest shall be considered the most senior.
  - f. Within each comparable status grouping (examples: those with one year's seniority) the list is arranged with the most senior of the comparable status group being first, the second most senior, second, etc.
  
3. It is agreed that supervisory and/or administrative personnel, although not formally listed on the length of service list as such, will be understood to have the status on the master length of service list which they enjoy by virtue of contractual language and/or the Michigan Teacher Tenure Act, said standing to have application should said individual be notified of non-renewal of his/her administrative and/or supervisory status.



4. In no event shall the Board be required to pay any back wages by reason of the information contained in the official length of service list, nor shall the Board be required to make any retroactive change in assignment or any other working conditions by reason of the information contained in the list.
5. It is understood that said list shall be expanded or reduced as a result of the comings and goings of employees in the District. In accordance with this, the Board and the Association agree that employees added to the list by virtue of initial employment and/or return from leave of absence shall be placed on the list in accordance with the length of service computation formula referred to in item 2 above.
6. The computerized list, referred to herein, shall be known by all parties to be "the official length of service list." Both parties shall agree to individually initial each page of said computerized list consisting of 17 pages reflecting a total, as of the date of signing, of 974 names. A copy of said computerized list shall be submitted to the Association for their records with updates of said list to be furnished the Association annually as per the terms and conditions of the Master Agreement with teacher length of service reflecting all service credit as per the terms and conditions up to and including June of the contractual school year unless otherwise mutually agreed.
7. Official hire dates for new employees shall be transmitted to the Association via the monthly personnel report provided the Association as per the Master Agreement.
8. In regard to number three (3) above, the parties agree that, except as is stated in the Master Agreement, certain aspects of administrator/supervisor seniority status upon return to the bargaining unit remain in contention between the parties.

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This report is authorized by law 29 U.S.C. 2.  
Your voluntary cooperation is needed to make  
the results of this survey comprehensive,  
accurate, and timely.

Form Approved  
O.M.B. No. 1220-0001  
Approval Expires 7/31/87

DECEMBER 7, 1984

DEC 11 1985 R. (5)

DIRECTOR OF LABOR RELATIONS  
SAGINAW BOARD OF EDUCATION  
550 MILLARD STREET  
SAGINAW, MI. 48607

PREVIOUS AGREEMENT EXPIRED  
JUNE 30, 1984

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

WITH EDUCATION ASSOCIATION; NATIONAL  
MICHIGAN

Saginaw Mich Bd of Educ Prof Ees

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

*Janet L. Norwood*

JANET L. NORWOOD  
Commissioner

PLEASE RETURN THIS LETTER WITH  
YOUR RESPONSE OR AGREEMENT(S).

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved 920
2. Number and location of establishments covered by agreement 33 buildings - City of Saginaw + Zilwaukee + Kockville Townships
3. Product, service, or type of business K-12 School District
4. If your agreement has been extended, indicate new expiration date \_\_\_\_\_

7-31-87

(517) 776-0253

Your Name and Position

Patrick M. Brennan Dir-Labor Relations

Area Code/Telephone Number

Saginaw MI 48607

Address

550 Millard

City/State/ZIP Code