

AGREEMENT

between

BOARD OF EDUCATION
SAGINAW TOWNSHIP COMMUNITY SCHOOLS

and

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

8/1/05 – 7/31/08

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Saginaw Township Community Schools
Saginaw, Michigan

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CONTRACT

between

**SAGINAW TOWNSHIP COMMUNITY SCHOOLS
BOARD OF EDUCATION**

and

SAGINAW TOWNSHIP EDUCATION ASSOCIATION

1.0000 PREAMBLE

1.0100 This agreement is made and entered into this 23rd day of January, 2006, by and between the Board of Education, Saginaw Township Community Schools, Saginaw, Michigan, hereinafter called the "Board", and the Saginaw Township Education Association, hereinafter called the "Association."

2.0000 RECOGNITION

2.0100 The Board hereby recognizes the Association as the exclusive bargaining representative to the extent required by Act 379 of the Public Acts of 1965 for the following employees: All certificated, non-certificated, and specially endorsed classroom teachers, guidance counselors, permanent substitute teachers, school librarians, speech and hearing therapists, daily substitute teachers, department facilitators, school social workers, school psychologists, all full-time and regular part-time teachers and other instructional professionals employed by the Saginaw Township Community Schools at its facility known as the Mackinaw Academy, including high school completion and Under 16 school instructors, counselors, English-as-a-Second-Language, and Adult Basic Education programs, but excluding the superintendent of schools, assistant superintendents, directors, administrative assistants, principals, assistant principals, administrative interns, nurses, Mackinaw Academy director, hall monitors and parking lot attendants and all other supervisory and executive personnel, for the purpose of collective bargaining in respect to hours, wages, terms and conditions of employment.

2.0110 The term "teacher," when used hereinafter in this Agreement, shall refer to all employees recognized in this paragraph and such reference shall mean both male and female teachers.

2.0120 The parties agree that there are substantial and unique differences in the working conditions of the teachers at the Mackinaw Academy and teachers in the K-12 program. Accordingly, the provisions of this agreement shall apply to the Mackinaw Academy teachers unless otherwise specifically agreed by the parties.

These sections shall not apply to the Mackinaw Academy teachers:

6.0110	6.0151	6.0152	6.0153	6.0154	6.0155
6.0156	6.0180	6.0201	6.0210	6.0212	6.0213
6.0214	6.0215	6.0216	6.0218	6.0220	6.0230
6.0240	12.0800	12.0900	16.0710	16.0711	16.0712
16.0713	16.0714	16.0715	16.0716	16.0760	18.0110

3.0000

ASSOCIATION

3.0100

Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

3.0200

The Association shall have the right to post notices of its activities and matters of Association concern on Association bulletin boards, one of which shall be provided at each school building.

3.0250

The STEA Representative Council Delegate for the Mackinaw Academy shall have his/her regular schedule adjusted so that he/she may attend the regular monthly meeting of the STEA Representative Council without loss of hours or pay.

3.0300

The Association may use the District's inter-school mail service and teacher mailboxes for communications to its members, provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.

3.0350

The Association may use the District facilities free of charge to hold Association meetings provided the use does not require the Board of Education to expend additional money or allocate additional personnel time. General membership activities will require a building use form submitted to the building principal requesting approval prior to holding the meeting.

The Association members may have access to the Internet and e-mail for their personal use free of charge so long as such use is not during scheduled working hours and such use does not create any additional expense for the District. The expectations are that the members would use them in a professional manner that would comport with the expectations of the public for use of public property.

3.0400

Upon request in writing by the Association, the following reports will be made available if the report is complete:

- Annual Financial Report for the year ending as of June 30, after completion of the audit,
- Copy of the budget that is presented for adoption by the Board,
- List of personnel covered by the Master Agreement, including salaries, degrees, and years of experience in system and out, age and position on salary scale,
- Membership Personnel and School Plant Facilities Report,
- Annual Statistical Report,
- Annual Financial Audit,
- Information concerning economic data of fringe benefit programs, if such information is reasonably available in the business office,
- Names of new teachers after they begin employment,
- Print-out of all Extra-Curricular Stipends.

3.0500

The Association will be included on the mailing list for Board minutes and agendas.

3.0600

There will be equitable distribution, to all teachers, of passes for all school events for which admission is charged in accordance with Board of Education policies.

3.0700

The provisions of the Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory.

3.0800 Association Days. The Board of Education shall permit person or persons designated by the Association a maximum of twenty-five (25) days total absence, without loss of pay, to attend Association conferences and/or union sponsored events. The maximum amount of Association Days to be used by any one bargaining unit member shall be ten (10) in any given year. This maximum can be increased by a mutual agreement between the parties. Association Days must be used in no less than ½-day increments. The Association shall reimburse the Board of Education for wages paid substitute teachers employed to replace the Association member in his/her respective class.

Any Association Days not used in a previous contract year will be added to the next contract year's total.

3.0850 Each member can donate up to one unused personal day per year to the STEA President to use as supplemental Association Days. The STEA President may have a maximum of 5 supplemental days per year. These days shall be used to conduct association business that cannot be conducted outside of the school day. If unused, these days cannot be added to the next contract year's total. Whenever possible, prior notification of the use of a day will be given. If more than 5 days are donated by the membership, a lottery will determine which member's days are being used. The opportunity to donate a day will be provided on the form for Disposition of Unused Personal Days.

3.0900 Dues Check Off

3.0910 The Saginaw Township Community Schools Board of Education agrees that as early as practicable after date of this Agreement, payroll deductions for the payment of Saginaw Township Education and Michigan Education Association and National Education Association dues shall be made from the pay of the employees who voluntarily request such dues deduction, who are members in good standing of the Association, and who are employed in occupations listed under the Recognition clause of the Agreement.

3.0920 Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association, including the NEA and the MEA. Such authorization shall continue in effect from year to year. The Association agrees to furnish the Board with a complete list of all teachers each year requesting payroll deductions for dues at the beginning of each school year. Pursuant to such authorization, and after receipt of the above list, the number of payroll deductions is to be mutually resolved between the Association and the Administration. Deductions for teachers employed after the commencement of the school year shall be appropriately pro-rated.

Any notification for dues deductions received after payroll cut-off date will be taken on the following pay date with any accumulated amount to be deducted at that time.

This can be modified upon mutual agreement of both parties.

3.0930 Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties shall, as a condition of employment, pay a fee to the Association in an amount determined by the Association in accordance with its Policies and Procedures regarding objections to political-ideological expenditures, not to exceed the regular dues, payable to the Association, the NEA, and the MEA, provided, however, that the teacher may authorize payroll deductions, as provided in paragraph 3.0910 of this Article. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deductions, as provided in paragraph 3.0910, the Board shall cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment.

- 3.0940 With respect to all sums deducted by the Board pursuant to authorization of the employee, whether from membership dues or service fee, the Board agrees promptly to remit to the Association that portion allocated to the Association and to remit the balance for both the NEA and the MEA, to the Michigan Education Association, 1216 Kendale Blvd., Box 2573, East Lansing, MI 48826-2573, accompanied by an alphabetical list of teachers for whom such membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished. The Association agrees promptly to advise the Board of all members of the Association in good standing from time to time and to furnish any other information needed by the Board to fulfill the provisions of this Article, and not otherwise available to the Board, providing proper forms are sent to the Board at the appropriate time.
- The Association shall present the Board with a certified check off list along with proper authorization for check off and shall be fully responsible for the validity and correctness of the list, and agrees to reimburse the Board for any deductions made and paid over to the Association which may later be held to have not been authorized by the individual involved or which may constitute an illegal deduction.
- 3.0950 The Association shall indemnify the Board and hold it harmless against any loss or claims for damages resulting from the payment to the Association of any sums deducted under this Article and, in the event any actions or claims are commenced against the Board to recover from it any sums deducted under this Article, the Association shall intervene and defend against such action or claim.
- 3.0960 When an employee does not have sufficient money due him/her after deductions have been made for Social Security, insurance, garnishments, etc., or any other deductions authorized by the employee or required by law, Association dues for that month will be collected by the Association directly from the employee.
- 3.0970 If an employee who is absent on account of illness, leave of absence, or for any other reason has no earnings due him/her for the period, no deductions shall be made. The Association will arrange collection of dues for that period directly with the employee.
- 3.0980 All deductions of Association dues provided for in this Article shall be automatically terminated in the event of loss of exclusive recognition by the Association.
- 4.0000 **BOARD RIGHTS**
- 4.0100 Subject to the provisions of this Agreement, the Board, on its own behalf and on the behalf of the electors of the district, reserves unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Saginaw Township Community School system and its professional staff under the law and the Constitution of the State of Michigan and the United States.
- 4.0200 The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the United States.
- 4.0300 The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.
- 5.0000 **NO STRIKE**
- 5.0100 The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

The Association therefore agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

6.0000 **TEACHING CONDITIONS**

6.0100 Teaching Hours

6.0110 This section, 6.0110, does not apply to the Mackinaw Academy teachers. The teachers' normal hours in all grades shall be eight (8) hours per day during the school year.

6.0120 All teachers shall have at least a 40-minute duty free, uninterrupted lunch period. All teachers must be available in their teaching stations, to the students, 15 minutes before the first class convenes and 15 minutes after the last class is dismissed. Beginning with the 2000-2001 school year, the middle school faculty shall not be required to be at their teaching stations for the 15 minutes subsequent to the dismissal of the last class.

All Mackinaw Academy teachers shall have at least a thirty (30) minutes unpaid, duty free, uninterrupted lunch period. Mackinaw Academy teachers shall be required to be in the lab when the lab is open.

6.0130 Exceptions to these regulations shall be only with permission of the building administrator. Meetings called by the principal or administrator before or after school shall also excuse a teacher from the 15-minute rule. In the Mackinaw Academy exceptions to being in the lab while it is open shall be only with the permission of the administrator.

6.0140 The Board recognizes teaching as a professional calling and shall not impose unreasonable demands upon a teacher's time and shall agree that the work week for the teaching staff shall be maintained at a professional level and shall be distributed equitably and consistent with the work schedule of a professional.

6.0141 The parties agree that split shifts are normally undesirable and will be avoided unless no reasonable alternative is available. The parties agree that assignments that teachers split between buildings are undesirable and will not be used as a subterfuge to violate this Agreement. The teacher's duty day shall not exceed seven (7) continuous hours on days when travel time infringes upon the teacher's lunch or preparation hour.

6.0150 Assigned Time

6.0151 This section, 6.0151, does not apply to the Mackinaw Academy teachers. It is agreed that the time a teacher is assigned with students in the high school is five (5) sixty (60) minute periods. The time a teacher is assigned with students in the middle school is five (5) sixty (60) minute periods organized into blocks of instructional time. The middle school learning community will consist of two (2) core instruction blocks and one (1) enrichment period. A block consists of two (2) sixty (60) minute periods. The learning community may be flexible with their core instruction block of time.

Pilot or exploratory programs may be an exception to the above.

6.0152 This section, 6.0152, does not apply to the Mackinaw Academy teachers. It is further agreed that the time assigned with students will not exceed 330 minutes per day except when necessary to the efficient and proper functioning of a teaching team. In that event, the time a teacher is assigned with students is at no time to exceed 1,650 minutes in any one-week.

- 6.0153 This section, 6.0153, does not apply to the Mackinaw Academy teachers. In the event of an emergency, it becomes necessary to assign a teacher to students for a longer period of time than specified above, the teacher shall be compensated at an hourly rate to be determined by dividing the contractual salary by the number of teacher work days, the quotient of this division further divided by five.
- If the overload continues for more than one semester, the teacher shall be compensated at the hourly rate, as determined above, plus an additional six (\$6.00) dollars per hour of overload. If the teacher chooses to teach an overload, the teacher shall remain at the school for an additional class period as a preparation period.
- In the event it is necessary for a teacher in an instructional area to teach in the absence of a requested substitute, the teacher will be compensated at an hourly rate equal to one-sixth (1/6) of the daily substitute rate.
- 6.0154 This section, 6.0154, does not apply to the Mackinaw Academy teachers. Secondary teachers (9-12) shall not be required to have more than four (4) preparations within five (5) teaching assignments per day. A classroom preparation shall be defined as the planning and work of a teacher prior to the teaching of one or more sections of classroom assignment.
- 6.0155 This section, 6.0155, does not apply to the Mackinaw Academy teachers. Middle school teachers (6-8) shall not be required to have more than four (4) teaching preparations within five (5) teaching assignments per day. A classroom preparation shall be defined as the planning and work of a teacher prior to the teaching of one or more sections of classroom assignment.
- 6.0156 This section, 6.0156, does not apply to Mackinaw Academy teachers. Any middle or secondary teacher assigned an additional preparation (a fifth hour preparation) shall be compensated according to the following formula:
- Salary divided by 189 divided by 5 x .25 = rate x number of student days in the school year
- One-half (1/2) of compensation will be paid at the end of the first semester and one-half (1/2) at the end of the second semester.
- 6.0157 The Board shall provide Mackinaw Academy teachers with prep time/meetings to be determined by the administration based upon the needs of the program, but in no case less than (3.5) hours per week for a faculty member who is regularly scheduled to work 37.5 hours per week.
- 6.0160 In the K-5 schools, the teacher's planning period shall be from 7:30 – 7:45 a.m. and from 2:35 - 3:30 p.m. Adjustments to this schedule may be made to compensate for varying starting times of individual schools. Individual exceptions to this section shall be made between the Association President, or if not available, the building representative and the Administration.
- Elementary Report Cards
- Elementary teachers will have at least three (3) school business days, including teacher workdays, between the end of the marking period and when report cards are to be completed.
- 6.0165 High School Counselors, Co-op Coordinators, and Media Specialists may be scheduled to work August through June for no more total days than their regularly scheduled number of teacher workdays. These days shall be mutually agreed to on a calendar schedule between the counselors and the building principal on an annual basis.

6.0181 A Mackinaw Academy teacher may be required to attend parent-teacher conferences as scheduled by the Board, not to exceed six (6) hours per year.

6.200 Student/Teacher Ratios

Class Sizes. The administration recognizes the difficulties imposed at the beginning of the year on teachers and will make every effort to adjust class sizes, as far as practical, prior to the commencement of school. Further, efforts will be intensified to balance class assignments, as far as practical, in the planning stage so that overloads can be avoided. The administration will further take into consideration the problems resulting from mainstreaming and will give consideration to any unusual demands required of the teaching staff in these situations.

6.0201 This section, 6.0201, does not apply to Mackinaw Academy teachers. Special Education students, when mainstreamed, shall be counted the same as all other students for computation in student-teacher ratios.

6.0210 This section, 6.0210, does not apply to Mackinaw Academy teachers. The Board of Education agrees that the ratio of students to teachers at each school unit as listed below shall not be exceeded except for an emergency.

6.0212 This section, 6.0212, does not apply to Mackinaw Academy teachers. Overloads may occur on a daily basis in grades K-5. Overloads may occur under two separate circumstances at the Middle School (6-8) and the High School, on an hourly basis and on a daily basis. Each instance must be treated individually at each level.

It is recognized that different degrees of flexibility in scheduling are required at each level. Accordingly, beginning on the sixteenth (16th) student attendance day and continuing throughout the remainder of the school calendar year, overload compensation shall be the greater dollar amount of either hourly or daily.

6.0213 Hourly Compensation

This section, 6.0213, does not apply to Mackinaw Academy teachers. \$1.60 per student per hour per day in excess of:

Middle School (6-8)	32:1
High School (9-12)	33:1

One (1) hour is defined as one (1) teaching period.

6.0214 Daily Compensation (K-5)

This section, 6.0214, does not apply to Mackinaw Academy teachers.

K (1/2 day) compensation to be \$4.00 per day per student per session exceeding a ratio of 27:1.

K (all day) - 2 compensation to be \$8.00 per day per student exceeding a daily ratio of 27:1.

3-5 compensation to be \$8.00 per day per student exceeding a daily ratio of 30:1.

Less than full-time elementary students shall be computed at an hourly rate of .2 per student per hour accumulated on a weekly basis and then paid at the daily rate. The weekly accumulation shall be rounded as follows:

Minimum of .6/week = \$4.80, .8/week = \$6.40, 1.0/week = \$8.00.

6.0215 Daily Compensation (Middle (6-8); High School (9-12))

This section, 6.0215, does not apply to Mackinaw Academy teachers.

Middle and high school compensation to be \$3.20 per day per student in excess of:

Middle School (6-8)	150 students	(30 x 5)
High School (9-12)	150 students	(30 x 5)

6.0216 This section, 6.0216, does not apply to Mackinaw Academy teachers. The only classes exempt from any of the above ratios or limits are elementary music and physical education, ratio 35:1; High school classes of choir, band, and physical education, ratio 60:1; keyboarding ratio, 40:1; and middle school choir, band and physical education, ratio of 300 per day.

Exceptions to the elementary ratio of 35:1 must be mutually agreed upon by both the STEA and the administration.

Middle school (6-8) daily limit	300
High school (9-12) daily limit	300

*Swimming classes shall conform to the regulations as outlined by the State and the Red Cross.

6.0218 This section, 6.0218, does not apply to Mackinaw Academy teachers. It is agreed that a split classroom is an undesirable situation. Voluntary staffing of split classrooms will be done whenever possible on a rotation basis. In an effort to provide a favorable teaching/learning situation, the class size will be less than the average size of classrooms of grades being combined in that building.

6.0220 Half-day Kindergarten Classes.

This section, 6.0220, does not apply to Mackinaw Academy teachers. For the purpose of computing a kindergarten ratio per building, a full-time kindergarten teacher shall count as one (1) classroom teacher unit after dividing total kindergarten students by two.

6.0230 This section, 6.0230, does not apply to Mackinaw Academy teachers. The above ratios may be exceeded in case of emergency. An emergency being defined as a situation in which all reasonable efforts have been made by the administration to obtain personnel needed to maintain the above listed ratios.

6.0240 Special Teachers (elementary music, art, physical education)

This section, 6.0240, does not apply to Mackinaw Academy teachers. The number of special teachers shall be computed as follows: Special teachers shall be in a ratio of 1:20 with K-5 classrooms, as computed in the pupil-teacher ratio. These teachers shall be assigned to the individual buildings as equitably as their efficient use will permit.

Adjustments in the above personnel will be made upward and downward in accordance with available funds. Every attempt will be made to maintain the balanced program agreed to herein.

6.0300 Student-Teacher Assignments

6.0310 The Board of Education agrees that no student teacher shall be assigned to a teacher in Saginaw Township Community Schools without the supervising teacher's consent.

Compensation for the supervising teacher will be determined by dividing the total amount of monies paid by the universities involved by the number of student teachers in Saginaw Township. Each supervising teacher will receive the quotient of the above multiplied by the number of student teachers supervised.

- 6.0330 Student teachers may only be assigned to tenured teachers or to non-tenured teachers where that teacher has taught four (4) or more years in another district and has taught at least two (2) years in the Saginaw Township Community Schools.
- 6.0340 Teachers will be assigned a student teacher according to each university's/college's program design and duration.
- 6.0400 Classroom Temperature. The Board agrees to make every effort to maintain a minimum classroom temperature of 55 degrees. In situations in which classroom temperature is below 55 degrees due to mechanical malfunction or other causes and no relief is probable within a two-hour period, the matter will be presented to the Superintendent or designee, for a decision relative to closing schools.
- 6.0401 Maintenance of Buildings. It is desirable that buildings be maintained to the best of the District's ability. Every reasonable attempt shall be made to maintain the physical plant and its equipment to the level of maximum efficiency. Such attempt shall be promulgated upon the reporting of any problem areas and the availability of parts or replacement equipment in correcting the reported deficiencies.
- 6.0500 Building Keys shall be allocated to teachers upon request at the discretion of the building principal.
- 6.0600 Whenever instructional aides and clerks shall be placed in the team or with an individual teacher, a sixty (60) day probationary period shall exist at which time the professional teachers on that team or the individual teacher shall decide and notify the administration as to whether these people are to remain in the team.
- 6.0800 Camp Program. Elementary teachers who are required to attend camp will be paid \$50.00 each time they are present for the entire day period and remain overnight.
- 6.0900 School Improvement Committee
- 6.0940 The conditions which follow shall govern employee participation in any committee for plans, programs or projects included in the terms School Improvement (SIP), Sight Based Decision Making (SBD), accreditation plans, etc.
- Participation by the employee is voluntary.
- Participation or non-participation shall not be used as a criterion for discipline or discharge.
- 6.0950 The Master Agreement may not be modified in whole, or in part, except by mutual written agreement by the Association and the Board.
- 7.0000 ASSIGNMENT AND TRANSFER
- 7.0100 The Superintendent of Schools shall be responsible for the assignment and transfer of all faculty personnel. Teaching assignments may be changed at the discretion of the Superintendent except as limited by the provisions of this Article.
- 7.0200 A transfer and change of assignment will be on a voluntary basis whenever possible. In the case of involuntary assignment and transfer, the consideration and wishes of the

individual teacher will be honored to the extent that this consideration does not conflict with the instructional requirements of the school. Whenever an involuntary assignment cannot be avoided, a personal interview prior to June 1 or written notification with the affected party will be held to clarify the reasons for making said assignment.

Should an un-requested transfer, including a total work assignment, occur, the teacher(s) transferred will be provided a minimum of one (1) working day of release time, mutually agreed to between the teacher and administration, to complete necessary arrangements and preparations. Should the Personnel Director specifically request, in writing, that the teacher carry out such arrangements on a non-student instruction day, the teacher shall be paid additionally his/her regular daily rate for the days worked. Teachers shall not be requested to complete such arrangements on weekends or holidays.

7.0210 In the event a position becomes vacant or is created and such position properly falls within the scope of the bargaining unit, as defined in the Article of Recognition of this Master Contract, such vacancy shall be posted at each of the several schools for a period of ten (10) days. In the event the vacancy is filled from within the membership of the bargaining unit, the vacancy created by the successful candidate will again be posted for a period of five (5) days. If the second vacancy is filled by a member of the bargaining unit the vacancy created by this transfer need not be posted. A copy of each posting will be sent to the Association President and Grievance Chairperson, at the time of the posting.

In both cases members of the bargaining unit expressing interest in the position or positions will be given first consideration. Any STEA member who has applied for but not been awarded a posted vacancy may request and is entitled to a meeting with the interview team. This meeting shall be held in a timely fashion.

7.0215 A vacancy exists when there is a position for which no teacher in the bargaining unit is assigned.

When such a vacancy occurs, the position will be posted as outlined in Section 7.0210 of the Master Agreement.

A substitute who fills this vacancy until a qualified, certified teacher is hired will be paid according to the following:

Day 1-10	Mutually agreed rate
Days 11-20	Rate plus \$5.00 per day
Days 21-59	Rate plus \$20.00 per day

After 60 Days State law mandates that a teacher employed as a substitute teacher with an assignment to one specific teaching position after sixty (60) days of service shall be granted leave time and other privileges (i.e., sick days and fringe benefits) granted to regular teachers by the District. This includes placement on the first step of the salary schedule.

7.0220 In an involuntary transfer situation primary consideration for filling positions will be district seniority, Michigan certification by Majors and Minors, experience at that level and appropriate accreditation standards for that level. Reassignment due to layoff will be considered an involuntary transfer.

7.0230 Tentative assignments for the ensuing year shall be made prior to June 15th of each year. Changes in assignment which become necessary after this date shall be made only after the faculty person involved has been notified in writing. This notification will be made as soon as practical but no later than five (5) working days after the decision.

- 7.0300 Whenever vacancies occur during the normal summer months when regular school is not in session, the following procedure, in addition to the procedure heretofore outlined, shall be followed.
- 7.0310 Vacancies will be posted on the district's on line posting system, which can be accessed through the district's web page.
- 7.0320 Teachers will indicate their interest in a vacancy through the online posting system.
- 7.0400 Assignment. When closing middle or high schools, all existing buildings at that level will be declared closed and the Board will proceed as if hiring for a new school. Seniority and certification by majors and minors will be the primary consideration for filling positions and first priority will be given to teachers presently teaching at that level.
- In the case of redistricting or student enrollment fluctuations, buildings which must reduce staff shall do so on the basis of district seniority or voluntary transfer. Affected staff will be notified of all job openings at least ten (10) days prior to the general posting. Applicants for these positions shall be given first consideration on the basis of district seniority, providing they are certified and qualified and providing the remaining staff is certified and qualified to continue the existing program.
- 8.0000 REDUCTION IN STAFF
- 8.0100 It is hereby recognized that it is within the discretion of the Board of Education to reduce the educational program and curriculum and staff when economic necessity dictates.
- In order to promote an orderly reduction in personnel when the educational program and curriculum and staff is curtailed, the following procedure will be used:
- 8.0110 Probationary employees will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of the probationary teacher.
- 8.0120 In the event teacher(s) must be laid off, notice will be given to the teacher by April 30th of the year. Should the District determine after April 30th of any year that a teacher must be laid off, the District shall notify that teacher as soon as the teacher to be laid off has been determined. Layoff shall be based on seniority and certification.
- 8.0125 A layoff at the Mackinaw Academy is defined as the separation from employment with the District because of a reason other than voluntary resignation, physical disability or dismissal for cause. Employees who have been laid off from the Mackinaw Academy and who have worked an average of 32 hours over the previous 20 work weeks, shall have the opportunity to fill the next available opening, based on seniority, for which that employee is qualified and certified.
- 8.0130 It is expressly understood that the Association shall have the right to review the layoff list prior to notification of the individual teachers to be laid off. In the event of a dispute concerning the layoff list, the Association shall have the right to meet with representatives of the Board concerning the layoff list.
- 8.0200 Recall. Teachers shall be recalled in inverse order of layoff for new positions opened for which they are certified and qualified in accordance with the above procedure. Teachers who have not completed a probationary period shall retain right of recall for two (2) years from the date of layoff.

- 8.0210 The seniority list for layoff and recall shall be established and attached as appendix. (NOTE: the Association has been given the right to develop the seniority list, which will include STEA-originated tiebreakers. This will then become Appendix A).
- 8.0211 Seniority is defined as active time spent as a "teacher" in the school district. Effective as of August 1, 1993, should a member of the bargaining unit voluntarily leave the bargaining unit and then return to the unit, only the years accrued as an active bargaining unit member will be used in determining replacement of position on the seniority list. The new position on the seniority list will be the least senior position at that particular year.
- Seniority standing of the 1992-93 year will not be affected.
- 8.0212 In computing services to determine the faculty's position on the seniority list, time spent on an unpaid leave shall not be counted as active service in the school district, except regular faculty who is called into active duty by the defense forces of the United States for service or training shall, upon return from such active duty, be reinstated with full credit on the seniority list.
- 8.0213 Seniority shall not be accrued by a substitute teacher unless he/she is under contract with Saginaw Township Community Schools Board of Education as a permanent substitute teacher.
- 8.0220 It is expressly understood and agreed that the provisions of this Article are not subject to the grievance procedure unless the Board's action is arbitrary and capricious.
- 9.0000 TEACHER RIGHTS
- 9.0100 Nothing contained herein shall be construed to deny or restrict to any teacher rights they may have under the Michigan General School laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- 9.0200 The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within appropriate concern or attention of the Board, unless such activities adversely affect the teacher's classroom efficiency or performance.
- 9.0300 The Board agrees that all written reprimands or docking of pay shall be for just cause. Any teacher protesting the reprimand or such docking of pay may file a grievance and process it to and including binding arbitration.
- 9.0310 Any disciplinary or corrective actions taken against a teacher shall be conducted in private except in situations involving protection of students or property.
- 9.0320 Any complaints made against a teacher or person for whom the teacher is administratively responsible by any parent, student, or other person will be promptly called to the attention of the teacher if such complaint is to be used as a basis for any disciplinary action against the teacher.
- 9.0400 Personnel Records
- 9.0410 No material regarding a teacher's conduct, service, character or personality shall be placed in the file unless the teacher has had an opportunity to read the material.
- 9.0420 The teacher shall have the right to answer any material filed and the answer shall be attached to the file copy.

- 9.500 Evaluation Of Faculty Personnel
- 9.505 Each faculty member is expected to meet the Standards for Effective Teaching detailed in the Evaluation and Professional Growth Plan.
- 9.0510 The Administration shall evaluate the performance of Faculty in accordance with the timelines established in the Evaluation and Professional Growth Plan.
- 9.0520 The results of such evaluation shall be communicated in writing to the faculty person involved.
- 9.0530 The ultimate decision of retaining a Probationary Faculty member rests solely with the Administration and is not subject to any other provision under this Agreement.
- 9.0540 Each newly hired faculty member will be provided a copy of the evaluation instrument at the teacher workday held at the beginning of the school year.
- Any changes in the evaluation form will be made through a joint committee of Saginaw Township Education Association, Saginaw Township Administrators Association, and the Board of Education. These changes shall be made prior to October 15th and the faculty will be informed, in writing, of any changes.
- 9.0600 Assistance In Assault Cases
- 9.0610 Any case of assault upon a teacher in pursuit of the teacher's duties shall be promptly reported to the Board of Education or its designated representative. The Board will provide legal counsel to answer questions, and after counsel, to advise the teacher of his/her rights and obligations with respect to any unprovoked assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- 9.0620 If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance to the teacher's defense, provided the teacher was performing his/her duties in accordance with Board and School policies.
- 9.0630 Time lost by a teacher in connection with any incident mentioned in this Section shall not be charged against the teacher, if the teacher was acting in a reasonable manner.
- 9.0700 Damage or Destruction to Property
- Teachers shall not be held responsible for loss within the school of school property or children's property when such loss is not the fault of the teacher.
- The Board recognizes vandalism as a problem area where parking is shared by staff and students. A designated staff parking area will be identified at schools where vandalism has occurred. Such areas will be supervised.
- 9.0720 The Board will reimburse a teacher, in an amount not to exceed a total of \$100.00 in any school year, for loss or damage or destruction while on duty in the school of personal property of a kind normally worn or brought into school, when the teacher has not been negligent, to the extent that such loss is not covered by insurance.
- 9.0730 The term "personal property" shall not include cash. The term "loss," "damage," and "destruction" shall not cover the effects of normal wear and tear and use.

- 9.0740 Teachers who bring personal property into the school for classroom use will be reimbursed for damages or loss only if permission is received in writing from the principal to bring such property into the school. Forms will be provided for permission to bring property into the classroom. The amount of liability accepted by the school will be indicated in writing.
- 9.0800 Student Discipline. The Board agrees to provide all teachers with a copy of the Student Discipline Policy in effect.
- The Board further agrees that whenever changes are made concerning these policies, the Saginaw Township Education Association shall be consulted.
- 10.0000 **LEAVES OF ABSENCE**
- 10.0100 Procedures. Leaves of absence may be authorized by the Board of Education upon the recommendation of the Superintendent for teachers who have at least two (2) years service and tenure in this district. A leave of absence must be requested a minimum of 180 days prior to the leave except in emergencies.
- 10.0110 No leave of absence shall be granted for a period longer or less than one (1) year except by specific action of the Board of Education.
- 10.0120 Written application for such leave shall be made by the faculty person, addressed to the Superintendent of Schools, who shall upon receipt of same, make such investigation as may be necessary to determine to the best of his/her ability if the granting of such leave would serve not only the interests of the faculty person but also of the school district.
- 10.0130 Such leave of absence shall be without compensation from this school district, except as may be determined otherwise by the Board of Education.
- 10.0140 Leave of absence may be denied or abrogated by the Board of Education upon evidence of violation of the Agreement.
- 10.0150 Application to return from a leave of absence shall be filed with the Superintendent of Schools no later than March 15 preceding the September in which the teacher wishes to return, or not later than November 1 if the teacher wishes to return at the beginning of the second semester of any school year.
- 10.0160 Teachers shall be returned to the same or similar position of equal pay (not including coaching or extra duties) and status: if there are not openings to qualify in accordance with this provision the least senior employee shall be laid off.
- 10.0170 In computing service to determine the faculty person's position on the salary schedule at the expiration of the leave, time spent on leave shall not be counted as active service in the school district, except that the Superintendent of Schools may at his/her discretion allow part or all of such time for the following leaves:
- Professional study
 - Temporary teaching assignment outside the district
 - Travel
- 10.0200 Types of Leaves of Absence
- 10.0210 Health and Hardship Leave
- 10.0211 Faculty personnel shall be granted a leave of absence because of personal illness, accident, or other grave emergency without regard to Section 10.0100.

- 10.0212 Whenever a leave of absence is granted as described, the faculty person shall give acceptable medical evidence of recovered health or such other evidence as may be required by the Superintendent before being permitted to return to teaching duties in the school system.
- 10.0220 Professional Study
If a leave of absence is requested for professional study, official documentation regarding acceptance and enrollment must be provided with the leave of absence request.
- 10.0221 Military Leave
Teachers will be granted a leave of absence for either voluntary or involuntary military service upon proper notice, preferably in writing.
- 10.0222 A teacher conscripted in active military service during the regular school year shall not be paid by the school district during such period of military service. If the tour of duty is for thirty (30) days or less, the district will pay the difference between the teacher's salary and the amount received for service, if any.
- 10.0223 Application for re-employment shall be made within a reasonable time after discharge or release from military service but not later than ninety (90) days from the date of said discharge or release.
- 10.0224 Teachers who may be conscripted into the defense forces of the United States for service or training shall be reinstated in this school system with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position.
- 10.0230 Temporary Teaching Assignment Outside the District
- 10.0231 Faculty personnel who qualify under Section 10.0100, upon request, may be granted a leave of absence not to exceed two (2) consecutive school years to accept a temporary teaching assignment outside the school district.
- 10.0232 Written application for such leave shall be made by the faculty person not later than sixty (60) days prior to the end of the semester following which such leave is desired.
- 10.0233 Leave of Absence for such temporary teaching assignment shall be considered by the Board of Education upon the recommendation of the Superintendent of Schools, on the basis of: outstanding teaching record, length of service and other education activities, and demonstrated ability to discuss educational policies and practices in and before professional groups.
- 10.0234 In computing service to determine the position of the faculty person on the salary schedule, but not including sick leave, at the expiration of such leave, time spent on leave for such temporary teaching assignment shall be counted the same as active teaching service in the school system.
- 10.0240 Travel
- 10.0241 Faculty personnel who qualify under Section 10.0100, upon written request, may be granted without pay a leave of absence for travel provided such leave does not in any way impair the program of the school.
- 10.0250 Sabbatical. Sabbatical leave may be given in accordance with the Michigan School Code; however, it will not be denied on an arbitrary or capricious basis.

- 10.0260 Child Care Leave. A teacher shall be granted a child care leave for up to one year upon satisfactory evidence that in the opinion of proper professional or medical authorities, the child's physical or mental well-being would be adversely affected by the failure of the Board to grant such leave to a teacher.
- Non-medical Child Care Leave: A teacher may be granted a child care leave for up to one year for reasons unrelated to the health of the child.
- 11.0000 SICK LEAVE
- 11.0100 Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave shall be to protect faculty personnel and pupils when faculty personnel become ill.
- 11.0200 Faculty personnel shall be credited with thirteen (13) days of sick leave during the first five years of employment (effective with the 1999-2000 school year), and with ten (10) days of sick leave thereafter on the opening day of school each year; and any sick leave days not used in one year shall be accumulated to a total of 180 days. Long term disability will be provided after 180 days.
- Mackinaw Academy personnel shall be credited with eight (8) days of sick leave on the opening day of school each year; and any sick leave days not used in one year shall be accumulated to a total of 180 days. Long term disability will be provided after 180 days for full time personnel.
- 11.0201 For Mackinaw Academy personnel the value of the paid sick day is to be equal to the teacher's hourly rate multiplied by the average number of hours worked per day by that teacher over the last twenty (20) work days.
- 11.0210 Sick Leave Incentive. Those faculty members who have a perfect attendance record in the previous school year will be granted a personal vacation day off from work with pay. This day shall be scheduled in advance with the building administrator, with a minimum of 48 hours notice, and shall be consistent with operational needs.
- Perfect attendance shall be defined as a teacher who has not missed any scheduled work days (excused or unexcused) except personal days, jury duty or funeral leave.
- 11.0215 Faculty personnel who have used 3.5 sick days or less, may not report to work on the half-day teacher work day scheduled at the end of the school year.
- 11.0300 Sick Bank Committee. Any teacher having exceeded his/her accumulated sick leave days may request additional days. The request shall be made in writing (Sick Bank Application Form) to the Sick Bank Committee. This Committee shall consist of two representatives of the Board of Education, two representatives appointed by the Executive Board of the Association, and the applicant's building principal and Association building representative. The Sick Bank Committee shall have the ability to grant district-provided days and/or membership-donated days.
- Association members may donate one (1) day per case. A day donated is treated as a day used by the donating member. The Sick Bank Committee is responsible for the process of soliciting the membership for donated days. The Sick Bank Committee will hold a lottery drawing if more days are donated than approved for use by the Sick Bank Committee.
- The Sick Bank Committee shall notify the applicant of its decision in writing. Any days granted would be by a majority decision of the Sick Bank Committee.

- 11.0400 Faculty personnel who leave employment of the school district, except on leave of absence, shall forfeit all of their unused days of sick leave, and days so forfeited shall not be restored if the faculty member should later re-enter the service of the school district.
- 11.0500 Absence from duty for the following reasons shall be considered sick leave deductible from the accumulated sick leave:
- 11.0600 Personal Illness
- 11.0610 For absence resulting from personal illness or injury and not exceeding two (2) consecutive days, approval of the principal will suffice.
- 11.0611 After consultation with the STEA President or designee, the District may ask for a satisfactory medical affidavit for a one or two day absence.
- 11.0612 Satisfactory medical affidavit to the effect that the absence was caused by illness may be required for illness of more than two (2) days.
- 11.0613 Faculty personnel who have been absent because of personal illness for more than two weeks, before returning to duty, may be required to submit satisfactory medical evidence of ability to perform their duties. This evidence may be either a signed statement from their personal physician or a signed statement by a physician designated by the Superintendent.
- 11.0620 Quarantine.
- 11.0621 In case of quarantine because of exposure to contagious disease, which could be communicated to other personnel or pupils, the approval of a physician must be presented for the entire period of absence.
- 11.0630 Illness in the Immediate Family*
- 11.0631 For absence because of illness or injury within the immediate family and not exceeding two (2) days, approval of the principal shall suffice.
- 11.0632 After consultation with the STEA President or designee, the District may ask for a satisfactory medical affidavit for a one or two day absence.
- 11.0633 Verification of this illness and proof of the need for the absence of the staff member may be required for absence of more than two (2) days.
- 11.0700 Workers Compensation
- 11.0701 A teacher who is absent from duty as the result of personal injury caused by an accident, disease, or assault upon him/her arising out of, and in the course of his/her employment, may have the option of drawing workers' compensation solely, or workers' compensation plus sick leave (payment not to exceed the teacher's regular daily rate.) In the event the teacher chooses the latter, the days of sick leave drawn will be chargeable to the teacher's sick leave accumulation.
- 11.0800 Reporting Absences.
- 11.0810 The teacher shall be informed of a telephone number to call prior to 7:00 a.m. to report unavailability for work. Whenever possible teachers should give the maximum amount of notice when they become aware that they will not be available for duty. Call prior to 3:00 p.m. for next day.

- 12.0000 **OTHER AUTHORIZED ABSENCES FROM DUTY**
- 12.0100 Death in the Immediate Family. *
- 12.0110 Faculty personnel shall be allowed three (3) days of absence, and any additional days approved by the Superintendent, without loss of pay or sick leave in the event of death of a member of the immediate family. If additional days are needed, unused personal days may be used.
- *Immediate family shall include: mother, father, husband, wife, child, stepchild, adopted child, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, or any relative who is a permanent resident in the employee's home.
- 12.0120 Faculty personnel shall be allowed one (1) day of absence, and any additional days approved by the Superintendent, without loss of pay to attend the funeral of an aunt, uncle, nephew, niece, sister-in-law, brother-in-law, or the spouse of his/her child.
- 12.0121 Up to two (2) days for out-of-state travel will be allowed, subject to the approval of the Administration.
- 12.0200 Death of Faculty Personnel.
- 12.0210 At the discretion of the Superintendent, the school shall be closed in the case of the death of faculty personnel.
- 12.0220 Other members of the faculty may be allowed to attend the funeral services if satisfactory arrangements can be made to discharge their teaching responsibilities and if such absence is approved by the Principal.
- 12.0230 The Principal shall be responsible for all matters concerning school in connection with the death of faculty personnel including: student collections, memorials, remembrances, flower arrangements, and the disposition of personal effects.
- 12.0300 Personal Days
- 12.0310 Full-time personnel will be granted four (4) personal days per year. One (1) unused personal day may be carried over to the next school year to be used as a personal day in the following school year. A maximum of five (5) days could be available in any school year.
- Application for personal days shall be made on a form provided by the District and submitted to the principal or immediate supervisor at least 48 hours in advance of the requested absence date. If the immediacy of the absence is of such a nature that a request in writing is not practical, verbal request to the principal or immediate supervisor will be sufficient and the written application will be submitted upon return from the absence. Such leave will not be granted before or after a scheduled holiday. Other extenuating circumstances will be considered by the Administration. The Administration has the right to approve or deny the use of all personal days. The reasons for the denial of a request to use a personal day must be communicated to the teacher in writing. After May 19th, the teacher must demonstrate necessity for use of a personal day.
- 12.0311 For Mackinaw Academy personnel the value of the paid personal day is to be equal to the teacher's hourly rate multiplied by the average number of hours worked per day by that teacher over the last twenty (20) work days.

12.0320 Disposition of Unused Days. A teacher has several options for the disposition of unused personal days. Those options include carrying one day forward to the next school year, receiving a cash payment for days, converting the days to sick days, and contributing a day to the STEA President's release time. Teachers may choose a combination of these options on the form provided by the District.

Cash Payment. If a teacher does not use any personal days during the first semester, the teacher may surrender up to two (2) days for the cash value of \$80.00 each at the end of the first semester. A teacher who has any personal days remaining may surrender up to five (5) days for the cash value of \$80.00 each at the end of the second semester. A written request for payment must be made to the Human Resources department within five (5) days of the end of the semester for which the teacher is requesting payment.

Conversion to Sick Days. A teacher may request in writing that all remaining personal days be converted to sick days by submitting a written request to the Human Resources department within five (5) days of the end of the second semester.

Should the teacher not submit a written request for payment or request that personal days be converted to sick days, any personal days remaining in the bank of a faculty member at the end of a school year will be rolled over to the next school year as follows: the first day to be rolled over will be rolled over to the teacher's personal day bank; any remaining days will be rolled over to the teacher's sick leave bank.

Contributing a Day to STEA President's Release Time. If a teacher wishes to contribute a day to the STEA President's release time, the teacher must indicate such to the Human Resources department within five (5) days of the end of the second semester.

12.0400 Jury Duty

12.0410 Faculty personnel shall be allowed to be absent when called for jury duty. Such absences shall be allowed without loss of pay, except that any compensation for such jury duty shall be deducted from the teacher's salary payment.

12.0420 Subpoena

12.0600 Absence from duty shall be authorized by the Building Principal except in those instances where the Board of Education policy or administrative regulations expressly reserve this authority to the Superintendent.

12.0700 Absence for reasons not covered in this Agreement or any exceptions to this Agreement may be authorized by the Superintendent.

12.0800 Record Day. This section, 12.0800, does not apply to Mackinaw Academy teachers. Each teacher is required to attend the fall and spring parent-teacher conferences. All teachers shall not report on the designated teacher record day.

12.0900 Record Day. This section, 12.0900, does not apply to Mackinaw Academy teachers. Faculty personnel who have 180 days of accumulated sick leave on the first day of school may, upon request, be excused from reporting to work on one (1) of the record days in addition to the day outlined in Section 12.0800, provided they complete and turn into the building principal any records or work required of other faculty members.

13.0000 **CONFERENCES**

Faculty personnel, with the approval of the Superintendent, may be allowed, without loss of pay and reimbursed reasonable expenses, to attend special educational and professional conferences. Application to attend such a conference should be made to the Principal at least ten (10) days in advance. It is the Board's position that such permission

will be granted in accordance with past practice provided it is within the budgetary limitations of the district. Conference funding will be distributed through the year and between academic areas as equitably as possible.

14.0000 **GRIEVANCE PROCEDURE**

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

14.0100 The teacher who feels that he/she has a grievance should first take the matter up verbally with the Principal of the school (within ten (10) working days following the act or condition which is the basis of the teacher's grievance), who will attempt to resolve it with the teacher.

14.0120 If this fails to resolve the grievance, the teacher shall submit the grievance in writing, within thirty (30) working days, specifying the section of the contract alleged to be violated, the events that caused the alleged violation, and the alleged violation, and the remedy sought.

14.0130 Within five (5) working days of receipt of the written grievance, the Principal shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. At the time of conference, the teacher may appear personally or may be represented by the Association representative, or both. Such conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties.

14.0140 If the parties do not mutually agree to extend the five (5) day limit and the Principal does not answer within the five (5) days, then the grievance shall be automatically appealed to the next level.

14.0150 If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the Principal's decision will be final.

14.0160 If the Association does not accept the Principal's written answer, the grievance may be appealed to the Superintendent of Schools by sending such notice in writing to the Superintendent within five (5) working days from the date of the Principal's written decision.

All time limits and/or steps may be waived by mutual consent of both parties providing such consent is in writing.

14.0170 Within ten (10) working days of receipt of the written appeal, the Superintendent, or a designated representative, will arrange for a conference to satisfactorily resolve the grievance. Such conference may be scheduled by the administration during regular working hours, without loss of pay to the grievant. Conferences shall not be scheduled at a time that would result in disruption of normal school routine and duties.

14.0180 Within ten (10) working days, or longer if mutually agreed to, the Superintendent, or a designated representative, shall answer such grievance in writing.

14.0190 Such answer shall be final and binding unless appealed to the next step within twenty-five (25) working days from the date of the Superintendent's written decision.

- 14.1000 If the grievance is not settled at the preceding step it may be submitted to binding arbitration at the election of either party. The arbitrator shall be chosen in accordance with the rules of the American Arbitration Association or federal Mediation and Conciliation Service.
- 14.1010 Within ten (10) days after submission to binding arbitration as specified in 14.1000 above, the party choosing to arbitrate must provide the other party with written notice setting forth the specific nature of the dispute to be arbitrated.
- 14.1020 The Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the Arbitrator is to determine disputed interpretations of specific provisions in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Arbitrator shall, therefore, not have authority, nor shall it consider its function to include, the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Arbitrator shall not give a decision, which in practical or actual effect modifies, revises, detracts from, or adds to, any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification (whether by addition or subtraction) of clear and unambiguous written terms of this Agreement.
- 14.1030 Unless expressly agreed to by the parties, in writing, the Arbitrators are limited to hearing one issue or grievance upon its merits at any one hearing. Separate Arbitrators shall be selected for each grievance appealed to binding arbitration.
- 14.1040 The fees and expenses of the third party impartial arbitrator, shall be shared by the parties equally. All other expenses incurred shall be paid for by the party incurring them.
- 14.1100 The term "days" when used in this Article shall mean workdays, or during the summer months, days when the administration office of the Board is open for business.
- 14.1200 Any claim or grievance arising prior to the expiration of this Agreement may be processed through the grievance procedure until resolution even though the Agreement may have expired while the grievance is in progress.
- 14.1300 Grievances filed as Class grievances shall be initiated at the Superintendent level of the Grievance Procedure. The Superintendent shall retain the discretion to remand a Class grievance to prior steps of the Grievance Procedure, but shall not remand as a subterfuge to violate the time provisions provided within this Article.
- 15.0000 **DAILY SUBSTITUTES**
- 15.0100 Unless specifically provided for in this Article, the other provisions of the Master Agreement do not apply to daily substitute teachers in the system.
- 15.0105 A daily substitute teacher has no seniority or recall rights.
- 15.0110 Daily Substitute Pay Rate: To be mutually determined by the Board of Education and the Saginaw Township Education Association.

<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>
\$70.00	\$70.00	\$70.00

Add \$5.00 when the substitute has completed ten (10) consecutive days of substitute teaching for the regularly assigned teacher.

- 15.0115 Substitute teachers at the Mackinaw Academy will be paid an hourly rate for all hours taught. Hourly rate to be determined by dividing an amount not less than the substitute rate by 7.5.
- 15.0120 Substitute teachers eligible to become members may elect to affiliate with MEA, NEA, and STEA following the first (1st) teaching day.
- 15.0130 Service Fee (substitutes): Service fee will be 25% (or the rate established by the MEA) of full-time active members. The membership year will be from September 1 of a given calendar year through August 31 of the following year. STEA will assume total responsibility for the collection of the service fees.
- 15.0200 Provisions of Agreement That Apply to Daily Substitute Teachers:
- Teacher Rights (9.0000) No Strike (5.0000)
- Teaching Conditions (6.0000) except assignment, evaluation of probationary faculty personnel.
- Grievance Procedure (14.0000)
- 15.0400 Evaluation (Daily Substitutes)
- Evaluation of long-term substitute teachers is to be covered within procedures developed for evaluation of faculty personnel.
- 16.0000 SALARY PROVISIONS:
- 16.0100 Definitions.
- 16.0110 Bachelor's Degree. Bachelor's category on the salary schedule shall be defined as a Bachelor's Degree from an accredited college or university and being eligible for or possessing a valid Michigan teaching certificate.
- 16.0120 Bachelor's Category Plus 18
- 16.0121 Bachelor's category plus 18 shall be defined as possessing a Bachelor's degree, a valid Michigan certificate, plus 18 semester hours earned after the issuance of a provisional certificate or its equivalent. Faculty being paid at the Bachelors plus 15 level as of October 15, 2000, shall be grand-fathered at that level if they have not yet attained Bachelors plus 18 status.
- 16.0130 Master's
- 16.0131 The Master's category shall be defined as possessing a Master's Degree and be eligible for or possess a valid Michigan teaching certificate.
- 16.0135 Master's Category Plus 15 and Plus 30
- Credit will be given for all graduate level classes.
- Pursuant to a grievance settlement, an audit of undergraduate classes already taken will be done during the 2005-2006 school year, and employees will be advised which undergraduate credits can be used for salary advancement at the Master's Category Plus 15 and Plus 30.

For undergraduate credits earned after January 1, 2007 to be used for Master's Category Plus 15 and Plus 30, pre-approval is required. A grade of C- or better is required for a class to count.

16.0140 Master's Category Plus 15

16.0141 The Master's plus 15 category shall be defined as possessing a Master's degree and be eligible for or possessing a valid Michigan teaching certificate plus 15 semester hours of graduate study or 15 semester hours of under-graduate study pre-approved by the administration.

16.0150 Master's Category Plus 30

16.0151 The Master's plus 30 category shall be defined as possessing a Master's degree and be eligible for or possessing a valid Michigan teaching certificate plus 30 semester hours of graduate study or 30 semester hours of under-graduate study pre-approved by the administration.

16.0160 MSW Degree. The MSW Degree shall be defined as possessing a Master's degree in social work.

16.0230 Salary Credit

16.0231 Teaching Experience. Credit for experience outside the school system shall be given for years of successful teaching and work experience directly related to teaching in the teaching field only at the time of initial employment. Such experience shall be evaluated and credited by the Superintendent of Schools. Newly hired teachers may receive credit based on the following schedule:

<u>Years Experience:</u>	<u>Years Credit:</u>
Less than 1	No credit
1 to 1.99	1 year
2 to 2.99	2 years
3 to 3.99	3 years
4 to 4.99	4 years
5 to 5.99	5 years
6 to 6.99	6 years
7 to 7.99	7 years
8 to 8.99	8 years

The Superintendent of Schools has the flexibility to assign newly hired teachers to the salary schedule within a salary range that is two (2) years less than their actual teaching experience and up to three (3) years greater than their actual teaching experience.

The Superintendent of Schools may determine to grant actual years of successful teaching and work experience beyond eight years at the time of initial employment.

16.0232 The STEA and the District shall have the ability to agree upon a signing bonus for newly hired teachers when the parties determine it is necessary to attract the best qualified candidates. The amount of any signing bonus shall be agreed upon by the parties. Any signing bonus that has been granted shall be paid over two years by paying 50% when the candidate has completed his/her first year of teaching in the District and the remaining 50% when the candidate has completed his/her second year of teaching in the District.

16.0233 Military/Government Service Experience Credit

16.02331 For initial employment, experience credit for military service and/or service in government-sponsored educational programs not under the direction of a public school system may be granted to teachers who have not been employed by the Board previously in accordance with the following schedule:

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

16.0234 Partial years in Saginaw Township after September 6, 1967.

16.02341 Teachers who teach one semester or more shall advance to the next step (years of experience) upon their return to the Saginaw Township Community Schools the following school year.

16.02342 Teachers who teach less than one semester shall remain on the same step upon their return the following year.

16.0235 Teachers who qualify for advancement in pay by additional class hours or Degrees shall be paid on the new schedule effective September 1 or February 1 of any year provided valid transcripts are submitted to the Administration by October 15th or February 15th, qualifying for such change. If transcripts are submitted after October 15th or February 15th, the advancement in pay will begin at the beginning of the following semester.

16.0236 Professional Growth Requirement. Effective with the 1995-96 school year, teachers must earn three (3) credit hours, or nine (9) C.E.U.'s (certified education units), or any combination equal to three (3) credit hours during the preceding five (5) year period to qualify for a longevity step. CEU credit will be given for Red Cross Certified CPR, First Aid and WSI Training (one hour = .1 CEU).

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

16.0237 Salary will be adjusted downward for unemployment compensation benefits received according to the following schedule:

<u>If rehired by:</u>	<u>Contract reduced by:</u>
June 30th,	60% of unemployment compensation received
July 30th,	40% of unemployment compensation received
August 30th,	20% of unemployment compensation received
After August 30th,	0% of unemployment compensation received

16.0300 Extended Employment Agreements.

16.0310 Such agreements may be issued only if the teacher, during the extended period of employment, is performing duties similar to those he/she would perform while the normal teaching contract is in force.

16.0311 Pay for the extended period shall be at the daily rate of compensation multiplied by the days of extension. The daily rate is to be determined by dividing the normal contractual salary of the teacher by the number of required workdays including academic areas of summer school sponsored by the Board.

- 16.0312 Academic areas of summer school or community school programs sponsored by the Board shall be paid at the following hourly rate for each year of the contract:
- For the 2005-06 school year, \$24.65 per hour.
 For the 2006-07 school year, \$25.14 per hour, per wage reopener
 For the 2007-08 school year, wage re-opener
- First priority for these positions will be given to teachers in the system.
- 16.0313 Summer curriculum development rate shall be paid at an hourly rate as follows:
- For the 2005-06 school year, \$14.78 per hour.
 For the 2006-07 school year, \$15.08 per hour, per wage reopener
 For the 2007-08 school year, wage re-opener
- 16.0314 The homebound rate shall be paid at an hourly rate as follows:
- For the 2005-06 school year, \$30.60 per hour.
 For the 2006-07 school year, \$31.21 per hour, per wage reopener
 For the 2007-08 school year, wage re-opener
- 16.0315 A member of the STEA will be paid at the following rate for any mandated IEPC or SAT meeting attended of one-half (.5) hour or more before or after the contract day.
- For the 2005-06 school year, \$15.29 per hour.
 For the 2006-07 school year, \$15.60 per hour, per wage reopener
 For the 2007-08 school year, wage re-opener
- 16.0400 Teacher Salary Schedule
- | | |
|----------|---|
| 2005-06: | 2.00% See Appendix B |
| 2006-07: | 2.00% See Appendix C, per wage reopener |
| 2007-08: | Wage Re-opener |
- 16.0450 Mackinaw Academy hourly wage rate to be determined based on the following annual salary schedule as follows:
1. Locate position on Salary Schedule according to experience Step and educational Level. (BA, BA +15, MA, MA +15, or MA +30)
 2. Appropriate step level then divided by the total number of teacher days of the corresponding year equals the daily rate. (The new teachers step level will be divided by the number of new teacher days of the corresponding year.)
 3. Daily rate then divided by 7.5 equals the hourly rate.
- 16.0455 Each Mackinaw Academy teacher's annual salary will be computed on the appropriate hourly rate times the hours scheduled to be at work during the school year including parent/teacher conferences and professional development days.
- 16.0500 Mileage: Teachers required in the course of their work, and having received approval from the Administration to drive personal automobiles from one school to another, shall be paid the IRS allowance currently in effect at the time the mileage is submitted for reimbursement.

16.0600 Incentive Grants. To allow teachers to develop their own ideas, to develop innovative approaches for the classroom, and to earn special recognition for those ideas, teachers may apply for Incentive Grants not to exceed \$500.00 per teacher. Grants will be divided into two categories:

1. Individual/team projects.
2. Variations in working hours over and above the regularly scheduled workday.

Grant proposals will parallel the Board of Education goals on short and long-range basis.

16.601 Incentive Grants Selection Committee
This committee shall consist of three members of the bargaining unit and two administrators. The purpose of the committee will be to review, approve and follow-up on proposals. The committee will also provide an appeal process for proposals not approved.

16.0700 Special Assignments

16.0701 Mentor. A teacher mentor will be a voluntary assignment. A job description (qualifications and responsibilities) will be outlined by a joint committee of two (2) administrators and two (2) teacher representatives. The District will select the mentor. Compensation shall be provided annually to the mentor and may be used for the purchase of classroom materials, professional development, or as a stipend. The amount of compensation shall be determined by the number of years the mentee has taught in the District. Mentors who mentor a first year mentee shall be compensated \$450.00, mentors who mentor a second year mentee shall be compensated \$350.00, and mentors who mentor a third year mentee shall be compensated \$250.00.

New teachers (not novice) will be assigned a mentor for the first year in the district. Mentor assignment, thereafter, will be at the administrator's discretion.

Mentors relieved of their duties during the year will receive a prorated share of the stipend based on the number of days assigned as a mentor. Written notification will be given prior to relieving a mentor of his/her duties.

16.0710 High School. This section, 16.0710, does not apply to Mackinaw Academy teachers. It is recognized that there are many tasks in and about a school which require persons with special qualifications and that many of these positions require the expenditure of extra time.

16.0711 This section, 16.0711, does not apply to Mackinaw Academy teachers. The standard teacher contract will not reflect the compensation paid for additional duties and responsibilities. The compensation and other conditions pertaining to special assignments will be indicated on a contract rider to be issued annually by the Board of Education and subject to cancellation at the end of the semester at the discretion of the Superintendent, or a designated representative. The grantee of such rider is not to be guaranteed the stated position for succeeding years for semesters by reason of the Tenure Act of 1937 as amended.

16.0712 Other High School Duties:

This section, 16.0712, does not apply to Mackinaw Academy teachers.

2005-06 Index based on M.A. Step 13 of \$64,262
 2006-07 Index based on M.A. Step 13 of \$65,547, per wage reopener
 2007-08 Wage Re-opener

a. 2005-2006	STEP I Index	2005- 06 Amount	STEP II Index	2005- 06 Amount
Band	.0616	3,959	.0659	4,235
Band Assistant ³	.0144	925	.0180	1,157
Cheerleading (fall)	.0250	1,607	.0300	1,928
Cheerleading Asst. (fall)	.0144	925	.0180	1,157
Cheerleading (winter)	.0250	1,607	.0300	1,928
Cheerleading Asst. (winter)	.0144	925	.0180	1,157
Debate	.0282	1,812	.0310	1,992
Forensics	.0282	1,812	.0310	1,992
Intramurals (men)	.0377	2,423	.0413	2,654
Intramurals (women)	.0377	2,423	.0413	2,654
Orchestra	.0282	1,812	.0310	1,992
School Paper	.0135	868	.0145	932
Literary Mag.	.0114	733	.0124	797
Vocal Music	.0297	1,909	.0325	2,089
Yearbook	.0282	1,812	.0310	1,992
Pom Pon (fall)	.0250	1,607	.0300	1,928
Pom Pon Asst. (fall)	.0144	925	.0180	1,157
Pom Pon (winter)	.0250	1,607	.0300	1,928
Pom Pon Asst. (winter)	.0144	925	.0180	1,157
Dramatics ¹				
1 Act	.0172	1,105	.0187	1,202
3 Act	.0214	1,375	.0244	1,568
Musical	.0282	1,812	.0310	1,992
Student Gov't. ²	.0303	1,947	.0339	2,178
Peer Counseling ⁴	none	1,900		

¹Building Principal will be consulted to determine the number and types of plays to be performed.

²Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

³Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

⁴No peer counselors will be assigned during the employee's prep hour

b. 2006-2007		STEP I Index	2006- 07 Amount	STEP II Index	2006- 07 Amount
Band		.0616	4,038	.0659	4,320
Band Assistant ³		.0144	944	.0180	1,180
Cheerleading (fall)		.0250	1,639	.0300	1,966
Cheerleading Asst. (fall)		.0144	944	.0180	1,180
Cheerleading (winter)		.0250	1,639	.0300	1,966
Cheerleading Asst. (winter)		.0144	944	.0180	1,180
Debate		.0282	1,848	.0310	2,032
Forensics		.0282	1,848	.0310	2,032
Intramurals (men)		.0377	2,471	.0413	2,707
Intramurals (women)		.0377	2,471	.0413	2,707
Orchestra		.0282	1,848	.0310	2,032
School Paper		.0135	885	.0145	950
Literary Mag.		.0114	747	.0124	813
Vocal Music		.0297	1,947	.0325	2,130
Yearbook		.0282	1,848	.0310	2,032
Pom Pon (fall)		.0250	1,639	.0300	1,966
Pom Pon Asst. (fall)		.0144	944	.0180	1,180
Pom Pon (winter)		.0250	1,639	.0300	1,966
Pom Pon Asst. (winter)		.0144	944	.0180	1,180
Dramatics ¹	1 Act	.0172	1,127	.0187	1,226
	3 Act	.0214	1,403	.0244	1,599
	Musical	.0282	1,848	.0310	2,032
Student Gov't. ²		.0303	1,986	.0339	2,222
Peer Counseling ⁴		none	1,900		

¹Building Principal will be consulted to determine the number and types of plays to be performed.

²Should Student Government be moved back into the daily schedule as a class, the stipend will no longer be paid.

³Band Assistant Stipend to be awarded when band enrollment exceeds sixty (60) participants.

⁴No peer counselors will be assigned during the employee's prep hour

16.0713 This section, 16.0713, does not apply to Mackinaw Academy teachers. Department facilitators may be incorporated into the high school program. Such position when available shall be voluntary. An individual's compensation shall be one (1) hour of released time during the day. The term shall be for one year.

16.0715 This section, 16.0715, does not apply to Mackinaw Academy teachers. Elementary School, Middle School and High School Extra Duties: The school principal will provide the staff with a complete list of extra duties and stipends for the entire year before September 15. The list for an elementary building will include "Elementary Student Advisor" with an annual stipend of \$250.

The Extra Duty Contract (Appendix K) will be completed for each activity before the activity or program begins.

Assignment to an extra duty stipend is on a yearly basis and the Board has the right to decline to renew any such assignment at its discretion.

16.0716 This section, 16.0716, does not apply to Mackinaw Academy teachers. Elementary School Music: The elementary music teacher shall hold two (2) evening performances per year in each school they teach. The elementary music teacher shall be released from one-half day teaching activities per school per semester. These days are to be arranged mutually with the teacher and the building principal.

16.0740 Driver Education. Driver Education coordinator and teachers shall be paid at the indicated rates as follows based on a percent of the M.A. step 13.

Classroom Teachers:

For the 2005-06 school year - 0.047% = \$30.20 per hour.

For the 2006-07 school year - 0.047% = \$30.81 per hour, per wage reopener.

For the 2007-08 school year - Wage Re-opener

On the Street Range:

For the 2005-06 school year - 0.0322% = \$20.69 per hour.

For the 2006-07 school year - 0.0322% = \$21.11 per hour, per wage reopener.

For the 2007-08 school year - Wage Re-opener

Drivers Education Coordinator:

For the 2005-06 school year - 2.65% = \$1703

For the 2006-07 school year - 2.65% = \$1737, per wage reopener

For the 2007-08 school year - Wage Re-opener

16.0760 Coaching Salary Schedule (Middle Schools and High School)

This section, 16.0760, does not apply to Mackinaw Academy teachers

This schedule is indexed to MA, Step 13.

2005-06 Coaching Salary Schedule - See Appendix E

2006-07 Coaching Salary Schedule – See Appendix F, per wage reopener

2007-08 Coaching Salary Schedule – Wage Re-opener

16.1000 Additional Salary and Fringe Information.

Increments will be paid at the start of the first semester.

For the 2005-2006 school year only, teachers who are eligible to vote on the ratification of this agreement will be paid as follows:

- a. Teachers scheduled to work 20 hours or less per week and/or one semester or less will be paid a one time off schedule lump sum payment of one hundred dollars (\$100).
- b. Teachers scheduled to work more than 20 hours per week for more than one semester will be paid a one time off schedule lump sum payment of two hundred dollars (\$200).

During the first year of the contract, a payroll deduction program for optional insurances will be made available to all teachers. The start of this program shall be contingent upon additional computer slots and the development of a listing of programs to be included.

The program will have included cancer, heart disease, and short-term disability and other not yet named.

16.1100 Employees hired after February 28, 2006: Employees will be paid bi-weekly by direct deposit. The employee will choose the financial institution for deposit. The annual salary will be divided into 26 pays. Employees who begin after the start of the school year will have their salary divided by the remaining number of pays. Employees will not be eligible for summer lump sum pay off, unless otherwise approved by the employer.

16.1200 Early Notification of Retirement Incentive: In any year, if the employer decides to offer an incentive for early notification of retirement, it will do so by March 31.

16.1300 Teachers who have National Board Certification will be paid an annual stipend of \$500.

17.0000 INSURANCE PROTECTION

17.1000 Health Care Insurance

17.0110 The Board will provide health care insurance as follows: Blue Cross/Blue Shield of Michigan PPO with a Master Medical Plan. As soon as practical, on or after March 1, 2006 the health coverage plan will be changed to Community Blue PPO. The preferred Rx co-pay will be \$10.00 for generic prescriptions and \$20.00 for brand name prescriptions.

The STEA may review the specific riders related to the healthcare plan.

All State and Federal mandated benefits will be provided on a current updated schedule as provided by the Blue Cross/Blue Shield of Michigan. Additional benefits uniformly provided in this standard Blue Cross/Blue Shield of Michigan plan will become part of the contract. Any other health care plan changes will be negotiated by the parties.

(NOTE: Some of the designated terms listed above may be changed by the carrier. The coverage will not change.)

17.0120 Health care coverage shall begin on the first day of work for a new hire employee.

17.0130 Employee contributions for the above health care insurance shall be made according to the following schedule (for a total dollar amount equivalent to 12 months). Contributions shall be by payroll deduction beginning with the first pay period of the school year for the applicable number of pay periods. Such deductions will be pursuant to a qualified, premium-only, pre-tax payroll deduction plan.

MONTHLY CONTRIBUTIONS:

	<u>1 Person</u>	<u>2 Person</u>	<u>Family</u>
Beginning 8-1-2005	\$18.00	\$38.00	\$50.00

Beginning 8-1-2006, the monthly contribution for 1 person, 2 person, and full family coverage will increase by the same percentage increase as the annual percentage increase in the illustrative rate effective July 1, 2006 for the health care plan for full family coverage. After the increase, these rates are:

	<u>1 Person</u>	<u>2 Person</u>	<u>Family</u>
	\$18.87	\$39.84	\$52.43

Beginning 8-1-2007, the monthly contribution for 1 person, 2 person, and full family coverage will increase by the same percentage increase as the annual percentage increase in the illustrative rate effective July 1, 2007 for the health care plan for full family coverage.

- 17.0135 The employee paid contribution for the premium rate includes payment for the rider covering abortion benefits.
- 17.0210 Duplicate Coverage. There will be no double coverage for husband and wife working in the District.
- 17.0300 Term Life Insurance. The Board shall provide \$50,000 Term Life Insurance, subject to terms of the carrier, and shall include AD & D.
- Any benefits provided for under this Section shall be provided through a self-insurance plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the school district. "Insurance companies" include regular line insurance companies and nonprofit organizations providing such benefits described herein. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the school district and the insurance company.
- 17.0310 Option payroll deduction for additional term life and dependent life will be made available subject to terms of the carrier.
- 17.0400 Dental Insurance
- 17.0410 The Board shall provide a dental care program for all employees of the bargaining unit and their eligible dependents to cover 80 percent of the cost of the following services:
- 17.0411 Basic Services. Services usually employed by dentist in evaluating existing conditions in the dental care required. By way of description, such services include: examination, consultations, diagnosis and diagnostic aides, and necessary radiographs.
- 17.0412 Preventive Services. Dental procedures or techniques usually employed by dentists to prevent the occurrence of dental abnormalities or disease. By way of description, such services include: prophylaxis, topical application of fluoride solution, patient education and instruction in the proper fluoride intake.
- 17.0413 Restorative Services. Services usually employed by dentists to rebuild and repair or reform the tissues of the teeth. By way of description, such services include: amalgam, and synthetic porcelain and plastic restoration. Gold restorations, crowns and jackets are covered when the teeth cannot be restored with another filling material.
- 17.0414 Oral Surgery Services. Extractions and all other oral surgery procedures usually employed by dentists. By way of description, such services include: pre and post-operative care.
- 17.0415 Endodontic Services. Procedures usually employed by dentists for the treatment of non-vital teeth.
- 17.0416 Peridontic Services. Procedures usually employed by dentists for the treatment of diseases of the gums and supporting structure of the teeth.
- 17.0417 Prosthetic Services. To include bridges, partials and complete dentures.
- 17.0418 Orthodontal Coverage. Class III benefits with a maximum payment of Thirteen Hundred (\$1300.00) Dollars.

- 17.0500 Any benefits provided for under this Section shall be provided through a self-insurance plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the school district. "Insurance companies" include regular line insurance companies and nonprofit organizations providing such benefits described herein. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the school district and the insurance company. It is agreed that the coverage will be equivalent to the 1990-91 MEA-MESSA Dental Care Program Plan "D" with 80 percent coverage on each of Class I, II and III, and a \$1,300 maximum per year (orthodontics \$1,300 maximum). Beginning February 1, 2003, the dental maximum will increase to \$2,200.00; the orthodontics maximum will remain at \$1,300.00.
- 17.0600 Vision care shall be provided through a self-insurance plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the school district. "Insurance companies" include regular line insurance companies and nonprofit organizations providing such benefits described herein. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the school district and the insurance company. It is agreed that coverage will be equivalent to the 1990-91 MESSA VSP 2 plan with a comparable list of panel providers. Beginning August 1, 2003, the coverage will be equivalent to the VSP2 Silver Plan.
- 17.0700 Long-term disability (LTD) will be provided as follows: 66 2/3% of monthly earnings subject to a \$4,000 monthly maximum with the same 180-day waiting period.
- Any benefits provided for under this Section shall be provided through a self-insurance plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the school district. "Insurance companies" include regular line insurance companies and nonprofit organizations providing such benefits described herein. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the school district and the insurance company.
- 17.0800 Teachers on an approved leave of absence (other than a paid sick leave) or who are laid off may pay their individual premium if they so desire, for a period provided by law subject to the rules and regulations of the respective carrier.
- 17.0900 The Board's obligation to pay for the above insurances shall be as follows:
- All teachers working sixty (60%) percent or more of the regular workday shall receive the above benefits fully paid by the Board. Teachers regularly working 28 hours or more per week at Mackinaw Academy will be considered full time.
- Teachers working less than sixty (60%) percent of a regular work day shall have contributions made on their behalf of one-half of the health insurance, full Term Life Insurance and L.T.D., but shall be required to make any contributions for Vision and Dental plans if so desired. Teachers regularly working at least 22 hours but less than 28 hour per week at Mackinaw Academy shall have contributions made on their behalf of one-half of the health insurance, full Term Life Insurance and LTD, but shall be required to make any contributions for Vision and Dental plans if so desired.
- 18.0000 SCHOOL CALENDARS
- 18.0100 The professional services of all teachers shall be set forth in the school calendar under Appendix H, I and J of this Agreement and shall be incorporated into and considered a part of this Agreement.

18.0110 This section, 18.0110, does not apply to Mackinaw Academy teachers. The following designates student instruction days, staff workdays, and additional workdays for new teachers. (Teachers shall be considered new teachers during their first three years of employment in the district or until they achieve tenure, depending on which ever occurs first.)

Teacher Work Year for each school year of the agreement:

- a. 2005-2006
 - 181 student days
 - 6.5 teacher days:
 - 2 days before school starts
 - 4.5 record days
 - 2 new teacher days

- b. 2006-2007, 2007-2008
 - 181 student days
 - 4 teacher days:
 - 2 days before school starts
 - 2 record days
 - 2 new teacher days

18.0111 MACKINAW ACADEMY TEACHER WORK YEAR

The following designates student instruction days, staff workdays, and additional workdays for new teachers. (Teachers shall be considered new teachers during their first three years of employment in the district or until they achieve tenure, depending on which ever occurs first.)

Teacher Work Year for each school year of the agreement:

- a. 2005-2006
 - 181 student days
 - 3 teacher days:
 - 3 staff workdays
 - 2 new teacher days

- b. 2006-2007, 2007-2008
 - 181 student days
 - 3 teacher days:
 - 3 staff workdays
 - 2 new teacher days

18.0200 Cancelled Instructional Time

Instructional time cancelled because of conditions beyond the control of school authorities which causes a loss of school aid will be rescheduled.

Instructional time cancelled because of conditions beyond the control of school authorities which will not cause a loss of school aid may be rescheduled (following consultation with the STEA president or designee) if the loss of instruction was due to an intentional act.

Teachers will receive their regular pay for days which are cancelled, but shall work on any rescheduled days with no additional compensation.

Unless otherwise agreed, rescheduled time shall be at the end of the school year.

19.0000 **STANDING COMMITTEES**

19.0100 The Instructional Services Council will become the Curriculum Review Board.

19.0110 The intent of the Curriculum Review Board is to oversee the curriculum development process in Saginaw Township Community Schools. The CRB membership will include three administrators, three parents and six teachers representing the majority of any group represented on the Board.

19.0115 Teacher membership on the Curriculum Review Board shall be appointed by the Saginaw Township Education Association and include representation from each area: elementary, middle school and high school.

19.0120 The membership of any district curriculum study committee will include a majority number of teachers. A district curriculum study committee will be responsible for recommending teacher resources needed for curriculum implementation.

19.0200 Professional Development Committee

19.0210 The Professional Development Committee shall identify needs, establish priorities and approve programs of professional development that will result in an improved learning experience for students. Membership shall be comprised of teachers representing each elementary, two from the middle school, two from the high school and one from the alternative programs. Administrative representatives shall include one from each elementary school, one from the middle school, one from the high school and the Director of Curriculum, Instruction and Assessment.

19.0300 Review Committee

19.310 The Board agrees to have a minimum of one (1) monthly meeting during the school year with the Saginaw Township Education Association negotiating committee to discuss any and all problems, which are proper subject of collective bargaining.

20.0000 **MISCELLANEOUS**

20.0100 **Savings Clause.** If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

20.0200 Waiver Clause. The parties agree that all negotiable items have been discussed during negotiations leading to this agreement, and therefore agree that negotiations will not be reopened on any item, whether or not contained herein or whether or not discussed at any time during negotiations during the life of this Agreement.

21.0000 TERMINATION

This Agreement shall become effective August 1, 2005, and shall remain in effect until July 31, 2008.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives as of the 17 day of January, 2007.

BOARD OF EDUCATION
SAGINAW TOWNSHIP COMMUNITY SCHOOLS

Nancy G. Gotsch
President

Danuel P. D.
Secretary

SAGINAW TOWNSHIP
EDUCATION ASSOCIATION

Donna J. Fayer
President.

Marcel E. Van Dyke
Secretary

Members of the Interest Based Bargaining Team

Van Collins
Diane Davis
Bonnie Eaves
Steve Elliott
Donna Fryer
Judy Johnson
Janet Kennelly
Kate Kern
Michael Newman
Andrew Richardson
Tony Skowronski

**Letter of Agreement
Between
Saginaw Township Community Schools
And
Saginaw Township Education Association**

The Saginaw Township Community Schools (STCS) and the Saginaw Township Education Association (STEA) agree to the following regarding flexible schedules:

1. For the 2005-2006 through 2007-2008 school years, teachers will have the opportunity to choose their starting and ending times from the schedules as detailed below.

i. Elementary

1. Schedule A 7:30 am to 3:30 pm Default Schedule
2. Schedule B 7:15 am to 3:15 pm

ii. Middle School


1. Schedule A 7:40 am to 3:40 pm Default Schedule
2. Schedule B 7:50 am to 3:50 pm

iii. High School

1. Schedule A 7:20 am to 3:05 pm Default Schedule
2. Schedule B 7:30 am to 3:15 pm


2. Faculty members will notify their building principal of their schedule choice by completing the work schedule form and returning it to the principal at the beginning of each school year.
3. This choice will be in effect for the remainder of the school year unless a change is mutually agreed upon by the teacher and the principal.
4. This flexible schedule option will be in effect until the end of the 2007-2008 school year only unless the STEA and STCS mutually agree to continue this work schedule option.
5. For days on which building-wide or district-wide meetings are held, the default schedule will be in effect for all faculty members.

**SAGINAW TOWNSHIP
COMMUNITY SCHOOLS**



Tony Skowronski
Director of Human Resources & Labor Relations

**SAGINAW TOWNSHIP
EDUCATION ASSOCIATION**



Donna Fryer
STEA President

**Letter of Agreement
Between
Saginaw Township Community Schools (STCS)
And
The Saginaw Township Education Association (STEA)**

This letter of Agreement is entered into between the Saginaw Township Community Schools Board of Education and the Saginaw Township Education Association. The STCS Board of Education and the STEA agree to the following language regarding the State mandated increase in student instructional hours effective at the start of the 2000-2001 school year:

Elementary School. The parties agree to increase the elementary student instructional schedule by twenty (20) minutes per day. Ten (10) of the additional minutes will be provided by increasing the time allotted for special programs (i.e. art, music, PE, foreign language, etc.) from thirty (30) minutes per day to forty (40) minutes per day for grades one through five. The daily special period will remain at thirty (30) minutes per day for the Young 5's and the Kindergarten level.

Middle School. The parties agree to add five (5) minutes to two (2) periods and increase passing time when students move to exploration class. See attached Schedule A.

High School. The parties agree to add five (5) minutes to 1st, 3rd and 5th periods. See the attached Schedule B.

For the STCS:

Tony Showronski 1-16-07
date

For the STEA:

Donna J. Fryer 1-16-07
date

Letter of Agreement
between
Saginaw Township Community Schools
and
Saginaw Township Education Association

1. The Saginaw Township Community Schools (STCS) and the Saginaw Township Education Association (STEA) agree to the following regarding additional prep hours for Mackinaw Academy staff:
2. Upon ratification of the contract, the four high school completion teachers will receive an additional one half hour of prep time, Monday through Thursday, each regular student school day. The additional prep time on those days will be from 8:30 am to 9:00 am. (Those teachers are: Mark Coutcher, Kim Essex, Deb Michael, and Bill Painter.)
3. Upon ratification of the contract, the Under 16 program teachers will receive an additional 15 minutes of prep time, Monday through Friday, each regular student school day. The additional prep time on those days will be at the end of the student day. (Those teachers are: Sheri Felske and Joyce Peterson.)

Saginaw Township Community Schools



Dated: January 23, 2006

Saginaw Township Education Association



Schedule A

**Middle School Time Schedule
Beginning 2002-2003**

Student time: 8:40 a.m. - 3:29 p.m. Teacher time: 7:40 a.m. -3:40 p.m.

6th Grade Schedule

1 st Hour	8:40-9:35	55 min.	(7 min. passing)	going to exploration classes
2 nd Hour	9:42-10:37	55 min.	(7 min. passing)	going to exploration classes
3 rd Hour	10:44-11:44	60 min.	(5 min. passing)	announcements this hour
4 th Hour	11:49-12:44	55 min.	(no passing)	passing only counts 1 side
5 th Hour	12:44-1:24	40 min.	(5 min. passing)	lunch
6 th Hour	1:29-2:24	55 min.	(5 min. passing)	
7 th Hour	2:29-3:29	60 min.	announcements this hour	

7th Grade Schedule

1 st Hour	8:40-9:40	60 min.	(5 min. passing)	announcements this hour
2 nd Hour	9:45-10:40	55 min.	(7 min. passing)	going to exploration classes
3 rd Hour	10:47-11:42	55 min.	(no passing)	lunch passing only counts 1 side
4 th Hour	11:42-12:22	40 min.	(7 min. passing)	going to exploration classes
5 th Hour	12:29-1:24	55 min.	(5 min. passing)	
6 th Hour	1:29-2:24	55 min.	(5 min. passing)	
7 th Hour	2:29-3:29	60 min.	announcements this hour	

8th Grade Schedule

1 st Hour	8:40-9:40	60 min.	(5 min. passing)	announcements this hour
2 nd Hour	9:45-10:40	55 min.	(no passing)	lunch passing only counts 1 side
3 rd Hour	10:40-11:20	40 min.	(5 min. passing)	lunch
4 th Hour	11:25-12:20	55 min.	(5 min. passing)	
5 th Hour	12:25-1:20	55 min.	(7 min. passing)	going to exploration classes
6 th Hour	1:27-2:22	55 min.	(7 min. passing)	going to exploration classes
7 th Hour	2:29-3:29	60 min.	announcements this hour	

Schedule B

**High School Time Schedule
Beginning 2002-2003**

Student time: 7:40 a.m. – 2:40 p.m.

Teacher time: 7:20 a.m. – 3:05 p.m.

1 st Hour	7:40-8:40	60 min.	5 min. passing
2 nd Hour	8:45-9:45	60 min.	5 min. passing
3 rd Hour	9:50-10:50	60 min.	5 min. passing
4 th Hour (A)	11:30-12:30	60 min.	
Lunch (A)	10:55-11:25	30 min.	
4 th Hour (B)	10:55-11:25	30 min.	
	12:05-12:30	25 min.	
Lunch (B)	11:30-12:00	30 min.	
4 th Hour (C)	10:55-11:55	60 min.	
Lunch (C)	12:00-12:30	30 min.	
5 th Hour	12:35-1:35	60 min.	5 min. passing
6 th Hour	1:40-2:40	60 min.	
		380 min. of student instruction per day (6.33 hr. per day)	

Appendix A
SAGINAW TOWNSHIP COMMUNITY SCHOOLS
STE A SENIORITY LIST
(In sequential order—1-10-07)

***Non-Tenure**

2006

*Howart, Julie
 *Perry, Aaron
 *Rethman, Nicholas
 *Bannasch, Derek
 *Thom, Alison
 *Swope, Shelly
 *Senkowski, Brandy
 *Schlaud, Kristan
 *Luth, Rebecca
 *Williams, Bethany
 *Pearsall, Katheryn
 *Heinz, Kelly
 *Nacarato, Tarci

*Kreger, Holly
 Barber, Sandy
 *Tucker, Colleen
 *Durkee, Sarah
 *McAuley, David
 *Mulford, Christina
 *Bell, Michelle
 Miller, Ann
 *Klebe, Jamie
 *Retberg, Carrie
 Howald, Nicole
 *Thomas, Colleen
 *Blaskowski, Anne
 *Rusz, Melanie
 *VanWormer, James
 *Ruhanen, Nicole

2005

*Burlingame, Cara
 *Kennelly, Kathryn
 *Engelberts, Sara
 *Olsen, Maria
 *Collins, Luz Marisol
 *Schultz, Patrick
 *Aldrich, Brian
 *O'Connor, Kymberlie
 *Mize, Joseph
 *Felske, Sheri
 *Pratt, Blake
 *Wicke, Matthew
 *Campeau, Genelle
 *Kulhanek, David
 *Myczkowiak, Deborah
 *Kowalski, John
 *Middlin, Thomas
 *Huston, Barbara
 *Hagen, Laura
 *Coutcher, Mark
 *Sanchez, Marta
 *Senkowski, Erin
 *Garner, Kimberly
 *Bendix, Bruce
 *Brown, Lindsay
 *Hagar, Sara
 *Kahl, Melanie
 *Pretzer, Ashley
 *VanTol, Julie

2003

*Mozden, Chantel
 *Papst, Kimberly
 *Vondette, Julie
 *Garlinghouse, Sara
 *Clarkston, Kelly
 *Hare, Danielle
 Mikoleizik, Kris
 *Cole, Adrienne
 *Kiss, Char
 *Keith, Kari
 *Moeller, Jennifer
 *Chaltraw, William
 *Robbie, Terrie
 *Pett, Vicki
 *Blaskowski, Joseph
 *Bailey, Jim
 Hartwick, Nicole
 *Maze, Stacy
 *Slavin, Faith
 *Egerer, Stacey
 *Klebe, Trent
 *Champagne, Kevin
 *Bowsher, Brian
 *Chobod, Michelle
 *Cole, Tim
 *DeRocher, Kelly
 *Mehalski, Zachary
 Kempf, Michelle
 *Drago, Jane
 Vauhkonen, Sandra
 *Carey, T.J.
 *DeMaertelure, Melissa
 *Rodriguez, Steven
 *Gotham, Lisa
 *Tylka, Haley

2004

*Bixby, Janet
 *Reed, Jamie
 *Long, Jason
 *Maillette, Matthew

*Kuhn, Tracy
*Schaefer, Joe
*Sholten, Molly
*Sprague, Michelle
*Perry, Stephanie

2002

*Reed, Kevin
Yockey, Daniel
Sherbeck, Jayne
Kowalski, Anne
Fry, Christine
Idzior, Amy
Totten, Tara
Particka, Angela
Senkowski, Gary
Deprez, Tera
Wobio, Krista
Madsen, Farrah
McMillion, Letitica
Denay, Amy
Carlisle, Mary Beth
Fairchild, Ann
Bauer, Michael

2001

Stedry, Amy
Levi, Jane
Chenoweth, Jodi
Zastrow, Angela
Sessler, Karen
Rummler, Jill
Kern, Antoinette
Joslyn, Robert
Herzog, Kelly
Collison, Jan
Wichmann, Janet
Brakenberry, Christine
Rosebush, Jonathan
Mackley, Hallie
Vieau, Kevin
Jacobs, Scott
Klopf, Arica
Winters, Marcie

2000

Duncan, Lori
Krzyzaniak, Paul
Fechter, Brad
Bordeaux, Melissa
Mulligan, Melissa
Fluder, Kimberly
Palasty, Noelle
DeSander, Rene
Inman, Wendy
Engleman, Kelly
Maloney, Donald

Church, Graham
Loeffler, Lisa
McDonald, David
Menchaca, Carmen
Van Bocxlaer, Lori
Feriend, William
Manwell, Kathleen
Thompson, Thomas
Romain, Autumn
Todoroff, Brenda
Quinn, Dawn

1999

Bernard, Daryl
Michael, Debra
Restifo, Lisa
Sporman, Amy
Haynes, Iris
Haag, Karol
Kloka, Nicholas
Kiss, Kelly
Moretuzzo, Pamela
Marston-Keyser, Karla
Benkert, Tricia
Tyson, Peter
Catlin, Kim
Pike, LaDonna
Mayer, Betty
Casler, Mary
Markey, Leah
*Seese, Ruthann
Smeltzer, Paula
Kwaiser, Deborah
Call, Susan
Richardson, Elizabeth
Hill, Susan
Syrek, Bette
Weber, Krista
Painter, William
Essex, Kim
Borchard, Dennis
Peterson, Joyce
Horne, Deborah
Talbot, Marjorie

1998

Card, Brian
Wressel, Gina
Ries, Betty
Johnson, Lisa
Hare, Jamie
Robinson, Jane
Huebsch, Amy
Moore, Rebecca
Blaine, Brian
Lagalo, Christine
Miller, Kathleen

Perry, Terri
Lane, Janet
Rummel, Karen
Watz, Jeanne
Cook, Adrian

1997

Bateson, Jamie
Fletcher, Jill
Doerr-Richter, Melissa
Windy, Denise
Richardson, Andrew
Veenkant, Carol
*Yachcik, Michael
Beamish, Robin
Moore, Marcus
Garcia, Jr., Manual
Schneider, Gregory

1996

Darby, Danna
Smith, Mary
Merrick, Diane
Revard, Cheryl
Sujkowski, Kerri
Wilds, Kathleen
McCarthy, Torre
Kalinowski, Amy
Reh, AnneMarie
Sawley-Wasmer, Rachel
Smith, Daniel
Michelson, Alison
Hall, Karla
Tineo-Cook, Betsy

1995

Molnar, Brent
Kin, Denise
Frost, Michelle
Haufe, Merrie
Fay, Peggy
Markey, Lili
Greenberg, Wendy
Tiderrington, Sherrie
Sizelove, Amy
Francis, Ellen

1994

Lee, Tammy
Stokes, William
*McMasters, Janice

1993

Proctor, Marilyn
Schmidt, Lisa
Stanley, Steven
Talbot, Michael

Grzesiak, Margaret
Vondette, Jane
Schneider, Stephanie
Pugh, Kimberly
Thiel, Christina
Dzirmis, Mary Beth

1992

Gaus, Carolyn
Little, Joyce

1991

Eckerman, Marsha
Hausbeck, Theresa
Kelsey, Molly
Williams, Rebecca

1990

Tesch, June
Stevanus, Denise
Kern, Kate
McQuinn, Mary
Sullivan, Sally
McLeod, Linda
Blodgett, Nancy
Gibbs, Linda
Tijerina, Mary
Warner, Joan
Goodman, Jody
Sweigart, Elaine

1989

VanTiflin, Marie
Lenz, Pamela

1988

Dubay, Yvonne
Royer, Pamela

1987

Townsend, Bernard

1986

Becker, Laura
Durand, Pamela

1985

Spelman, Marcia
Gerard, Celeste

1984

Conley, Timothy
Wreggelsworth, Janie
LeRoy, Teresa

1983

Neal, Roy

1968

1979

DeWolf-Ott, Joyce
Waters, Barbara
Marr, Linda

Jakes, Ruth

1978

Mertz, Lou Ellen

1976

Megregian, Ron
Jankens, Anne

1975

Murphy, Brenda

1974

DesJardin, Denise
Whitlock, Christina
Noble, James

1973

Minard, Eugene
Terbrack, Sandra
Stelter, William
Alderton, Kathleen
Kelly, Nancy
Bash, Earl

1972

Bottke, Mary
Boswell, Terry
Giffin, Michael
Vondrasek, Albert
Wasserman, Marion

1971

Mazany, Marsha
Thompson, Leroy
Williams, Donald
Appold, Larry
Fryer, Donna
Sherbeck, Bruce

1970

McMullen, Sally
Johnson, Judy
Lautzenhiser, Sue
Rybak, Thomas

1969

Spain, Mary Lou
Musulin, John
Rummler, James

Appendix B

Saginaw Township Community Schools
2005-06 TEACHER SALARY SCHEDULE

Years Exp. Credit	BACHELORS		BACHELORS + 18		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	34,457	1.0000	36,869	1.0700	41,004	1.1900	43,416	1.2600	45,139	1.3100
2	36,397	1.0563	38,809	1.1263	42,944	1.2463	45,356	1.3163	47,079	1.3663
3	38,333	1.1125	40,745	1.1825	44,880	1.3025	47,292	1.3725	49,015	1.4225
4	40,273	1.1688	42,685	1.2388	46,820	1.3588	49,232	1.4288	50,955	1.4788
5	42,210	1.2250	44,622	1.2950	48,757	1.4150	51,169	1.4850	52,891	1.5350
6	44,150	1.2813	46,562	1.3513	50,697	1.4713	53,109	1.5413	54,831	1.5913
7	46,086	1.3375	48,498	1.4075	52,633	1.5275	55,045	1.5975	56,768	1.6475
8	48,026	1.3938	50,438	1.4638	54,573	1.5838	56,985	1.6538	58,708	1.7038
9	49,963	1.4500	52,375	1.5200	56,509	1.6400	58,921	1.7100	60,644	1.7600
10	51,903	1.5063	54,315	1.5763	58,449	1.6963	60,861	1.7663	62,584	1.8163
11	53,839	1.5625	56,251	1.6325	60,386	1.7525	62,798	1.8225	64,521	1.8725
12	55,779	1.6188	58,191	1.6888	62,326	1.8088	64,738	1.8788	66,461	1.9288
13	57,715	1.6750	60,127	1.7450	64,262	1.8650	66,674	1.9350	68,397	1.9850
14	59,817	1.7360	62,315	1.8085	66,602	1.9329	69,104	2.0055	70,888	2.0573
19	61,612	1.0300	64,184	1.0300	68,600	1.0300	71,177	1.0300	73,015	1.0300
24	63,406	1.0600	66,054	1.0600	70,598	1.0600	73,250	1.0600	75,141	1.0600
29	65,201	1.0900	67,923	1.0900	72,596	1.0900	75,323	1.0900	77,268	1.0900
34	66,995	1.1200	69,793	1.1200	74,594	1.1200	77,396	1.1200	79,395	1.1200

Saginaw Township Community Schools Appendix C

2006-07 TEACHER SALARY SCHEDULE

Years Exp. Credit	BACHELORS		BACHELORS + 18		MASTERS		MASTERS + 15		MASTERS + 30	
	Amount	Index	Amount	Index	Amount	Index	Amount	Index	Amount	Index
1	35,146	1.0000	37,606	1.0700	41,824	1.1900	44,284	1.2600	46,041	1.3100
2	37,125	1.0563	39,585	1.1263	43,802	1.2463	46,263	1.3163	48,020	1.3663
3	39,100	1.1125	41,560	1.1825	45,778	1.3025	48,238	1.3725	49,995	1.4225
4	41,079	1.1688	43,539	1.2388	47,756	1.3588	50,217	1.4288	51,974	1.4788
5	43,054	1.2250	45,514	1.2950	49,732	1.4150	52,192	1.4850	53,949	1.5350
6	45,033	1.2813	47,493	1.3513	51,710	1.4713	54,171	1.5413	55,928	1.5913
7	47,008	1.3375	49,468	1.4075	53,686	1.5275	56,146	1.5975	57,903	1.6475
8	48,986	1.3938	51,447	1.4638	55,664	1.5838	58,124	1.6538	59,882	1.7038
9	50,962	1.4500	53,422	1.5200	57,639	1.6400	60,100	1.7100	61,857	1.7600
10	52,940	1.5063	55,401	1.5763	59,618	1.6963	62,078	1.7663	63,836	1.8163
11	54,916	1.5625	57,376	1.6325	61,593	1.7525	64,054	1.8225	65,811	1.8725
12	56,894	1.6188	59,355	1.6888	63,572	1.8088	66,032	1.8788	67,790	1.9288
13	58,870	1.6750	61,330	1.7450	65,547	1.8650	68,008	1.9350	69,765	1.9850
14	61,013	1.7360	63,562	1.8085	67,934	1.9329	70,485	2.0055	72,306	2.0573
19	62,843	1.0300	65,469	1.0300	69,972	1.0300	72,600	1.0300	74,475	1.0300
24	64,674	1.0600	67,376	1.0600	72,010	1.0600	74,714	1.0600	76,644	1.0600
29	66,504	1.0900	69,283	1.0900	74,048	1.0900	76,829	1.0900	78,814	1.0900
34	68,335	1.1200	71,189	1.1200	76,086	1.1200	78,943	1.1200	80,983	1.1200

Appendix E

**Saginaw Township Community Schools
2005-2006 COACHING SALARY SCHEDULE**

Years Experience in Coaching

HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	4,254	.0742	4,768	.0821	5,276	.0901	5,790
Varsity Asst. Football	.0410	2,635	.0460	2,956	.0509	3,271	.0559	3,592
Head J.V. Football	.0410	2,635	.0460	2,956	.0509	3,271	.0559	3,592
Head Freshman Football	.0410	2,635	.0460	2,956	.0509	3,271	.0559	3,592
J.V. Asst. Football	.0384	2,468	.0430	2,763	.0476	3,059	.0522	3,354
Freshman Asst. Football	.0384	2,468	.0430	2,763	.0476	3,059	.0522	3,354
Head Basketball	.0662	4,254	.0742	4,768	.0821	5,276	.0901	5,790
Head J.V. Basketball	.0410	2,635	.0460	2,956	.0509	3,271	.0559	3,592
Freshman Basketball	.0410	2,635	.0460	2,956	.0509	3,271	.0559	3,592
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,254	.0742	4,768	.0821	5,276	.0901	5,790
Head Swimming	.0550	3,534	.0600	3,856	.0650	4,177	.0700	4,498
J.V. Swimming	.0358	2,301	.0390	2,506	.0423	2,718	.0455	2,924
Head Wrestling	.0550	3,534	.0600	3,856	.0650	4,177	.0700	4,498
J.V. Wrestling	.0358	2,301	.0390	2,506	.0423	2,718	.0455	2,924
Head Baseball	.0350	2,249	.0400	2,570	.0450	2,892	.0500	3,213
J.V. Baseball	.0228	1,465	.0260	1,671	.0293	1,883	.0325	2,089
Head Track	.0350	2,249	.0400	2,570	.0450	2,892	.0500	3,213
J.V. Track	.0228	1,465	.0260	1,671	.0293	1,883	.0325	2,089
Head Tennis	.0250	1,607	.0300	1,928	.0350	2,249	.0400	2,570
J.V. Tennis	.0163	1,047	.0195	1,253	.0228	1,465	.0260	1,671
Head Golf	.0250	1,607	.0300	1,928	.0350	2,249	.0400	2,570
J.V. Golf	.0163	1,047	.0195	1,253	.0228	1,465	.0260	1,671
Head Volleyball	.0550	3,534	.0600	3,856	.0650	4,177	.0700	4,498
J.V. Volleyball	.0358	2,301	.0390	2,506	.0423	2,718	.0455	2,924
Head Softball	.0350	2,249	.0400	2,570	.0450	2,892	.0500	3,213
J. V. Softball	.0228	1,465	.0260	1,671	.0293	1,883	.0325	2,089
Head Skiing	.0250	1,607	.0300	1,928	.0350	2,249	.0400	2,570
J.V. Skiing	.0163	1,047	.0195	1,253	.0228	1,465	.0260	1,671
Cross Country	.0250	1,607	.0300	1,928	.0350	2,249	.0400	2,570
J.V. Cross Country	.0163	1,047	.0195	1,253	.0228	1,465	.0260	1,671
Head Hockey	.0550	3,534	.0600	3,856	.0650	4,177	.0700	4,498
J.V. Hockey	.0358	2,301	.0390	2,506	.0423	2,718	.0455	2,924
Head Soccer	.0350	2,249	.0400	2,570	.0450	2,892	.0500	3,213
J.V. Soccer	.0228	1,465	.0260	1,671	.0293	1,883	.0325	2,089

Appendix F

**Saginaw Township Community Schools
2006-2007 COACHING SALARY SCHEDULE**

Years Experience in Coaching

HIGH SCHOOL	1		2		3		4	
	Index	Amount	Index	Amount	Index	Amount	Index	Amount
Head Football	.0662	4,339	.0742	4,864	.0821	5,381	.0901	5,906
Varsity Asst. Football	.0410	2,687	.0460	3,015	.0509	3,336	.0559	3,664
Head J.V. Football	.0410	2,687	.0460	3,015	.0509	3,336	.0559	3,664
Head Freshman Football	.0410	2,687	.0460	3,015	.0509	3,336	.0559	3,664
J.V. Asst. Football	.0384	2,517	.0430	2,819	.0476	3,120	.0522	3,422
Freshman Asst. Football	.0384	2,517	.0430	2,819	.0476	3,120	.0522	3,422
Head Basketball	.0662	4,339	.0742	4,864	.0821	5,381	.0901	5,906
Head J.V. Basketball	.0410	2,687	.0460	3,015	.0509	3,336	.0559	3,664
Freshman Basketball	.0410	2,687	.0460	3,015	.0509	3,336	.0559	3,664
HHS Asst Athletic Dir. (1 hr. release time)	.0662	4,339	.0742	4,864	.0821	5,381	.0901	5,906
Head Swimming	.0550	3,605	.0600	3,933	.0650	4,261	.0700	4,588
J.V. Swimming	.0358	2,347	.0390	2,556	.0423	2,773	.0455	2,982
Head Wrestling	.0550	3,605	.0600	3,933	.0650	4,261	.0700	4,588
J.V. Wrestling	.0358	2,347	.0390	2,556	.0423	2,773	.0455	2,982
Head Baseball	.0350	2,294	.0400	2,622	.0450	2,950	.0500	3,277
J.V. Baseball	.0228	1,494	.0260	1,704	.0293	1,921	.0325	2,130
Head Track	.0350	2,294	.0400	2,622	.0450	2,950	.0500	3,277
J.V. Track	.0228	1,494	.0260	1,704	.0293	1,921	.0325	2,130
Head Tennis	.0250	1,639	.0300	1,966	.0350	2,294	.0400	2,622
J.V. Tennis	.0163	1,068	.0195	1,278	.0228	1,494	.0260	1,704
Head Golf	.0250	1,639	.0300	1,966	.0350	2,294	.0400	2,622
J.V. Golf	.0163	1,068	.0195	1,278	.0228	1,494	.0260	1,704
Head Volleyball	.0550	3,605	.0600	3,933	.0650	4,261	.0700	4,588
J.V. Volleyball	.0358	2,347	.0390	2,556	.0423	2,773	.0455	2,982
Head Softball	.0350	2,294	.0400	2,622	.0450	2,950	.0500	3,277
J. V. Softball	.0228	1,494	.0260	1,704	.0293	1,921	.0325	2,130
Head Skiing	.0250	1,639	.0300	1,966	.0350	2,294	.0400	2,622
J.V. Skiing	.0163	1,068	.0195	1,278	.0228	1,494	.0260	1,704
Cross Country	.0250	1,639	.0300	1,966	.0350	2,294	.0400	2,622
J.V. Cross Country	.0163	1,068	.0195	1,278	.0228	1,494	.0260	1,704
Head Hockey	.0550	3,605	.0600	3,933	.0650	4,261	.0700	4,588
J.V. Hockey	.0358	2,347	.0390	2,556	.0423	2,773	.0455	2,982
Head Soccer	.0350	2,294	.0400	2,622	.0450	2,950	.0500	3,277
J.V. Soccer	.0228	1,494	.0260	1,704	.0293	1,921	.0325	2,130

SAGINAW TOWNSHIP
EXTRA DUTY CONTRACT

Appendix K

To:

This is to inform you that you have been granted a special stipend, in addition to your regular contract, as reimbursement for duties and responsibilities over and above your regular assignment, as follows:

Amount: \$

Duties & Responsibilities:

School:

Period of Special Assignment: _____ School Year

This amount, less regular deductions, will be paid to you according to the following schedule:

_____ Proportionately over _____ pay periods

_____ Lump sum

_____ Two equal installments

The amount stated and the duties and responsibilities designed herein are for the period specified, and neither the amount of the stipend nor the duties are to be considered as a part of your regular assignment or the contract for your regular services. This special assignment and stipend are not subject to the Teacher Tenure Act of 1937 as amended. Any continuation of this special assignment beyond the period specified shall be subject to review and approval by the Administration.

Superintendent of Schools

Date

cc: Payroll
Personnel