

USD 309 Nickerson - South Hutchinson



2010-11 Negotiated Agreement

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**Unified School District 309 Nickerson – South Hutchinson
4501 W. Fourth, Hutchinson, Kansas 67501**

NEGOTIATED AGREEMENT FOR 2010-2011
EDUCATION ASSOCIATION 309 - BOARD OF EDUCATION, U.S.D. 309

Effective: **July 1, 2010**

WHEREAS, THE EDUCATION ASSOCIATION 309 AND BOARD OF EDUCATION OF U.S.D. 309 have considered items as submitted by both groups in the negotiations process and WHEREAS the following items have been agreed to by the negotiations team of both groups and have been officially accepted by the bargaining unit of E.A. 309 on **July 22, 2010**, and ratified by the Board of Education of U.S.D. 309 on **July 26, 2010**, the negotiations items agreed to by the above named groups are hereby listed and constitute the negotiated agreement. The negotiated contract will become effective July 1, 2010 and shall remain in full force and effect to and including June 30, 2011.

* It is understood that all negotiated items agreed to during the **2010-2011** negotiations are hereby ratified by their respective groups with the signatures affixed hereto by the President of the E.A. 309 and the President of the Board of Education. *KSA 72-5411

Scope of the Agreement

The agreement may not be amended during the term of the agreement except by mutual consent, with any such amendment executed in writing and ratified by both parties. Any waivers or deviations from this contract requested by any specified individuals or groups shall first have written approval of the Association followed by concurring approval of the Board of Education before such waivers or deviations become effective. Any deviations or waivers of specific contract language or sections must be in writing and do not constitute any other waiver or deviation of the contract in whole or in part.

It is further agreed that both parties recognize the right and responsibility of the Board and the administration to manage the schools and to make decisions and take action with regard to matters not contained in this agreement, excluding matters which are mandatory subjects of negotiations.

The Board and the Association agree that programs which provide increased opportunities for employee involvement in building-level decision making can foster the collegial exchange of ideas and information necessary for effective professional practice and improve the educational process. The Board and the Association encourage a building based education improvement team at each school to facilitate the development and implementation of such programs.

This agreement is hereby ratified by the party's representative's signatures

President of Education Association

President of Board of Education

Negotiating Team Leader

Negotiating Team Leader

Procedural Agreement

U.S.D. 309 and E.A. 309 agree that all proposals to change the current negotiated agreement or add new provisions to said agreement will include a brief written statement concerning the anticipated impact on students.

Article I - Compensation

Section A - Compensation Schedule

Revised 2008-09

1. See attached compensation schedule. **Appendix A – Base \$33,100**
2. Column placement on the current salary schedule will be determined by the official transcripts on file in the district office as of October 15 of the current year. The deadline will be extended to the next official workday when the 15th falls on a weekend or holiday.

Section B - Placement on Salary Schedule

Revised 2007-08

1. Full credit for education and experience will be granted to teachers transferring into U.S.D. 309 from other schools accredited by their respective states or by another recognized school accreditation agency.
2. The Board of Education reserves the right to exceed the salary schedule to obtain the services of a teacher if it is for the good of the district. Initial placement on the salary schedule for difficult to fill teaching positions shall be based upon the superintendent's evaluation of the prior experience and education of the new teacher. Placement on the salary schedule may allow more or less than actual teaching experience and/or education. The superintendent will make the determination at the time of the offer of employment. The placement cannot exceed more than three steps above actual teaching experience and/or education. Faculty members given credit beyond their actual experience will remain at the initial step placement for the first two years of employment. EA 309 will be notified when the board of education utilizes this clause of the contract.
3. Undergraduate hours may not be used for horizontal advancement on the salary schedule except under the following conditions:
 - A. That the administration and/or teacher request such a class be taken as a result of a change in teaching assignment.
 - B. That the class being taken specifically applies to the new instructional assignment.
 - C. That prior approval of the superintendent is obtained.
 - D. Teachers working toward renewal of teaching certificates should evaluate this work with the superintendent.
4. Any mistakes in compensation due to errors in placement on the salary schedule can only be adjusted during the current contract year.
5. Vertical steps are only an experience factor and do not necessarily reflect the actual number of years taught. Teachers may advance only one experience step per year. Provided further, that once teachers reach the highest step, which a particular column allows, said teachers will remain "frozen" on that step until they qualify to move to a higher column on the salary schedule.
6. The board of education believes that the quality of education for the students of Unified School District No. 309 is enhanced when teachers receive additional schooling and/or training. Teachers have the opportunity to gain credit for additional college hours and/or

training that have been approved in advance by the Professional Development Council (PDC) and are made part of the teacher's **PROFESSIONAL DEVELOPMENT PLAN (PDP)**. After August 10, 2006 only points approved by the PDC in the areas of application and impact will count towards salary advancement. All points earned prior to August 10, 2006 will count.

Teachers will advance horizontally on the salary schedule by earning advanced degrees, by presenting a sufficient number of (PDC) approved college hours, by presenting a sufficient number of (PDC) approved in-service points, or by presenting a combination of approved in-service points and college hours to the superintendent by October 15th. All points earned prior to August 10, 2006 will count toward salary advancement. After August 10, 2006, only points in the area of application and impact will count toward salary advancement.

The employee shall not be officially advanced on the salary schedule until the superintendent has received an official transcript, official documentation of in-service points approved by PDC or suitable documentation approved by the PDC by the deadline.

Teachers may advance horizontally on the salary schedule when:

GUIDELINES:

- a. The course is to satisfy a state-mandated requirement for re-certification.
- b. All courses and PDC points approved by the Professional Development Council shall be counted for horizontal movement. After August 10, 2006, only points in the area of application and impact will count towards horizontal movement.
- c. Licensed staff may use PDC points or a combination of PDC points and college credit to move horizontally in all columns except movement from BS to MS. The Licensed staff member must hold a Masters Degree before PDC points can be used for movement horizontally in the MS plus columns.
- d. Only teachers who have a current **PDP (Professional Development Plan)** on file with the District's Professional Development Council or other state approved plan may count their PDC points toward horizontal movement. Professional development points earned at in-services or workshops may be counted toward college hours as determined by policies and guidelines as set forth by the Professional Development Council and/or the Kansas State Department of Education. Professional development points shall be credited toward movement at the rate stated in Kansas Statutes. (Currently twenty (20) in-service points equaling one (1) college credit hour.)
- e. Only hours earned after the granting of the last degree will count toward salary schedule movement.

Section C - Supplemental Contracts

Revised 2009-10

The Board of Education may add supplemental assignments to the current supplemental salary schedule, as needed.

Section D - Payment for Non-Teaching Duties

In cases where a faculty member is employed for the duties listed below, the following compensation rates will apply:

Activity	Job Description	High School Pay	Junior High Pay
Football	Announcer or clock keeper	\$27.50/Game	\$25.00/Game
Football	Ticket takers	\$25.00/Game	
Basketball	Bookkeeper, clock keeper, or announcer	\$17.50/Game	\$15.00/Game
Basketball	Ticket taker	\$15.00/Game	
Wrestling	Bookkeeper, clock keeper, or ticket taker	\$25.00/Event	
Wrestling	Bookkeeper, clock keeper, or ticket taker (Triangular or larger event)	\$40.00/Event	
Volleyball	Bookkeeper, clock keeper, or line judge	\$15.00/Match	
General	Concessions Sponsor	\$32.50/Event	
General	Special Assignments Approved by Superintendent Only *	\$40.00 per half day***	
General	Crowd Control **	\$25.00/Event	

- * Special Assignments shall consist of instances such as Saturday activities not covered by a supplemental contract, other duties outside of the contract year, quiz bowl meets, music contest, etc.
- ** Crowd control is the management of students and patrons at an assigned extra-curricular event assigned by the building principal and approved by the superintendent.
- *** Half day assignment shall be one to four hours of duty and a whole day shall be anything greater than four hours.

Faculty members approved by the superintendent and employed by the district for professional service not covered by the primary contract or a supplemental assignment will be compensated at the rate of \$16 an hour.

Faculty members who accept assignment by the building principal to supervise those students that are eating breakfast will be compensated at the rate of \$5 per day. Assignment to breakfast supervision will not exceed 30 minutes per day.

Faculty members who accept assignment by the building principal to supervise students that have been assigned to after school detention will be compensated at the rate of \$15 per session. "After school detention" is defined as the period of time following the official end of the "professional day" not to exceed ninety minutes in any one detention period.

Section E - Substitute Teaching During Conference-Planning Period [Updated 2007-08](#)

Teachers, who substitute during their conference-planning period, will be paid \$15 per hour (period). Faculty members in buildings with “block schedules” will receive \$25 per planning period when such substituting exceeds 50% or more of their planning period and \$15 when such time does not exceed 50%.

Section F - System for Payroll Deductions

Within thirty (30) days after receipt of written authorization from the teacher, the Board will deduct from the salary of the teacher and make appropriate remittance for items listed below. This authorization is to be given at the beginning of each contractual year.

Items to be deducted:

1. Association Dues. 1/10 to be deducted from the regular salary check of the teacher each month for 10 months, beginning September and ending in June of each school year.
2. Tax-sheltered annuities that meet legal requirements.
3. Hutchinson Credit Union.
4. District group health insurance programs.
5. Cancer Insurance Premiums.
6. Any other jointly approved items. (Approved by Association & Board).

Section G - Reimbursement for Traveling Teachers

[Updated 2007-08](#)

Teachers having more than one building assignment will receive an additional \$200 per contract year.

Section H - Compensation for Moving

All teachers who are required to pack the contents of their rooms to be moved will be paid accordingly:

- | | |
|---|----------|
| 1. All moves made within a building | \$ 50.00 |
| 2. All moves made from one building to another. | \$100.00 |

Not retroactive to moves completed prior to May 1, 2001.

Section I – Compensation for Drivers Education Instructor

[New 2006-07](#)

Teachers who are licensed to teach drivers education courses and do so outside of the regular contract shall be compensated at a rate of twenty-four (\$24.00) per hour.

Section J – Pay Option for New Employees

[New 2007-08](#)

Licensed employees new to the district will have the option to select to have their 1st year’s salary spread over 13 (thirteen) pay periods. The first pay period will be August 20th (or August pay date) of the contract year. After the first year the salary will be spread over 12 months with the first pay date being September 20th (or September pay date) of the contract year.

Section K –Curricular Contract Extended Duties and Compensation

Extended curricular compensation is not considered supplemental or extra duties. The extended duties performed by the teacher assigned to the corresponding class/course assignment shall be curricular contract extended duties and compensated thereof. The assignment will be designated by

the teacher’s primary contract and assigned by the superintendent. The activities that extend the duty of the teacher shall be scheduled by the building principal in cooperation with the teacher.

The curricular contract extended duty compensation shall be based by the following method:

Instrumental Music		
High School		11% of the base
Middle School		3% of the base
Elementary School		2% of the base
Vocal Music		
High School		11% of the base
Middle School		3% of the base
Elementary School		2% of the base
Journalism/Yearbook		
High School		11% of the base
Debate		
High School		11% of the base
Asst. Debate		
High School		7% of the base
Forensics		
High School		11% of the base
Asst. Forensics		
High School		7% of the base

Article II - Fringe Benefits

Section A: Fringe Benefit Pool

It is agreed that faculty members may utilize the IRS Section 125 salary reduction plan for payment of premiums for the district group salary protection insurance, health insurance premiums and cancer insurance.

Faculty members may utilize the pre-paid childcare and pre-paid medical options.

Section B: Activity Passes

[Revised 2006-07](#)

Activity passes will be provided to all licensed personnel and their spouse for school activities sponsored by the district. Passes will not be honored by KSHSAA or other outside entity-sponsored activities held within district facilities.

Section C: District Group Health Insurance

[Revised 2008-09](#)

All district group health insurance refunds will be proportionately divided among all participating members of the program(s) offered in the district during the contract year in which the overpayment occurred.

Teachers who do not take the health insurance with U.S.D. 309, but are eligible for district insurance, will be allowed to use the defined benefit to pay for the dental policy.

Teachers who do not participate in the district health insurance program may use a maximum of \$50 per month of the defined benefit toward the payment of cancer insurance premiums.

Faculty members under contract for half-time or more are entitled to a defined benefit of **\$412 per month** toward the health insurance premium of the health insurance carrier selected by the Board of Education, or \$50 per month toward the cancer insurance as directed above.

Section D: Term Life Insurance

The full premium for a \$20,000 double indemnity term life insurance policy for full and part-time (at least .5 teachers) teachers will be paid by the Board.

Article III - Leave Provisions

Section A - Sick Leave (2004)

Full-time contracted, licensed teachers will be granted **twelve (12)** days of sick leave at the beginning of each contract year accumulative to a maximum of **ninety (90)** days. Licensed teachers who work half-time or more but less than full-time (.5 FTE to .9 FTE) and contracted will be granted sick leave based on a prorated factor equal to the days or hours of the licensed teacher's contract divided by the total number of contract days or hours established by the negotiated agreement, multiplied by the total sick leave days available to full-time licensed teachers. These half-time teachers or greater may accumulate their sick leave to a maximum of **ninety (90)** days. Teachers who work less than half time (.5 FTE) shall not be granted sick leave.

[Prorated Example: Days in Teacher A's contract = 120 divided by the negotiated agreement contracted days = 188 equals X times the number of annual sick leave days granted by the negotiated agreement.

$$120/188=.6382 \quad .6382 \times 12 = 7.6595$$

Thus, Teacher A would get 7.66 days of sick leave.

The same would work for Teacher B that works one half of each day. Simply put Teacher B would get 6.0 days of sick leave. $188/2=94 \quad 94/188=.50 \quad .50 \times 12=6.0$

Sick leave is defined as days absent from duty because of personal illness/injury and/or disability, or illness/injury and/or disability of employee's immediate family. Immediate family shall include the licensed employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, and grandparents, grandparents of spouse, grandchildren, aunt, uncle, niece, or nephew. No deduction is made in the monthly or annual salary of the teacher for earned and approved sick leave days.

After five (5) days absence on account of illness or pregnancy, the Superintendent may require a doctor's certificate that states the teacher is unable to work. The superintendent may also request a doctor's statement to verify that the employee is able to return to work.

If the **twelve (12)** days granted at the beginning of the year gives the teacher more than **ninety (90)** days, the additional days will be carried through the contract year and any accumulated, unused days in excess of **ninety (90)** at the end of the contract year will be bought back by the District at the end of the contract year at a rate of \$25 per day.

Retiring and resigning teachers will be given \$25 per day for all unused accumulated sick leave.

Section B - Emergency Sick Leave

Revised 2007-08

At such time when a teacher or immediate family member has an extended illness and it is apparent that his/her accumulated sick leave will be exhausted before the end of the current contract, the Board of Education may provide each teacher with an opportunity to voluntarily contribute not more than five (5) days per contract year to said teacher. Emergency sick leave will not be extended beyond the school year in which it is granted.

Request for emergency sick leave, on behalf of the teacher in need, may be made by any teacher, administrator, and/or E.A. 309 President.

A teacher shall, if requested, provide such medical reports as may be reasonably required to establish the cause that said teacher may not return to work.

Section C - Illness, Injury or Death in Immediate Family

Upon proper notification of the Superintendent, leave will be granted and charged against sick leave for illness, injury, or death of an immediate family member. Immediate family shall include the licensed employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, and grandparents, grandparents of spouse, grandchildren, aunt, uncle, niece, or nephew.

Absences and/or leave for employees due to illness, or injury of family members other than immediate family would be charged to personal leave prior to charging such leave to sick leave.

Section D - Use of Sick Leave for Personal Leave

1. Three days of personal leave will be provided annually. Two of these days will be charged to sick leave. The first day of personal leave requested will not be charged to sick leave.
2. Requests for personal leave (not to include bereavement leave) on days scheduled for district in-service, collaboration, and parent teacher conferences will not be approved.
3. Faculty members that have completed 10 years of service to U.S.D. 309 will be provided five days of personal leave annually. Three of these days will be charged to sick leave. The first two days of personal leave requested will not be charged to sick leave.

Section E - Use of Sick Leave for Bereavement Leave

1. With prior approval of the Superintendent, two days of sick leave may be used for bereavement leave.

Section F - Professional Leave

Principals may recommend, for approval by the superintendent or assistant superintendent that individual faculty members may be granted a maximum of two days of professional leave per year to be used for the following: (a) to attend activities related to teaching assignments; and (b) to attend/participate in local, state, regional, and/or national meetings related to education. This leave will not be charged to sick leave.

Section G - Unpaid Leave of Absence

Unpaid leave of absence may be granted upon request for holding a state or national office, or for study leave. Upon return from an unpaid leave of absence, the teacher will be offered a comparable position to that position held prior to taking leave of absence, with the placement on the salary schedule to be on the same step or position as the teacher would have been placed when the leave of absence began. If, upon return from leave of absence, the teacher qualified for a higher salary schedule column placement than that for which the teacher qualified when the leave of absence began, the teacher will be eligible for such advancement in determining salary schedule placement upon return from the leave of absence. All benefits, sick leave accumulation, etc., will be frozen when the leave of absence begins and will be picked up at the same point upon return from leave of absence.

Section H - Legal Leave

The Board shall grant the teacher the time necessary for appearance in any legal proceedings connected with the teacher's employment or with the school system or in any other legal proceeding if the teacher is required by law to attend. Legal leave does not apply if the teacher is a party to the litigation.

Section I - Association Leave

[Revised 2005-06](#)

The current president of EA 309 may submit a district "Employee Trip Request" form to identify the faculty member(s) entitled to use a maximum of eight (8) days per year to conduct the business of EA 309. The salary of the designated employee and the salary of a substitute, if necessary, will be paid by the Board of Education for the first four (4) days. EA 309 shall pay for the substitute cost, if a substitute is necessary, for the remaining four (4) days.

Section J - Military Leave

1. Faculty members that are members of the armed forces and receive "official orders" to report for active duty will be granted three days of paid leave per year.
2. While engaged in short term active military duty, the employee will not receive the normal pay allotment made by the district, but will retain any and all compensation paid by the Armed Forces.

Article IV - Professional Day

Section A – Professional Day

Professional Day shall consist of the following:

1. The district administration will establish the beginning and ending times of student attendance for each school day.
2. The teacher's professional day shall begin one-half hour before classes begin and end one-half hour after classes are dismissed at the building of assignment not to exceed an eight-hour workday.
3. In instances of class programs or activities in the evening, the teacher normally responsible for the participating class will be in attendance to perform necessary supervisory duties.
4. Meetings requiring the presence of district faculty members beyond the professional day scheduled by district administrators, including building principals, may not exceed one and one-half hours per week for any individual faculty member.

Section B - Preparation Time

[Revised 2009-10](#)

Teachers will have a minimum of 150 minutes per week for instructional preparation as scheduled by the building principal.

During the 2009-10 school year a committee made up of 2 teachers from each building, EA 309 president, 1 or 2 board members and 2 administrators will be set up to study all planning preparation time, across the district. Their recommendation for planning will be presented during the next negotiation season.

Section C - Lunch Time

Each teacher shall have a minimum 30-minute duty free lunch period at all grade levels.

Section D – Make-Up of the School Day

The Board of Education shall have the authority to determine the number of periods which constitute the school day, including the number of periods to be taught by teachers.

Section E – Collaboration

[Revised 2009-10](#)

The Board of Education may reduce the length of one or more of the 177 days, scheduled for instruction to be used for additional inservice and/or faculty collaboration activities.

The agenda for one collaborative session used under this provision will be developed by the district administration. The building principal and faculty will mutually agree to all other collaborative session agenda(s). If only one session is scheduled under this provision, the district administration, the building principal(s), and a faculty team designated by EA309 will mutually agree to the agenda for that session. School will be dismissed 2 ½ hours early for their collaboration days.

Once per month, schools will be dismissed 2 ½ hours early to allow teachers to have regular designated time for MTSS/NET/RTI data entries.

Article V - Contract Terms

Section A - Contract Length

[Revised 2010-11](#)

The contract length will be 186 duty days (2010-2011 school year only), which will include not more than **five (5)** duty days of inservice and not less than **three (3)** duty days of work time. The contract length will return to 188 days in 2011-2012 school year, and for subsequent years. The district administration shall have the flexibility to establish the calendar and schedule inservice and work dates within the constraints stated herein.

- One half day of the scheduled inservice time at the beginning of the school year shall be set aside for building level meetings with the building principal.
- Workdays will be distributed throughout the school year, preferably with one prior to student's arrival, one between semester's time, which shall be a flex day, and one after students are dismissed at the end of the year.
- New faculty members will have a 187 day contract for the first year of employment, (2010-2011 school year only), and revert to a 188 day contract the second year and thereafter.

Section B – Informing Teachers of Assignment

The contract issued to teachers will include a statement informing teachers of their teaching assignment (i.e. grade level). The Board reserves the right to assign any teacher to such buildings and work as deemed necessary for the best interests of the district.

Section C - Extended Contracts

The Board of Education may extend the contract length, with teacher agreement, of librarians, counselors, and other faculty members that have responsibilities that cannot be met within the terms of the "Contract Length" clause of the agreement. Additional days of assigned duty will be paid at the faculty member's regular daily rate of pay.

An extended contract for the following contract year may be reduced by any number of days not less than the normal contract length upon written notification by May 1 prior to the new contract year. This notification will include an explanation for the reduction and/or a written description of those duties no longer needed in the contract. The extended contract rate of pay would be deducted by the number of days the new contract was reduced at the faculty member's regular daily rate of pay.

Section D - Release from Contract

[Revised 2010-11](#)

Kansas Statutes require that the Board of Education shall notify a teacher by **the third Friday of May** of the board's intention to non-renew or terminate a licensed teaching contract. In the same manner, a teacher must notify the Board of Education on or before the 14th calendar day following the third Friday in May that the teacher will not continue the contract for the coming school year.

Teachers submitting resignations after the date required by Kansas Statute **will be released** from their contractual duties only with the approval of the Board of Education.

Article VI - Retraining or Certification Change

Section A – Change of Assignment

In the event the Board requests a teacher to change assignments which requires re-training or certification in a subject or discipline not licensed to teach, the Board will reimburse the teacher for tuition and required textbooks plus one (1) round trip expense provided there is a prior agreement as to the school attended and the courses or classes to be taken.

If the district has “No Child Left Behind” funds available, a teacher may volunteer to take a course which is approved by the district administration, and receive reimbursement for tuition and textbooks. The reimbursement will be 100% of the approved amount if the teacher’s transcript reflects a grade of A or B, 50% of the approved amount for a C, and no reimbursement if the teacher’s grade is below a C. The teacher will agree to remain in the district two semesters for each semester of college tuition and textbook reimbursement. The district will not reimburse for transportation. If the teacher leaves before the two semesters, the teacher will pay the district for reimbursed expenses. The Board retains discretion to waive its requirement that the teacher remain in the district. The Board may prorate the amount owed if the teacher departs before meeting the obligation. The teacher may be required to present information and demonstrate skills learned in the class to other educators within the district.

Article VII - Benefit Options for Early Retirement

[Revised 2008-09](#)

Section A – Procedure

- 1) Definitions:
 - a) School Year: July 1 through June 30.
 - b) Year of Retirement Application: Indicates final year of active teaching and the school year in which the teacher applies for early retirement.
 - c) Year of Effective Retirement: Indicates the year in which the teacher actually retires and is no longer on duty.
 - d) U.S.D. 309 Service: Teaching experience in U.S.D. 309.
- 2) Faculty members that meet the requirements set forth in this document may apply for early retirement benefits as described.
- 3) Eligibility Requirements:
 - a) Teacher has completed fifteen years of U.S.D. 309 Service before reaching the age of 60 or twenty years of U.S.D. 309 Service before reaching the age of 56.
 - b) Teacher qualifies for and receives full benefits under the Kansas Public Employee's Retirement Plan.
 - c) Teacher will not reach the age of 66 or older during the year of effective retirement.
 - d) Annual early retirement benefits may not exceed \$5,500.00.

- 4) The superintendent of schools will determine eligibility. A Teacher applying for early retirement shall have the opportunity to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits paid.
- 5) Application:
 - a) The Teacher shall submit an early retirement application form available at the district office on or before the first working day after **February 15** within the Year of Retirement Application.
 - b) The application shall include:
 - (i) *Statement of desire to retire*
 - (ii) *Anticipated date of retirement*
 - (iii) *Current mailing address*
 - (iv) *Telephone number*
 - (v) *Years of U.S.D. 309 service*
- 6) Contingent upon approval and subject to termination of benefits as provided in paragraph 10 below, retirement benefits will be paid in two (2) equal installments on January and June of the year of effective retirement and each year thereafter until Teacher attains age 65.
- 7) The Teacher may provide a written request to remain within the district health group until the month in which the Teacher turns 65. The Teacher will pay the total cost of the monthly premium.
- 8) Retirement Benefit Computation:
 - a) The number of years of U.S.D. 309 service. (Minimum of 15) multiplied by:
 - b) The largest primary contract salary (excluding fringe benefits and supplemental salaries) received by the Teacher of U.S.D. 309 within the preceding five years multiplied by:
 - c) 1% for all Teachers ages 55 and up to age 65 during the year of retirement application.
 - d) Eligibility for early retirement benefits may not exceed five years and the annual benefit amount may not exceed \$5,500.00. The Teacher will not be eligible for benefits during or after the month in which the Teacher turns 65 years of age. The annual benefit for the year in which the Teacher turns age 65 will be prorated as noted above.
- 9) The initial retirement benefit amount determined for any retiree will remain constant for all year/s in which payment is due. Example: Retiree qualifies for a retirement benefit of \$4,000 at age sixty-three. The benefit would be due for each of the three years in which payment is due except for the year in which the Teacher reaches 65 at which time the annual benefit would be prorated as noted above.
- 10) Payment of early retirement benefits will terminate (1) upon the Teacher's death, (2) upon cessation of payments of KPERS benefits or (3) upon the effective date of legislation eliminating all penalties for early retirement prior to age 65.
- 11) Any application for early retirement is subject to approval by the Board of Education.
- 12) Any Teacher who takes early retirement shall have the responsibility of keeping the district office informed of his/her current mailing address and phone number.
- 13) This benefit shall not apply to any and all teachers hired after **July 1, 2000**.

Early retirement benefits are subject in all respects to the provisions of K.S.A. 72-5395 and the Kansas cash basis law, K.S.A. 10-1101, et seq., as amended.

It is the parties’ intent that the district’s early retirement plan shall not constitute a non-qualified deferred compensation plan within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”). The parties agree that the provisions of the district’s plan shall be construed and applied in accordance with I.R.C. §409A(a)(2), (3) and (4) to avoid the plan’s treatment as a failed non-qualified deferred compensation plan as contemplated by Section 409A of the Code and the regulations promulgated pursuant thereto. This paragraph shall be effective for tax years commencing after December 31, 2004 and thereafter.

Article VIII - Reduction In Force (RIF)

Section A – Definitions and Procedure

Revised 2006-07

Reduction in staff procedures shall apply only to teachers who are tenured under applicable provisions of Kansas law.

A. Definitions:

“Seniority in the district” shall mean the period of most continuous employment in U.S.D. 309.
“Professional employee” shall mean any employee of the district who is a member of the recognized bargaining unit.

B. General:

The Board of Education has the responsibility and authority to determine the composition of the professional employees necessary to implement and maintain the education programs of U.S.D. 309.

The decision to reduce the professional employee staff shall be made by the Board of Education. The board may reduce staff pursuant to this article even though the total number of staff members may be increased.

C. Procedures:

Reduction in professional staff required by the board’s decision to reduce staff shall be accomplished whenever possible through resignations, retirement, and other methods of attrition.
If further reduction is necessary, the board will consider the following factors, non-ranked and weighted equally, when determining which professional employee(s) are to be non-renewed:

1. Seniority in the district;
2. Certificate;
3. Job performance as determined by evaluations;
4. Advanced degrees and education as determined by the professional employee’s placement on the salary schedule;
5. Recent teaching experience.

D. Recall Provision:

Recall only applies to tenured teachers who have been released due to RIF.

As teaching positions are reduced, those names will be placed on a list to be maintained for a minimum of one (1) year. This list will be given to the association, as well as kept at the district office. The responsibility to maintain current address and phone numbers of each teacher lies with the teacher.

Should a vacancy occur within the (1) one year period mentioned, the list will be consulted to determine if a teacher on the list qualifies for the position. This will be done under the provisions set forth under the RIF procedures established above.

Any teacher re-employed by the district through recall shall enter the salary schedule at the point where they would have entered following their dismissal from the district.

If any teacher named on the list set forth above waives recall rights, or refuses the position, their name will be removed from the recall list and they will not be considered for other openings within the allotted time frame.

Article IX - Procedures For Voluntary And Involuntary Transfers And Notice Of Vacancies In U.S.D. 309

Modified 2005-06

1. Whenever a professional staff vacancy arises, the Superintendent shall send notice of same to the President of E.A. 309. If more than one employee has applied for the same position, consideration in making the assignment will be given to certification, certificate endorsement, professional preparation, previous assignments, experience at level for which transfer would apply, and years of experience. If an employee request for a transfer has been denied, the employee will be informed in writing within five days of the filling of the vacancy.
2. In cases of voluntary transfer, the individual wishing the transfer will contact the Superintendent in writing for said transfer and the Superintendent will acknowledge receipt of the request in writing. Copies of the request and reply will be sent to the Building Principal.
3. Board initiated transfers (involuntary transfer or against the teacher's wishes) may be made in the best interests of the district. The teacher will be notified in writing of any transfer.
4. If a Board initiated involuntary transfer requiring a teacher in grades K-6 to change grade levels or attendance centers, occurs within the 7 days prior to the beginning of school (start of classes), the teacher will be paid \$250 for the re-assignment.
5. With the advancement of technology throughout the district, notification of vacancies, transfers, and the like may be accomplished using the most current methods, tools and equipment accessible to all licensed staff. This may include but shall not be limited to email, faxes or other types of electronic transmissions.

Added 2005-06

ARTICLE X - Evaluation Procedures

Revised 2010-11

Evaluations, walk-through observations, due process procedures and documentation utilized in USD 309 Nickerson – South Hutchinson Schools will be in accordance with Kansas State Law and the negotiated agreement.

Summative Evaluation Cycle

All teachers in the first two consecutive school years of employment with the district shall receive one summative evaluation per semester not later than the 60th school day of the semester. On the third and fourth year of employment with the district all **NON-Tenured** teachers will receive one summative evaluation each year to be completed by February 15. Once the teacher has been granted due process, that teacher shall receive at least one summative evaluation every three years to be completed by February 15.

Due Process Status

Licensed employees who have completed three consecutive years of teaching in the district and are offered a fourth year contract shall be granted due process. Licensed employees who have achieved due process in another Kansas district and have completed two consecutive years of teaching in the district and upon recommendation from the administration and offered a third year contract shall be granted due process.

Professional Growth Track

This track is to promote the continuous professional growth in the interest of improving student learning. Professional Growth is for all licensed staff and shall work together with the principal to establish timelines, goals, and plans. At the conclusion, the Summative Evaluation will be completed and filed with the superintendent.

Teacher Self Assessment and Goals

1. Prior to the summative evaluation every teacher shall complete and file with the principal a self-assessment.
2. Each teacher working with the building principal shall submit his or her goals to the building principal by October 1.

Administrative Walk Through Observations

1. Administrators will use walk-through observations as part of the tools to gather information and data about the licensed staff member to complete the summative evaluation.
2. Administrators may share the content of the walk-through with the teacher.
3. Administrators may initiate a reflective question back to the teacher to think about their professional growth.

Summative Evaluation

1. The administrator designated to evaluate the licensed teacher within the evaluation cycle shall complete the summative evaluation.
2. The administrator and teacher shall meet in a conference to discuss the teacher's self assessment and goals, walk through observations, the summative evaluation and/or any other information that is deemed important to the evaluation process.
3. The summative evaluation shall be submitted to the superintendent and filed in the licensed employee's personnel file.
4. The summative evaluation shall be completed on the approved form.

Individual Growth PlanRevised 2010-11

This track demonstrates the district' commitment to quality teaching by providing a supported, structured, and focused system of assistance to ensure that every staff members is meeting the district standards.

The administrator is encouraged to use written comments in any area that would be beneficial to the teacher and/or to assist with the teacher's professional growth.

The administrator shall explain the reason(s) in the comment area for all ratings marked "Not Met".

Any staff member with two or more ratings in the "Not Met" category will be placed on an individual growth plan.

The individual growth plan shall consist of the Awareness Phase, the Assistance Phase and the Disciplinary Phase.

I. Awareness Phase

- A. The administrator or the teacher identifies a concern in writing.
- B. The administrator and the teacher set up a specific time to collaborate and attempt to resolve the concern.
- C. At the conclusion of the *Awareness Phase*, the administrator will review the progress and will make one of the following recommendations:
 1. The teacher continues with their Professional Growth.
 2. In the event the concern is not resolved or is a disciplinary issue, the teacher is placed into either the Assistance Phase or the Disciplinary Phase.

II. Assistance Phase

- A. Review the recommendations from the Awareness Phase.
- B. Develop a Plan of Assistance
 1. Growth-promoting goals that are specific, measurable, action oriented, realistic, and time bound.
 2. Strategies to resolve the concern.
 3. Time lines.
 4. Indicators of progress.
 5. Resources or support needed
- C. The administrator and the teacher set up a specific time to review what progress has been made.
- D. One of the following recommendation will be made upon reviewing the teacher's progress:
 1. The concern is resolved and the teacher is returned to the Professional Growth Track.
 2. The teacher remains in the Assistance Phase with revised goals and time lines.
 3. The concern is not resolved and the teacher is moved into the Disciplinary Phase.

III. Disciplinary Phase

- A. The teacher may be placed in the Disciplinary Phase because of, but not limited to:

1. *Not meeting the standards outlined in the Assistance Phase*
 2. *Insubordination*
 3. *Specific policy and/or rule violation(s)*
- B. The Disciplinary Phase begins with a meeting between the administrator, teacher, and/or designated representative. Other resource personnel may also be involved, i.e., central office administrator(s) or a “uniserve” representative, etc.
- C. The administrator will identify in writing the specific standard(s), rule(s), and/or policy in violation. The teacher will be given an opportunity to respond. Following the discussion, the administrator will indicate the next steps to be taken, such as:
1. A specific remedial plan with time line.
 2. Placement of the teacher on paid administrative leave.
 3. Requirement of specific training or evaluation by a professional.
 4. Recommendation for nonrenewable of contract.
 5. Recommendation for termination of contract.
 6. Notice of Right to Due Process Under K.S.A 72-5436

This Disciplinary Phase only addresses ongoing performance concerns not corrected by the teacher under either the Awareness Phase or the Assistance Phase. The Disciplinary Phase is not intended as a restriction of the district’s right to take appropriate disciplinary action for teacher misconduct without prior resort to either an Awareness Phase or an Assistance Phase.

ARTICLE XI - Student Grades

A student’s grade for a specific class will not be changed without consulting the class instructor.

ARTICLE XII – Complaints Against Teachers

Section A – Procedure

When a complaint from a non-evaluator (patron, student, parent, colleague, etc...) is registered against a teacher, the district has an obligation to investigate the complaint. The complainant who has a problem or a complaint should seek to resolve the problem by first going to the teacher. If the complainant refuses to deal directly with the teacher or is not satisfied with the outcome of such an effort, he or she should talk to the building administrator and/or the superintendent’s designee and then the following procedure will be used.

The building administrator or whoever is designated by the superintendent will meet privately with the teacher to determine the teacher’s perception of the facts. The parties involved may then attempt to determine a reasonable time when they can meet to discuss the problem and explore possible solutions. If at all possible, meetings will be held outside student attendance hours, except in extreme emergency cases as determined by the building administration or whoever is designated by the superintendent.

The teacher may be given copies of any retained written record of the complaint. If a complaint is filed in the teacher’s personnel file the teacher shall be given a copy and the teacher may respond to said complaint. The teacher’s written response shall be retained in the teachers’ official personnel file.

ARTICLE XIII -Discipline Procedure[New 2005-06](#)**Section A – Procedure 2005-06**

The parties recognize the authority of the administration and board to discipline, suspend, discharge, non-renew or take other appropriate corrective action against a teacher. If a teacher is to be discharged or non-renewed, he/she will be afforded those protections conferred in K.S.A. 72-5436 *et seq.* None of the procedures set forth in this provision will apply to discharge or non-renewal.

Discipline procedures in lieu of suspension, discharge or non-renewal will include, but are not limited to, oral and written warnings and reprimands as deemed appropriate by the administrator imposing the discipline.

If a teacher is to be subject to discipline or other appropriate corrective action, the following procedures shall apply:

1. The teacher shall be provided notice of the proposed discipline prior to the imposition thereof.
2. The teacher shall have the right to meet with the administrator proposing the disciplinary action.
3. The teacher will have the right to provide additional evidence relevant to the nature of the disciplinary action.
4. The teacher shall have the right to respond in writing to the proposed discipline.
5. The teacher shall have the right to request a review of the proposed discipline by the superintendent.
6. The teacher shall have the right to have a representative assist in the discipline process. However, given the confidential nature of the process, the teacher must provide a written release naming the representative and authorizing such participation.
7. All discipline actions taken shall be placed in the teacher's personnel file and shall include any written response provided by the teacher.
8. If the behavior resulting in the disciplinary action reoccurs, the disciplinary action placed in the teacher's personnel file shall be retained permanently. If the behavior does not reoccur for five (5) years, the documentation shall be removed.

ARTICLE XIV -Association Privileges: Access to Buildings

Duly authorized representatives of the Association (President, Vice President, Secretary, Treasurer, and Building Reps.) shall be permitted to transact official Association business on school property during the 30 minutes after school when not scheduled for other duty and/or meetings by the building principal or district level administrator. If facilities are to be used outside the contractual day, a Building Use Request form is to be approved by the building administrator.

ARTICLE XV: Grievance

Section A – Procedure

A) Purpose:

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

B) Definitions:

1. The "Bargaining Unit" shall include all employees certificated for positions held, except administrators.
2. A "Grievance" shall mean a claim by a member of the bargaining unit that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement or the policy of this District, EXCEPT that the term "Grievance" shall not apply to the following:
 3. If a method of review is prescribed by law, or by any rule or regulation of the State Board of Education having the force and effect of law;
 4. The Board of Education is without authority to act.
5. A "Grievant" shall mean a member of the bargaining unit filing a grievance.

C) Grievance Procedures:

1. Grievances of members within the bargaining unit shall be presented and adjusted in the following manner:
 2. Level One
 - a. Any member within the bargaining unit may, in writing, present a grievance to the principal of the school or the immediate Supervisor, within thirty (30) days following knowledge of the act or condition, which is the basis of the member's complaint. The member and the principal of the school shall confer within five (5) school days of the receipt of the grievance with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, the member must appear personally, and may be represented by a member of the bargaining unit, or counsel of his choice.
 - b. The principal of the school or supervisor will communicate his decision in writing together with the supporting reasons, to the aggrieved member, and to the Superintendent of Schools within five (5) school days following the conference.
 3. Level Two

- a. If the grievance is not resolved at Level One, the aggrieved member may appeal to the Superintendent of Schools within six (6) school days after the member has received the decision of the principal of the school or supervisor. The appeal shall be in writing, and shall set forth specifically the act or condition and the grounds on which the grievance is based.
 - b. The Superintendent of Schools, or his designee, shall meet and confer with the aggrieved member on the grievance within ten (10) school days of the receipt of the appeal, in view to arriving at a mutually satisfactory solution of the grievance. The member shall be given at least three (3) school days notice of the conference. The member shall be present at the conference, and may be represented by a member of the bargaining unit or counsel of his choice except that he need not attend where it is mutually agreed that no facts are in dispute and that the sole question before the Superintendent is one of interpretation of a provision of this agreement.
 - c. Notice of the conference shall also be given to the principal of the school or immediate supervisor who rendered the decision at Level One, and the principal or supervisor may be present at the conference to state his views.
 - d. The Superintendent of Schools, or his designee, shall communicate his decision in writing, together with the supporting reasons, to the member and his representative, if any, within ten (10) school days following the conference. The principal or supervisor, who rendered the decision at Level One, shall also receive a copy of the decision.
4. Level Three
- a. If the grievance is not resolved at Level Two, the member may appeal from the decision of Level Two, to the Board of Education within (10) days after the decision of the Superintendent of Schools, or his designee, has been received. The appeal shall be in writing, and shall set forth specifically the reasons for the appeal.
 - b. The Board of Education shall meet and confer with the aggrieved member with a view to arriving at a mutually satisfactory solution of the complaint, within twenty-five (25) school days of the receipt of the appeal.
 - c. The member shall be given at least five (5) school days' notice of the conference.
 - d. The member shall appear and may be represented by a member of the bargaining unit or counsel of his choice.
 - e. The member may present witnesses at the conference with the Board.
 - f. Notice of the conference shall also be given to the principal of the school and the Superintendent who may be present at the conference to state their views.
 - g. The Board of Education will communicate its decision in writing, together with the supporting reasons to the aggrieved member within fifteen (15) school days following the conference.

- D) Failure at any step of this procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved teacher to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the time specified shall be deemed to be acceptance of the decision rendered at that step.
- E) If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two.
- F) The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual agreement.
- G) The Board and Administration, and the member and his counsel will cooperate in the investigation of any grievance. The Board and/or Administration will furnish information that is relevant to the grievance being considered upon request by the member or his counsel. The member and/or his counsel will furnish information that is relevant to the grievance being considered upon request by the Board or the Administration.
- H) Should a conference or hearing be held under the grievance procedure that requires a member and/or the member's counsel to be absent from their regular assignment, they shall be released without loss of pay or benefits.
- I) No reprisal of any kind will be taken by the Board of Education or the school administration against any member because of his participation in any grievance procedure provided herein.

***Unified School District 309
Nickerson - South Hutchinson***

GRIEVANCE REPORT FORM

Grievance # _____ School _____

Date Filed: _____

Prepare in Duplicate:
Submit to Principal
Return Duplicate

Distribution of Form
Superintendent
Principal
Association
Teacher

Name of Grievant _____ Building _____ Assignment _____

LEVEL I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

Signature

Date

C. Disposition by Principal _____

Signature

Date

D. Position of Grievant and/or Association _____

Signature

Date

LEVEL III

A. Date Submitted to U.S.D. 309, Board of Education _____

B. Disposition & Award of Board _____

Signature

Date

(If additional space is needed in reporting Sections B1 and 2 of Step 1, attach an additional sheet).

NOTE: All provisions of Article _____ of the Agreement dated _____,
20____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

Appendix B

Salary Schedule

**Salary Schedule
Appendix B**

Salary Schedule Work Sheet							
Base Sal	\$33,100.00						
2010-11	\$33,100.00						
Step	BS	BS+15	BS+30	BS+45	MS	MS+15	MS+30
	\$500	\$500	\$500	\$500	\$500	\$500	\$500
		\$750	\$725	\$730	\$1,430	\$725	\$730
0	\$33,100	\$33,850	\$34,575	\$35,305	\$36,735	\$37,460	\$38,190
1	\$33,600	\$34,350	\$35,075	\$35,805	\$37,235	\$37,960	\$38,690
2	\$34,100	\$34,850	\$35,575	\$36,305	\$37,735	\$38,460	\$39,190
3	\$34,600	\$35,350	\$36,075	\$36,805	\$38,235	\$38,960	\$39,690
4	\$35,100	\$35,850	\$36,575	\$37,305	\$38,735	\$39,460	\$40,190
5	\$35,600	\$36,350	\$37,075	\$37,805	\$39,235	\$39,960	\$40,690
6	\$36,100	\$36,850	\$37,575	\$38,305	\$39,735	\$40,460	\$41,190
7	\$36,600	\$37,350	\$38,075	\$38,805	\$40,235	\$40,960	\$41,690
8	\$37,100	\$37,850	\$38,575	\$39,305	\$40,735	\$41,460	\$42,190
9	\$37,600	\$38,350	\$39,075	\$39,805	\$41,235	\$41,960	\$42,690
10	\$38,100	\$38,850	\$39,575	\$40,305	\$41,735	\$42,460	\$43,190
11	\$38,600	\$39,350	\$40,075	\$40,805	\$42,235	\$42,960	\$43,690
12	\$39,100	\$39,850	\$40,575	\$41,305	\$42,735	\$43,460	\$44,190
13	\$39,600	\$40,350	\$41,075	\$41,805	\$43,235	\$43,960	\$44,690
14		\$40,850	\$41,575	\$42,305	\$43,735	\$44,460	\$45,190
15		\$41,350	\$42,075	\$42,805	\$44,235	\$44,960	\$45,690
16		\$41,850	\$42,575	\$43,305	\$44,735	\$45,460	\$46,190
17		\$42,350	\$43,075	\$43,805	\$45,235	\$45,960	\$46,690
18			\$43,575	\$44,305	\$45,735	\$46,460	\$47,190
19			\$44,075	\$44,805	\$46,235	\$46,960	\$47,690
20			\$44,575	\$45,305	\$46,735	\$47,460	\$48,190
21			\$45,075	\$45,805	\$47,235	\$47,960	\$48,690
22			\$45,575	\$46,305	\$47,735	\$48,460	\$49,190
23			\$46,075	\$46,805	\$48,235	\$48,960	\$49,690
24				\$47,305	\$48,735	\$49,460	\$50,190
25				\$47,805	\$49,235	\$49,960	\$50,690
26				\$48,305	\$49,735	\$50,460	\$51,190
27				\$48,805	\$50,235	\$50,960	\$51,690
28				\$49,305		\$51,460	\$52,190
29				\$49,805		\$51,960	\$52,690
30				\$50,305			\$53,190
31				\$50,805			\$53,690
32				\$51,305			\$54,190
33				\$51,805			\$54,690
34				\$52,305			\$55,190
35				\$52,805			\$55,690

Appendix C

Supplemental Salary

Schedule

**Supplemental Salary Schedule
Appendix C**

Supplemental Assignment	% of Base	Percent	Base
High School Schedule			
HS Athletic Director	\$4,965.00	15.00%	\$33,100.00
Head HS Football	\$4,799.50	14.50%	\$33,100.00
Asst. HS Football	\$3,144.50	9.50%	\$33,100.00
Head HS Basketball	\$4,799.50	14.50%	\$33,100.00
Asst. HS Basketball	\$3,144.50	9.50%	\$33,100.00
Head HS Wrestling	\$3,806.50	11.50%	\$33,100.00
Asst. HS Wrestling	\$2,979.00	9.00%	\$33,100.00
Head HS Soccer	\$3,806.50	11.50%	\$33,100.00
Asst. HS Soccer	\$2,979.00	9.00%	\$33,100.00
Head HS Track	\$3,806.50	11.50%	\$33,100.00
Asst. HS Track	\$2,979.00	9.00%	\$33,100.00
Head HS Volleyball	\$3,806.50	11.50%	\$33,100.00
Asst. HS Volleyball	\$2,979.00	9.00%	\$33,100.00
Head HS Baseball	\$3,806.50	11.50%	\$33,100.00
Asst. HS Baseball	\$2,979.00	9.00%	\$33,100.00
Head HS Softball	\$3,806.50	11.50%	\$33,100.00
Asst. HS Softball	\$2,979.00	9.00%	\$33,100.00
Head HS Boys' Tennis	\$2,979.00	9.00%	\$33,100.00
Head HS Girls' Tennis	\$2,979.00	9.00%	\$33,100.00
Asst. HS Tennis	\$1,655.00	5.00%	\$33,100.00
Head HS Cross Country	\$2,979.00	9.00%	\$33,100.00
Head HS Boys' Golf	\$2,979.00	9.00%	\$33,100.00
Asst. HS Boys' Golf	\$1,655.00	5.00%	\$33,100.00
Head HS Girls' Golf	\$2,979.00	9.00%	\$33,100.00
Asst. HS Girls' Golf	\$1,655.00	5.00%	\$33,100.00
Head HS Drama	\$2,648.00	8.00%	\$33,100.00
Asst. HS Drama	\$1,655.00	5.00%	\$33,100.00
HS Cheerleader Sponsor	\$2,979.00	9.00%	\$33,100.00
Asst. HS Cheerleader Sponsor	\$2,151.50	6.50%	\$33,100.00
HS Drill Team	\$2,979.00	9.00%	\$33,100.00
Audiovisual Director	\$1,655.00	5.00%	\$33,100.00
HS Junior Class Sponsor	\$1,158.50	3.50%	\$33,100.00
HS STUCO Sponsor	\$1,655.00	5.00%	\$33,100.00
HS Scholar's Bowl	\$1,655.00	5.00%	\$33,100.00
HS Fall Weightlifting	\$1,820.50	5.50%	\$33,100.00
HS Winter Weightlifting	\$1,820.50	5.50%	\$33,100.00
HS Spring Weightlifting	\$1,820.50	5.50%	\$33,100.00
HS Summer Weightlifting	\$2,648.00	8.00%	\$33,100.00
District or Elementary Schedule			
PDC Chairperson	\$1,324.00	4.00%	\$33,100.00
Master Teacher	\$3,310.00	10.00%	\$33,100.00
NCA/QPA Steering Committee	\$662.00	2.00%	\$33,100.00
Intramural Sports	\$827.50	2.50%	\$33,100.00

Middle School Supplemental			
MS Athletic Director	\$3,972.00	12.00%	\$33,100.00
Head MS Football	\$3,310.00	10.00%	\$33,100.00
Asst. MS Football	\$2,648.00	8.00%	\$33,100.00
Head MS Soccer	\$2,979.00	9.00%	\$33,100.00
Asst. MS Soccer	\$2,317.00	7.00%	\$33,100.00
Head MS Volleyball	\$2,979.00	9.00%	\$33,100.00
Asst. MS Volleyball	\$2,317.00	7.00%	\$33,100.00
Head MS Basketball	\$3,310.00	10.00%	\$33,100.00
Asst. MS Basketball	\$2,648.00	8.00%	\$33,100.00
Head Wrestling	\$2,979.00	9.00%	\$33,100.00
Asst. Wrestling	\$2,317.00	7.00%	\$33,100.00
Head MS Track	\$2,979.00	9.00%	\$33,100.00
Asst. MS Track	\$2,317.00	7.00%	\$33,100.00
MS Scholar's Bowl	\$1,655.00	5.00%	\$33,100.00
MS STUCO Sponsor	\$1,489.50	4.50%	\$33,100.00
MS Spirit Club	\$1,489.50	4.50%	\$33,100.00

Appendix D

The Formal

Evaluation Instrument

**Please refer to the Evaluation Instrument Handbook,
which includes all documentation.**