

# Shakopee Public Schools

**Independent School District No. 720**  
Shakopee, Minnesota

and the

**Shakopee Education Association**  
affiliated with  
Education Minnesota &  
NEA/AFT

## **COLLECTIVE BARGAINING AGREEMENT**

**July 1, 2011 through June 30, 2013**



# TABLE OF CONTENTS

---

<b>ARTICLE I: Recognition</b> .....	<b>1</b>
Section 1.1..... Exclusive Bargaining Representative.....	1
Section 1.2..... Teacher” Defined.....	1
<hr/>	
<b>ARTICLE II: Negotiation</b> .....	<b>1</b>
<hr/>	
<b>ARTICLE III: Board Rights</b> .....	<b>1</b>
<hr/>	
<b>ARTICLE IV: Dues Check Off</b> .....	<b>2</b>
Section 4.1..... Dues Check Off.....	2
Section 4.2..... Dues Payments to the Association.....	2
Section 4.3..... Fair Share Fees.....	2
<hr/>	
<b>ARTICLE V: Hours of Service</b> .....	<b>3</b>
Section 5.1..... Basic Day.....	3
Section 5.2..... Building Hours.....	3
Section 5.3..... Additional Activities.....	3
Section 5.4..... Elementary Preparation Period.....	3
Section 5.5..... Secondary Instruction Time.....	3
Section 5.6..... Quarterly Teacher Planning Days.....	3
<hr/>	
<b>ARTICLE VI: Duty Year</b> .....	<b>4</b>
Section 6.1..... Contract Days.....	4
Section 6.2..... Days Cancelled Due to Weather.....	4
Section 6.3..... Stretch Calendar.....	4
<hr/>	
<b>ARTICLE VII: Basic Schedules and Rates of Pay</b> .....	<b>4</b>
Section 7.1..... Basic Compensation.....	4
Section 7.2..... Status of the Salary Schedule.....	4
Section 7.3..... Placement on the Salary Schedule.....	4
Section 7.4..... Additional Compensation.....	6
Section 7.5..... Pay Dates.....	6
<hr/>	
<b>ARTICLE VIII: Grievance Procedure</b> .....	<b>6</b>
Section 8.1..... “Grievance” Defined.....	6
Section 8.2..... Representation.....	6
Section 8.3..... Definitions and Interpretations.....	6
Section 8.4..... Time Limitation Waiver.....	7
Section 8.5..... Adjustment of Grievance.....	7

Section 8.6.....Board Review.....	7
Section 8.7.....Denial of Grievance.....	7
Section 8.8.....Arbitration Process.....	7
Section 8.9.....Miscellaneous.....	8

**ARTICLE IX: Itinerant Staff..... 9**

**ARTICLE X: Cafeteria Plan..... 9**

Section 10.1.....“Cafeteria Plan” Defined.....	9
Section 10.2.....District Contributions to the Cafeteria Plan.....	9
Section 10.3.....Limitations and Requirements.....	9
Section 10.4.....Insurance Carrier and Policy Selection.....	10
Section 10.5.....Insurance Refund.....	10

**ARTICLE XI: Leaves..... 10**

Section 11.1.....Sick Leave.....	10
Section 11.2.....Family Medical Leave Act.....	11
Section 11.3.....Personal Medical Leave.....	12
Section 11.4.....Use of Sick Leave for Pregnancy and Childbirth.....	12
Section 11.5.....Child Care Leave.....	12
Section 11.6.....Adoption Leave.....	13
Section 11.7.....Family Sick Leave.....	13
Section 11.8.....Bereavement Leave.....	14
Section 11.9.....Personal Leave.....	14
Section 11.10.....Professional Leave.....	14
Section 11.11.....Association Leave.....	14
Section 11.12.....Sabbatical Leave.....	14
Section 11.13.....Leave for Jury Duty.....	15
Section 11.14.....Worker’s Compensation.....	15

**ARTICLE XII: Deductions..... 15**

**ARTICLE XIII: Unrequested Leaves of Absence..... 16**

Section 13.1.....Purpose.....	16
Section 13.2.....Definitions.....	16
Section 13.3.....Unrequested Leaves of Absence.....	17
Section 13.4.....Reinstatement.....	17
Section 13.5.....Establishment of the Seniority List.....	18
Section 13.6.....Review.....	18

**ARTICLE XIV: Year-Round School..... 18**

<b>ARTICLE XV: Suspension</b> .....	<b>18</b>
Section 15.1 ..... Suspension without Pay.....	18
Section 15.2 ..... Notice and Hearing.....	19
Section 15.3 ..... Effective Date.....	19
<hr/>	
<b>ARTICLE XVI: Teacher Representation</b> .....	<b>19</b>
<hr/>	
<b>ARTICLE XVII: Publication of Agreement</b> .....	<b>19</b>
<hr/>	
<b>ARTICLE XVIII: Deferred Compensation</b> .....	<b>19</b>
Section 18.1 ..... Matching Program.....	19
Section 18.2 ..... “Sunsetting” Retirement Benefits.....	20
Section 18.3 ..... Retiree Insurance.....	20
Section 18.4 ..... Retirement Benefits and Unrequested Leaves of Absence.....	21
<hr/>	
<b>ARTICLE XIX: Modification in Calendar, Length of School Day</b> .....	<b>21</b>
Section 19.1 ..... Adjusting School Calendar.....	21
Section 19.2 ..... Adjusting School Day Length.....	21
Section 19.3 ..... Meet and Confer.....	21
<hr/>	
<b>ARTICLE XX: Voluntary Payroll Deductions</b> .....	<b>21</b>
Section 20.1 ..... Credit Union Deductions.....	21
Section 20.2 ..... IRS Section 125 Plan.....	21
<hr/>	
<b>ARTICLE XXI: Conformity to Law</b> .....	<b>22</b>
<hr/>	
<b>ARTICLE XXII: Tandem Teachers</b> .....	<b>22</b>
Section 23.1 ..... Salary.....	22
Section 23.2 ..... Seniority.....	22
Section 23.3 ..... Sick Leave.....	22
Section 23.4 ..... Curriculum and Workshop Days.....	22
<hr/>	
<b>ARTICLE XXIII: Early Childhood Education Teachers</b> .....	<b>22</b>
Section 23.1 ..... Statutory Considerations.....	22
Section 23.2 ..... Application of Contract.....	22
Section 23.3 ..... Probationary Period.....	23
Section 23.4 ..... Seniority List.....	23
Section 23.5 ..... Basic Compensation.....	23
Section 23.6 ..... Miscellaneous Compensation Information.....	24
Section 23.7 ..... Hours of Service, Duty Day, Duty Week, and Duty Year.....	24
Section 23.8 ..... Applicable Sections of the Collective Bargaining Agreement.....	24

Section 23.9 .....Modified Sections of the Collective Bargaining Agreement.....25

Section 23.10 ...Sections of the Collective Bargaining Agreement Not Applicable.....26

Section 23.11 ...District Sponsored Staff Development.....26

---

**ARTICLE XXIV: Additional Licenses.....26**

---

**ARTICLE XXV: Duration.....26**

---

**ARTICLE XXVI: Effect.....27**

---

**ARTICLE XXVII: Finality.....27**

---

**SIGNATURES.....27**

---

**APPENDIX A: 2011-2012 Salary Schedule.....28**

---

**APPENDIX B: 2012-2013 Salary Schedule.....28**

---

**APPENDIX C: 2011-2012 ECE Salary Schedule.....29**

---

**APPENDIX D: 2012-2013 ECE Salary Schedule.....29**

---

**APPENDIX E: 2011-2012 Co-Curricular Salary Schedule.....30**

---

**APPENDIX F: 2012-2013 Co-Curricular Salary Schedule.....30**

---

**APPENDIX G: Co-Curricular Salary Schedule.....31**

Section G.1 .....Credit for Prior Experience.....31

Section G.2 .....Changes to Activity Offerings.....31

Section G.3 .....Group Descriptions.....31

Section G.4 .....Coaching Placement in Group Categories.....33

Section G.5 .....Compensation for Duties Beyond the Normal Day.....34

January 2012

Edited & Reviewed by: Dale J. Anderson, SEA President & Negotiations Chair  
 Dr. Rod Thompson, SPS Superintendent  
 Shaleen Roth, SPS Personnel Manager

# 2011-2013 AGREEMENT

---

This contract is made and entered into by and between INDEPENDENT SCHOOL DISTRICT No. 720, Scott County, Minnesota, hereinafter referred to as the "Board, District, or Employer," and the SHAKOPEE EDUCATION ASSOCIATION, hereinafter referred to as the "Association."

## ARTICLE I RECOGNITION

---

### SECTION 1.1      EXCLUSIVE BARGAINING REPRESENTATIVE

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for the appropriate unit which is as follows:

All professional employees of Independent District No. 720 Shakopee, Minnesota, who are required to be and are licensed by the State Board of Education, or Board of Teaching, excluding supervisory employees, confidential employees, Superintendents, assistant Superintendents, principals, assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, and all other employees excluded by law.

The Board agrees not to negotiate with any teacher's organization other than the Association so long as the Association is the duly authorized exclusive bargaining agent of the teachers of this district.

### SECTION 1.2      "TEACHER" DEFINED

The term "teacher" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining or negotiating unit as above defined.

## ARTICLE II NEGOTIATION

---

In the month of March of each odd-numbered year the parties shall initiate negotiations for the purpose of entering into a successor Agreement for the next succeeding contract period as provided by the P.E.L.R.A. provided that if the Association is not then the exclusive bargaining agent of the teachers of this district, then negotiations shall thereupon be undertaken between the Board and the then duly authorized exclusive bargaining agent.

## ARTICLE III BOARD RIGHTS

---

The exclusive representative recognizes that the Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

The exclusive representative recognizes the right and obligation of the Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services prescribed by the Board and shall be governed by the laws of the State of Minnesota, and by Board rules, regulations, directives, and orders issued by properly

designated officials of the District. The exclusive representative also recognizes the right, obligation and duty of the Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

The foregoing enumeration of Board rights shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the Board.

## **ARTICLE IV**

### **DUES CHECK OFF**

---

#### **SECTION 4.1 DUES CHECK OFF**

Any teacher may sign and deliver to the Board an agreement authorizing deduction of membership dues in the Association, including the Education Minnesota, the National Education Association or the American Federation of Teachers and their affiliates. Such authorization shall continue in effect for that year and from year to year thereafter unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization the Board shall deduct one-twentieth of such dues from each regular salary check of the teacher beginning in September 15 and ending May 28 of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the end of the following May.

#### **SECTION 4.2 DUES PAYMENTS TO THE ASSOCIATION**

Pursuant to authorization of the employee for membership dues, the Board agrees to remit to the Association the monies deducted bimonthly by the Board.

#### **SECTION 4.3 FAIR SHARE FEES**

In accordance with M.S. 179A.06, Subd. 3, as amended, any teacher included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any teacher shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director, the District, and to each teacher to be assessed the fair share fee.

A challenge by a teacher or by a person aggrieved by the assessment shall be filed in writing with the Director, the District, and the exclusive representative within 30 days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative 30 days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the District pending a decision by the Director, PERB or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or un-liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

# ARTICLE V

## HOURS OF SERVICE

---

### **SECTION 5.1 BASIC DAY**

The teacher's day shall be eight hours, inclusive of 30 minutes duty free lunch.

### **SECTION 5.2 BUILDING HOURS**

The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours for each building will be designated by the Board.

### **SECTION 5.3 ADDITIONAL ACTIVITIES**

1. In addition to the basic school day teachers shall be required to reasonably participate in school activities beyond the basic teacher's day as is required by the Board or its designated representative. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular and supervisory activities as determined by the principal, Superintendent or Board.
2. High school faculty are expected to attend Shakopee High School's annual graduation ceremony.

### **SECTION 5.4 ELEMENTARY PREPARATION PERIOD**

All full-time elementary teachers, including specialists, shall receive 250 minutes of preparation time per week during the student contact day. In the event there are fewer than five student contact days during a regular work week of the school year, the amount of preparation time shall be reduced proportionately.

The elementary principal shall have the exclusive discretion to assign preparation time to each full-time elementary teacher in varying blocks of time per day. However, a block of time shall be no less than 20 minutes.

The Superintendent has the exclusive discretion to assign whatever type of personnel that the Superintendent deems appropriate, including non-licensed personnel, in order to implement and maintain the provisions of this Section.

### **SECTION 5.5 SECONDARY INSTRUCTION TIME**

1. **Normal Instructional Assignment.** The normal assignment for full-time teachers in the secondary schools of the District shall be five (5) teaching assignments, one (1) assigned supervision, and (1) preparation period in a seven (7)-period day. Teachers will not be assigned six (6) teaching assignments.
2. **Voluntary Additional Assignment.** A teacher may voluntarily accept a sixth teaching assignment and will be paid an additional amount on a pro-rata one-sixth (1/6) basis.
  - a. Compensation for a sixth teaching assignment, as defined in Article V, will only be given in instances when the sixth assignment is in lieu of the regularly scheduled preparation period.
  - b. A teacher may volunteer to retain their regular preparation period and teach a sixth teaching assignment in lieu of a regular supervisory assignment with no additional compensation.
  - c. The District retains the right to accept or reject such an offer and that the final decision will not be subject to grievance.
  - d. The District may offer a teacher the opportunity to write curriculum, engage in staff development, or other similar activities in place of the supervisory duty. Curriculum writing, staff development, or similar activities when performed in lieu of supervision shall be on a voluntary basis. The need for teachers to write curriculum will be determined by the District.

### **SECTION 5.6 QUARTERLY TEACHER PLANNING DAYS**

Teachers shall be scheduled for a full day of planning time at the end of each of the four (4) marking periods.

## **ARTICLE VI**

### **DUTY YEAR**

---

#### **SECTION 6.1      CONTRACT DAYS**

The work year shall be 186 teacher duty days. For probationary teachers, the work year may include up to 191 teacher duty days for the duration of their probationary period. Teachers who have taught in another state within the same district for three (3) consecutive years, shall be required to work up to 191 teacher duty days their first year in the District and 186 days there-after. Probationary teachers may voluntarily participate in the District's Deferred Compensation program as compensation for these extra hours.

#### **SECTION 6.2      DAYS CANCELLED DUE TO WEATHER**

In the event of school cancellation due to severe weather, teachers shall not be required to report to work, nor be subject to pay deduction or make-up days, unless such days are rescheduled by the Board in accordance with Article XIX.

#### **SECTION 6.3      STRETCH CALENDAR**

Beginning with teachers hired January 1, 2005 or later, The District may schedule a "stretch calendar" for teachers who work with children that require additional instruction during the normal breaks of the year including the summer period, keeping their total contract days at the number set in this agreement. An effort will be made to provide days off during the regular student contact year that take into account the needs of the students as well as to the benefit of the teacher working the stretch calendar. Nothing prohibits teachers hired before January 1, 2005 from requesting and being selected to work a stretch calendar.

## **ARTICLE VII**

### **BASIC SCHEDULES AND RATES OF PAY**

---

#### **SECTION 7.1      BASIC COMPENSATION**

The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the 2011-2012 school year.

The wages and salaries reflected in Appendix B, attached hereto, shall be a part of the Agreement for the 2012-1013 school year.

#### **SECTION 7.2      STATUS OF THE SALARY SCHEDULE**

The salary schedules are not to be construed as a part of a teacher's continuing contract and the Board reserves the right to withhold increment advancement, lane changes, or any other salary increase for proper cause. The Board shall give the teacher the reasons for such action in writing. Such action shall be subject to the grievance procedure.

#### **SECTION 7.3      PLACEMENT ON SALARY SCHEDULE**

The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule...

- 1. Definition of Salary Schedule Lanes.** Advancement along salary lanes occurs every 10 semester or 15 quarter college credits. All semester credits shall be referred to and considered at a conversion rate of 1 semester credit equals 1.5 quarter credits. These credits must be upper division college credits or graduate credits. It is recommended that teachers planning future advancement to the MA level consider the graduate credit requirement at that level.

2. **Definition of Professional Training.** All credits, semester or quarter, as well as any Master's Degree programs, must be earned after the bachelor's degree (see a. below for definition) has been granted and must have the District's written approval prior to registration for the course. All of these credits must relate to the teacher's current teaching assignment and be upper level for any of the B.A. lanes and graduate level for any of the M.A. lanes.
  - a. **B.A. Lane.** Requires a bachelor's degree from a teacher training institution upon which a valid Minnesota Teaching Certificate has been granted.
  - b. **B.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - c. **B.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - d. **B.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - e. **Master's Degree/M.A. Lane.** The awarding of a master's degree through completion of a qualifying university's master's program, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - f. **M.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - g. **M.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - h. **M.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
  - i. **Specialist/PhD/EdD Lane.** The specialist degree requires completion of a specialist degree from an accredited teacher-training institution, which must relate to the teacher's current teaching assignment. The doctorate degree requires completion of a doctor's degree from an accredited teacher-training institution, which must relate to the teacher's current teaching assignment. In order to qualify for the specialist/doctor's degree level, such degree and credits within the degree must have the written approval of the Superintendent, whose decision shall be final and binding and shall not be subject to the grievance procedure.
3. **Lane Change Application.** Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree, and must be taken from an accredited college or university pursuant to the provisions Article VII, §2 a through i above. College credits not accepted by the granting institution for their own graduate programs shall not be applied to lane changes.
4. **Rate of Earning Credits.** There shall be no limit on the number of credits per quarter or semester that may be taken or earned for lane advancement during the school year. No credits shall be earned for lane advancement by completion of any in-service or non-college course work.
5. **Credits Submission Deadline.** Individual contracts will be modified to reflect qualified lane changes effective the first of the month following the month in which the teacher submits satisfactory evidence of completion of the requirements for the lane change to the Personnel Office. Lane changes will not be retroactive. Lane changes shall be granted and paid even if the effective date of the contract has elapsed and no subsequent contract is in effect.
6. **Credit Qualification.** College credits earned under Section 3 must have had prior approval of the administration. All undergraduate courses taken must be completed with a grade of C or P or better and all graduate courses taken must be completed with a grade of B or P or better.
7. **Prior Experience.** All teachers may be given full credit on the salary schedule set forth in Appendix A and B for all years of outside teaching experience in a District accredited by a recognized accrediting agency.

**SECTION 7.4 ADDITIONAL COMPENSATION**

1. **Excess Assignment.** Any classroom teaching assignment which exceeds the normal teaching assignments or which exceeds the established school calendar will be remunerated on a pro rata basis. A teaching assignment including an additional class at the secondary level shall be paid an additional one-sixth (1/6) of the applicable salary in Appendices A and B.
2. **Co-Curricular Compensation.** Teachers involved in co-curricular assignments as set forth in Appendices E or F, which are attached to and incorporated in this Agreement, shall be compensated in accordance with the provisions of this Agreement.
3. **Summer School.** All summer school teaching assignments shall be remunerated at the rate of \$29.00 per hour, or the hourly wage of the individual teacher paid during the previous year, whichever is less. An additional one-quarter (1/4) hour will be paid for each hour of teaching.
4. **Curriculum writing.**
  - a. **Summer Writing.** Curriculum writing shall be paid on a flat fee per project basis as determined by the District or upon an hourly rate. Beginning in the summer of 2008, for summer curriculum writing the hourly rate shall be \$29.00 per hour or the hourly wage of the individual teacher paid during the previous year, whichever is less.
  - b. **School Year Writing.** The hourly rate for curriculum writing beyond the teachers' contract during the school year shall be \$26.00 per hour, or the hourly wage of the individual teacher, whichever is less.
5. **Voluntary Subbing.** Volunteer subbing in lieu of a teacher's preparation period shall be paid at the hourly rate of \$26.00 per hour.
6. **District Sponsored Staff Development.** When the District at its discretion, offers to provide paid seminar/workshop/staff development opportunities beyond the normal duty days, the teachers will be paid at an hourly rate of \$24.00 per hour.
7. **Department Chair Compensation.** The District shall compensate department chairs at the rate of \$25.00 per department FTE per year. The District and Association shall meet annually to allocate this compensation.
8. **Service to District Compensation.** Teachers who have completed their 26<sup>th</sup> year of service to this District shall receive an additional compensation of \$750 annually, commencing the following school year.

**SECTION 7.5 PAY DATES**

Teacher's salary checks will be paid on the 15th and 28th of each month.

## **ARTICLE VIII**

### **GRIEVANCE PROCEDURE**

---

**SECTION 8.1 "GRIEVANCE" DEFINED**

A grievance shall mean an allegation by a teacher, supported by the Association, resulting in a dispute or disagreement between the teacher and the Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in the Agreement.

**SECTION 8.2 REPRESENTATION**

The administrator or Board may be represented during any step of this procedure by any person or agent designated by such party to act in his/her behalf. The teacher will be represented by the Association or its designee to act in his/her behalf during all steps of the formal procedure.

**SECTION 8.3 DEFINITIONS AND INTERPRETATIONS**

1. **Extension.** Time limits specified in this Agreement may be extended by mutual agreement in writing.

2. **Days.** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.
3. **Computation of Time.** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
4. **Filing and Postmark.** The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

#### **SECTION 8.4      TIME LIMITATION WAIVER**

An effort shall first be made to adjust an alleged grievance informally between the teacher and the Board's designee. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within 20 days after the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time period, hereafter provided, shall constitute a waiver of the grievance.

#### **SECTION 8.5      ADJUSTMENT OF GRIEVANCE**

The Board and the Association shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner...

1. **Level I.** If the grievance is not resolved through informal discussions, the appropriate administrator shall give a written decision on the grievance including reasons therefore to the parties involved within five days after receipt of the written grievance.
2. **Level II.** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within ten days after receipt of the appeal. Within five days after the meeting, the Superintendent or his/her designee shall issue a decision in writing, including reasons therefore, to the parties involved.
3. **Level III.** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the Board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the Board, the Board shall set a time to hear the grievance within 20 days after receipt of the appeal. Within 15 days after the meeting, the Board shall issue its decision in writing, including reasons therefore, to the parties involved. At the option of the Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the Board. The Board shall then render its decision in writing, including reasons therefore, to the parties involved.

#### **SECTION 8.6      BOARD REVIEW**

The Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the Board reviews a grievance under this section, the Board reserves the right to reverse or modify such decision.

#### **SECTION 8.7      DENIAL OF GRIEVANCE**

Failure by the Board to issue a decision at Level III within the time periods provided herein shall constitute a denial of the grievance and the Association may appeal it to the next level.

#### **SECTION 8.8      ARBITRATION PROCEDURE**

In the event that the teacher, supported by the Association, and the Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein...

1. **Notification.** A notification to submit a grievance to arbitration must be in writing, signed by the Association, and such request must be filed in the office of the Superintendent within 15 days following the decision in Level III of the grievance procedure.
2. **Prior Procedure Required.** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
3. **Selection of Arbitrator.** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached within the ten days, either party may request the Bureau of Mediation Services to provide a list of arbitrators from which one will be chosen, providing such request is made within 20 days after request for arbitration. The request shall ask that the appointment be made within 30 days after the receipt of said request. The failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.
4. **Submission of Grievance Information.** Upon appointment of the arbitrator, the appealing party and the Board may within five days after notice of appointment, forward to the arbitrator the submission of the grievance, which shall include the following...
  - a. The issues involved.
  - b. Statement of the facts.
  - c. Respective position of the grievant or Board.
  - d. The written documents relating to Article VII, Section 5 of the grievance procedure.
5. **Hearing.** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator.
6. **Decision.** The decision by the arbitrator shall be rendered within 30 days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.
7. **Expenses.** Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.
8. **Jurisdiction.** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

#### **SECTION 8.9 MISCELLANEOUS**

1. **Records.** All documents, communications, and records dealing with the processing of a grievance shall be filed separately from teacher personnel files.
2. **Policy Grievance.** A teacher, supported by the Association, who alleges he/she is aggrieved regarding the application or misinterpretation of existing policies duly promulgated by the Board of the District may file a grievance which shall be known as a "policy grievance". Such a grievance

may be processed under the existing grievance procedure except that the final step shall be Level III.

## ARTICLE IX

### ITINERANT STAFF

---

Teachers may be required to use their own automobile in the performance of their duties, and teachers who are assigned to more than one school per day shall be reimbursed for all such travel at the rate of \$100.00 or reimbursement for mileage between buildings, whichever is greater, per semester per daily move. Said fee shall be determined prior to the first paycheck following the commencement of the assignment. Reimbursement for said expenses shall be granted only with the prior approval of the administration.

## ARTICLE X

### CAFETERIA PLAN

---

#### SECTION 10.1 "CAFETERIA PLAN" DEFINED

The District will provide a cafeteria plan for all eligible teachers. Insurance options available under the cafeteria plan include medical, dental, term life and income protection. The cafeteria plan shall comply with all legal requirements.

#### SECTION 10.2 DISTRICT CONTRIBUTIONS TO THE CAFETERIA PLAN

The District shall continue to contribute annually on behalf of each teacher a sum towards the cafeteria plan. The amount to be contributed by the District for each teacher shall be based upon three categories of participation in the medical option of the cafeteria plan: Single, Employee Plus One, and Family.

1. **Benefit Amounts.** The amount of annual contribution for the three categories of participation will be...
  1. For 2011-2012: Single \$7,464; Employee Plus One \$10,987; and Family \$12,746.
  2. For 2012-2013: Single \$7,464; Employee Plus One \$10,987; and Family \$12,746.
2. **Forfeiture.** Teachers who waive medical coverage will be subject to a loss of credit of a portion of the District's contribution that is provided to teachers electing single medical insurance coverage. The loss of credit for teachers waiving medical coverage shall be equal to 90% of the single rate of the District VEBA 830 medical plan. As of July 1, 2010, Teachers who take medical insurance through the District shall forfeit any cash reimbursement in excess of 50% of the amount allowed those who waive the District's insurance plans.
3. **Duration of Contribution to Cafeteria Plan.** A teacher is eligible for the District contribution to the cafeteria plan as provided in this Article as long as the teacher is employed by the District. Upon termination of employment, all District contributions shall cease unless said termination is due to early retirement and qualifies for continued District contribution under Article XVIII.4.

#### SECTION 10.3 LIMITATIONS AND REQUIREMENTS

1. **Limitation of Insurance Coverage.** The insurance coverage set forth in Article X shall be prorated for teachers working less than full-time.
2. **Required Election.** Teachers are required to elect basic \$50,000 term life insurance, dental insurance, and income protection insurance. Furthermore, teachers generally must elect one medical insurance option or be subject to loss of credit of a portion of the District contribution as detailed in Section 2 of this Article.
3. **Income Protection Insurance.** The District shall provide income protection insurance. Teachers that meet the requirements for income protection must utilize income protection benefits and discontinue sick leave benefits as provided in Article XI.

4. **Claims Against the District.** It is understood that the District's only obligation is to purchase an insurance policy provided the teacher has requested such insurance in writing and the District has acknowledged receipt of such request in writing, and pay such amount as agreed to herein and no claim shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

#### **SECTION 10.4 INSURANCE CARRIER AND POLICY SELECTION**

The selection of the insurance carrier and policy, provided that the type of coverage shall not be less than the existing policy, shall be made by the District as provided by law.

#### **SECTION 10.5 INSURANCE REFUND**

Any amount of money returned from the medical insurance carrier to the District shall be refunded on a pro rata basis to each member.

## **ARTICLE XI**

### **LEAVES**

---

#### **SECTION 11.1 SICK LEAVE**

1. **Benefit Amounts.** Each full-time teacher shall be credited with a 15 day sick leave allowance at the beginning of each school year but such sick leave shall be earned at the rate of one and two-thirds day per month to be used for absence caused by illness of the teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of 165 working days. The Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit. In the event that a teacher is contracted to work less than five days per week, sick leave shall be granted on a pro rata basis.

- a. **Sick Leave with Pay.** Sick leave with pay shall be allowed by the Board whenever a teacher's absence is found to have been due to illness which prevented his/her attendance at school and performance of duties on that day or days. A teacher's sick leave may also be used for the care of an ill child pursuant to M.S. Statute 181.9413.

The Board may require a teacher to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the teacher will be so advised.

Sick leave pay shall be approved only upon the submission of a signed request upon the authorized sick leave pay request form available at the office.

However, the final determination as to the eligibility of a teacher for sick leave is reserved to the Board.

- b. **Additional Sick Leave.** Any full-time teacher who has completed ten years of employment with the District shall be granted, as a supplement to the above sick leave, 30 days of major medical leave which may be used for hospital confinement. This leave is non-accumulative. These 30 days of major medical leave for hospital confinement is to be used after all accumulated sick leave days have been used by the teacher.

In extenuating circumstances, the Superintendent shall have discretion to grant additional paid sick leave to teachers on a non-precedent setting basis.

- c. **Sick Leave Loan.** Additional loaned sick leave benefits will be granted to any teacher who has been employed by the District for three (3) years and who has exhausted accumulated sick leave benefits if such teacher has been continuously disabled and unable to teach for a period of twenty-five (25) or more consecutive work days, as certified by a medical doctor. Additional loaned sick leave benefits up to a maximum of twenty (20) days may also be granted for a subsequent absence during the same school year due to the same medical condition.

Such additional loaned sick leave benefits will commence as of the work day immediately following the last day of regular sick leave payment. Additional loaned sick leave benefits will

continue only for the period during which the teacher remains continuously disabled and unable to teach, and shall cease in any event after sixty (60) calendar days of disability.

The loaned days will be re-paid utilizing the following requirements:

- i. At the beginning of each school year, four (4) days per year will be deducted from an employee's accumulated sick and/or personal leave until the total loaned days are paid back.
  - ii. These four (4) days can be a combination of sick and personal days; however, at least one personal day must be used. The employee must notify the Human Resource Department when they return from their leave, their choice of re-payment (e.g. Sick or personal days).
  - iii. At the end of the school year, the employee may apply additional accumulated sick and/or personal days to the balance of the loaned days.
  - iv. If the loaned days are not re-paid and the teacher resigns or is terminated, the remaining days will be deducted from their final paycheck. If the teacher is unable to return due to a disability, this provision will not apply.
- d. Pay Back.** In the event of resignation, termination or discharge of a teacher to whom sick leave has been advanced in excess of that accumulated, the teacher is required to refund the amount paid for the period of such excess.
2. **Unused Sick Leave Benefit.** Teachers who have the maximum sick leave accumulation and use three (3) or fewer sick leave days in any school year shall receive one (1) additional personal leave day in the following school year in exchange for the twelve (12) to fifteen (15) days of accrued sick leave. Personal leave days taken shall not be counted for purposes of this section. However, sick leave days used pursuant to Article XI, Sections 4, 5, and 7 (for family illness only) shall be counted for purposes of this section.
  3. **Insurance Coordination.** Teachers must utilize income protection insurance benefits immediately upon expiration of the waiting period. Thereafter, the teacher may draw upon accumulated sick leave and be paid the difference between compensation received from income protection and the teacher's basic salary. A deduction shall be made from accumulated sick leave according to the pro rata portion of the days of sick leave used to supplement income protection. In no event shall the additional compensation paid to the teacher from sick leave result in the payment of total daily, weekly or monthly compensation that exceeds the normal basic compensation of the teacher.
  4. **Transfer of Sick Leave.** In case of an extended illness resulting in qualification for long term disability benefits where the teacher does not have an adequate amount of accumulated sick leave to carry through until disability benefits begin, any teacher may transfer one day of his or her available unused sick leave to the teacher on disability. Such a transfer would result in a one day reduction of sick leave benefits from the transferring teacher.

## **SECTION 11.2 FAMILY MEDICAL LEAVE ACT**

1. **Purpose.** Pursuant to the federal Family Medical Leave Act (FMLA), an eligible teacher shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per twelve (12)-month period in connection with the following:
  - a. the birth and first year care of his/her child;
  - b. the adoption or foster placement of his/her child;
  - c. the serious health condition of a teacher's spouse, child, or parent;
  - d. the teacher's own serious health condition;
  - e. other conditions required by FMLA.
2. **Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement for the period of the leave, notwithstanding any other provisions of this Agreement.
3. **Eligibility.** To be eligible for the benefits of this section, a teacher must have been employed by the School District for the previous twelve (12) months and must have been employed for at least 1,250 hours during such twelve (12)-month period.

4. **Paid Leave Under the Agreement.** While FMLA leaves, except for eligible insurance contributions as provided in Subd. 2. Above, are unpaid, nothing shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement. Provided the teacher qualifies for the paid leave: i.e. sick leave or personal leave, pursuant to the provision of this Agreement governing such leaves. Moreover, nothing in this Agreement shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of this Agreement. (In other words, the FMLA leave shall run concurrently with the leave(s) provided in the Master Agreement.)
5. **Notification.** When the reason for leave is foreseeable, the teacher shall make a written request for said leave at least thirty (30) days prior to the beginning of the leave. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.

### **SECTION 11.3 PERSONAL MEDICAL LEAVE**

Teachers are eligible to apply for an unpaid medical leave of absence for up to one year after they have exhausted all of their sick and FMLA leave.

1. **Failure to Return.** Failure of the teacher to return pursuant to the date determined as the end of his/her disability shall constitute grounds for discharge.
2. **Documentation.** The teacher shall provide at the time of the leave application, a statement from a health care provider certifying the need for and the expected duration of the medical leave.
3. **Notification.** When the reason for leave is foreseeable, the teacher shall make a written request for said leave at least thirty (30) days prior to the beginning of the leave. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.

### **SECTION 11.4 USE OF SICK LEAVE FOR PREGNANCY AND CHILDBIRTH**

1. **Rights.** A pregnant teacher shall be entitled to available sick leave pursuant to Article XI, section 2 during the period of actual illness/disability related to pregnancy or childbirth.
2. **Failure to Return.** Failure of the teacher to return pursuant to the date determined as the end of her disability shall constitute grounds for discharge.
3. **Notification.** A pregnant teacher shall notify the district in writing no later than the end of the fifth month of pregnancy and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child.

### **SECTION 11.5 CHILD CARE LEAVE**

1. **Rights.** Child care leave shall be granted by the District subject to the provisions of this Section, and applicable state and federal laws. Child care leave shall be granted to one teacher-parent of a natural or adopted infant child and in order to care for such child on a full time basis. A teacher making application for child care leave shall have the following duties...
  - a. Inform the District in writing of the intention to take the leave not less than 30 days before the date the leave is to begin, except if the birth of a child requires leave to begin in less than 30 days, the teacher shall provide such notice as is practicable.
  - b. The application shall include the beginning date and the return date for the child care leave.
  - c. The teacher shall provide at the time of the leave application, a statement from the health care provider indicating the expected date of delivery. Child care leave may be taken following the utilization of sick leave and/or long-term disability due to the pregnancy, delivery, and recovery.
2. **Requirements.** The following rules apply to the duration, nature and timing of the requested child care leave...
  - a. The District may grant a child care leave of up to 12 months. The District has the right to adjust the end date of the leave to conform with a natural break in the school calendar. The entitlement to leave for the care of a child shall expire at the end of the 12-month period

- beginning on the date of such birth or placement. Where a husband and wife are employed by the District, the aggregate total of childbirth leave shall not exceed 12 months.
- b. Where the teacher begins child care leave for more than 5 weeks prior to the end of the school year, the teacher shall continue taking leave until the end of the school year if the leave is of at least 3 weeks duration or until a natural break in the school calendar as determined by the District.
  - c. Where the teacher begins child care leave 5 weeks or less prior to the end of the school year, the teacher shall continue taking leave until the end of the school year.
3. **Return Agreement.** A teacher returning from child care leave shall be re-employed in a position for which the teacher was qualified prior to the leave provided the teacher returns on the date approved by the Board and maintains the licenses held prior to the leave.
  4. **Limitations.** Leave under this Section shall be without pay or fringe benefits except as required by state or federal law. A teacher on Child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as she/he wishes to retain commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the district pursuant to this section.
  5. **Effect on Application for Tenure.** The parties agree that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of probationary period.

#### **SECTION 11.6 ADOPTION LEAVE**

The Board shall grant unpaid adoption leave to a teacher upon written application in accordance with the following procedure...

1. The teacher shall notify the Superintendent in writing immediately upon learning of home placement of the adopted child or 30 calendar days prior to the requested beginning date of such leave, whichever is earlier.
2. The adoption leave shall begin no earlier than 30 days after the date of the request and not earlier than the date of home placement.
3. A teacher shall be allowed to take up to thirty (30) days of leave upon the arrival of his/her child. The teacher may choose to use up to 30 days of accumulated sick leave to offset the unpaid portion of the leave upon furnishing a statement from a medical provider.
4. Adoption leave may be taken for a period of up to 12 months in duration.
5. At the time of submission of a written request for adoption leave as provided above, the teacher shall designate the duration of such leave and the return date. However, the teacher shall be permitted to return to employment only at the discretion of the Superintendent and then only at the beginning of a building marking period.
6. Where the two parents are employed by the District, the aggregate total of adoptive leave shall not exceed 30 days.
7. Supplementary requirements identified in Article XI.5 (Child Care) shall apply to adoption leave.

#### **SECTION 11.7 FAMILY SICK LEAVE**

Each teacher will be allowed five (5) days per year (this is non-accumulative) for sickness of immediate family. The leave for these five (5) days will be granted upon a written request of the teacher. Days used for family illness will be deducted from sick leave. In the event a teacher's mother and father become ill in the same year, a teacher shall be allowed an additional five (5) days under this paragraph. For reference to family sick leave regarding children see Article XI.1.a.

For purposes of this section, immediate family shall mean: mother, father, spouse, aunt, uncle, grandchild, grandparent, brother, sister and in-laws of the same degree, step children and step parents.

Additional sick leave may be granted at the discretion of the Superintendent whose decision shall not be subject to the grievance procedure.

**SECTION 11.8 BEREAVEMENT LEAVE**

Each teacher will be allowed five (5) days for death of spouse, mother, father, child, step-child, mother-in-law, father-in-law, sister and brother, and in-laws of the same degree, and two (2) days for the death of uncle, aunt, grandparent, and grandchild. Days used for bereavement will not be deducted from sick leave.

**SECTION 11.9 PERSONAL LEAVE**

**Benefit and Requirements.** Each teacher will be granted two (2) days of personal leave annually without loss of pay to be used at the teacher's discretion as follows...

1. Teachers may not use personal leave during the final ten (10) contract days of the school year. Under special circumstances, personal leave may be taken during the final ten (10) contract days at the discretion and prior approval of the Superintendent, whose decision shall not be subject to grievance procedures.
2. No more than 5 percent of the teachers assigned to a school building may take personal leave at any one time. (This figure is to be rounded to the nearest whole number.)
3. Notification of personal leave must be made in writing to the building principal at least 24 hours in advance except in the event of an emergency.
4. Up to three (3) accumulated unused personal leave days (plus one additional day for unused sick leave as defined in Article XI, Section 2) may be carried over into a following school year. After these unused personal leave days have been carried over, any teacher not using additional days of accrued personal leave shall be paid for such unused personal leave days at the lowest substitute rate per day.
5. The maximum amount of Personal Leave available to the teacher in any year shall be two (2) days for the current year, plus three (3) days of Personal Leave carry over as defined in Article XI, Section 6 and one additional day for unused sick leave as defined in Article XI, Section 2.
6. A maximum of one personal leave day per teacher per year may be awarded on district/building staff development days as are designated on the calendar.
7. In the event of an emergency, the limitation on the number of teachers who may take personal leave at any one time as set forth in Article XI, Section 6, §2 may be waived at the discretion of the Superintendent whose decision shall not be subject to the grievance procedure.
8. Teachers may take personal leave of absence only in full or half (½) day increments.

**SECTION 11.10 PROFESSIONAL LEAVE**

A teacher may be granted professional leave during a school year without salary deduction. This leave time is to be in addition to any visitations which may be made on a regularly scheduled district-wide curriculum day, workshop, or seminar attendance.

A written request is to be made on the Professional Leave Request form to the building principal or immediate supervisor at least one week in advance. Approval of such request will be determined from his/her office and will be based on his/her judgment of the value of the stated objectives or goals of the application for Independent District No. 720.

**SECTION 11.11 ASSOCIATION LEAVE**

Within each two (2) year contract, the Association will be credited with twenty (20) days to be used by teachers who are officers or designee of the Association. Such leave shall be with pay and shall be used as authorized by the Association President. The Association agrees to notify the Superintendent at least 48 hours prior to the date for the intended use of said leave. Substitute teachers shall be provided for persons on Association Leave with no cost to the individual teacher and the cost of the substitute equally shared by the Association and the District. Up to four (4) members of the Association's leadership will receive one period release from duties to work on Association business and to be available for meetings with the District.

**SECTION 11.12 SABBATICAL LEAVE**

A teacher who has been employed for five or more years may apply for leave without pay for the purpose of professional growth. An application for sabbatical leave must be submitted to the

Superintendent no later than February 1 preceding the school year during which the leave is requested. The application shall include a written plan for professional growth. The granting of sabbatical leave is subject to the approval of the Board. During said leave the teacher shall be considered to be in the employ of the Board and allowable fringe benefits shall be paid by the Board. Up to two percent of the teaching staff may be granted leave. This Article is not subject to the grievance procedure.

1. **Return Agreement.** When leave is granted the teacher must agree to return for a period of at least three (3) years. If the teacher chooses not to return to the District, or on return does not complete the requirement of three years, the amount of all remuneration will be repaid to the District as follows...
  - a. If the teacher does not return, the total amount of remuneration must be repaid.
  - b. If the teacher returns for one year, only 2/3 of the remuneration must be repaid.
  - c. If the teacher returns for only two years, 1/3 of the total remuneration must be repaid.
  - d. If the teacher returns for three years, no remuneration must be repaid.
2. **Job Status Upon Return.** A teacher, upon return from leave, shall be restored to his/her former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such period. He/she shall maintain tenure, insurance benefits, accumulated sick leave and all other accrued benefits provided in this Agreement. A teacher must notify the Superintendent in writing of the teacher's intent to return from leave prior to March 1<sup>st</sup> immediately preceding the year of return. However, the District shall notify the teacher by certified mail prior to February 15th of this requirement.

### **SECTION 11.13 LEAVE FOR JURY DUTY**

When employees of the district are ordered by the courts to report for jury duty, they will be relieved from their regular duties in the district that would conflict with this order. When relieved from jury duty during the day, the employee is to return to school for the remainder of that day. Absences for jury duty are to be arranged with the building principal as soon as the court order is received by the employee. Absences for jury duty will not count in calculating absence limitations in other policies of the District. The salary paid to the employee during absences for jury duty shall be at the regular rate less the fee paid to the employee by the court for this jury duty.

### **SECTION 11.14 WORKER'S COMPENSATION**

Upon the request of a teacher who is absent from work as a result of a compensable injury incurred in the service of the District under the provisions of the Worker's Compensation Act, the District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the teacher and the teacher's regular rate of pay to the extent of the teacher's earned accrual of sick leave.

A deduction shall be made for the teacher's sick leave accrual time according to the pro rata portions of days of sick leave which is used to supplement worker's compensation.

Such payment shall be paid by the District to the teacher only during the period of disability.

In no event shall the additional compensation paid to the teacher by virtue of sick leave pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the teacher.

A teacher who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave pursuant to this policy shall submit his/her Worker's Compensation check, endorsed to the District, prior to receiving payment from the District for this absence.

## **ARTICLE XII**

### **DEDUCTIONS**

All deductions for absences will be made on the basis of the total number of contract days as provided for in the current school calendar.

# ARTICLE XIII

## UNREQUESTED LEAVES OF ABSENCE

---

### SECTION 13.1    **PURPOSE**

The purpose of this policy is to implement the provisions of MN Statute 122A.40 Subd. 10, which policy, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

### SECTION 13.2    **DEFINITIONS**

For purposes of this policy, the terms defined shall have the meanings respectfully ascribed to them.

1. **Teacher.** "Teacher" means any member of the appropriate unit as defined in the Agreement who holds a certificate from the State Department of Education.
2. **Qualified.** "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field in which the teacher has taught within the past five years in the District.

#### **Exceptions to this provision...**

- a. K-6 shall be treated as a single category when applying the requirement for teaching experience within the last five (5) years.
  - b. Deans are considered to have continuing teaching experience in the area(s) of licensure in which they had been teaching the District within the five-year period just prior to assuming the position of Dean.
  - c. Teachers in coordinator or other special assignments within the bargaining unit are considered to have continuing teaching experience in the area(s) of licensure in which they had been teaching in the District within the five-year period just prior to assuming a position as coordinator or a position on special assignment.
  - d. Teachers initially employed as Deans, coordinators, or in special assignments within the bargaining unit shall be deemed to have taught within the last five (5) years in the area(s) of teaching licensure held at the time of employment in the District.
  - e. Secondary principals have discretion to assign supervisory duties (i.e. study halls, cafeteria, etc.) to teachers without regard to the provisions of this Article.
  - f. In subject areas where the state does not require a specific license, the District reserves the right to set qualifications for positions.
3. **Seniority.** "Seniority" means, continuing contract qualified teachers commencing with the first day of actual service in the District and shall exclude probationary teachers, and those teachers who are acting incumbents for teachers on authorized military, or other leaves of absence. In determining the length of seniority, a teacher whose employment has been legally terminated by resignation, or termination pursuant to MN Statute 122A.40, but whose employment was subsequently reinstated by action of the Board, and the teacher, without interruption of regular service, shall retain his/her original seniority date.
  4. **Board.** "Board" means the local governing board of the District.
  5. **Cooperative Center Assignment.** In the event that a Cooperative Center is organized, in which the District is a member, and a teacher of the District transfers to the Cooperative Center, that teacher will retain rights provided in this Article as follows:
    - a. If the teacher's position in the Cooperative Center is discontinued or the Cooperative Center disbands, the teacher will retain seniority rights in the subject matter or field employed at the time of leaving the District, according to the number of years seniority the teacher would have had the teacher not been transferred.
    - b. This provision shall have no force and effect if the Cooperative Center has functioned for five (5) years.
    - c. If the teacher is discharged, terminated or resigns from the Cooperative Center, the teacher shall retain no rights pursuant to this Article.

6. **Teachers on Special Assignment.** Teachers on special assignment shall be qualified in the subject matter or field in which taught, at the time given such assignment.

### **SECTION 13.3 UNREQUESTED LEAVES OF ABSENCE**

1. **District Authority.** The Board may place on unrequested leave of absence for a period not exceeding three calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the Board.
2. **Selection for Leave.** Only those teachers who are currently teaching in the subject matter or field in which such position is terminated shall be placed on unrequested leave of absence, except that a teacher whose position is terminated may bump into another subject matter or field and shall have seniority in such subject matter or field if said teacher has taught in that subject matter or field, in the District, within the past five years and is qualified.
3. **Notice.** Teachers placed on such leave shall receive notice by June 1st of the school year prior to the commencement of such leave with reasons therefore. A hearing will be provided as set forth in MN Statute 122A.40 Subd. 14, if a written request for a hearing is received by the Board within ten days after the teacher received notice of placement on unrequested leave of absence.
4. **Seniority.** Qualified teachers shall be placed on unrequested leave in inverse order of seniority in the field and subject matter currently employed. Such teachers shall not be permitted to apply or exercise their seniority in any other subject matter or field than the one in which they are qualified. No qualified teacher shall be placed on unrequested leave if there is any other qualified teacher with less seniority in the same field and subject matter of current employment.
5. **Process.** In the event of a staff reduction, action affecting teachers whose first date of employment commenced on the same date, and have equal seniority, the selection of the employee for purposes of discontinuance shall be in the following order...
  - a. **Step.** The term "step" shall mean "experience factor." "Experience factor" is defined as the sum of total teaching experience in the Shakopee District, effective the first duty day, plus the number of years of outside teaching experience, recognized by the Shakopee District for initial salary schedule placement at the time of initial employment by the District, pursuant to Article VII.3.7.
  - b. **Lane.** In the event "lane" must be used as a tie breaker, only the lane recognized by the District for salary schedule purposes pursuant to Article VII, Section 3, § 1, which was in effect on November 1 of the school year during which placement on unrequested leave of absence will occur, shall apply. In accordance with Article XIII, Section 5, a preliminary teacher seniority list shall be prepared and posted annually by the District on or before the end of the first student contact day of the school year. A revised teacher seniority list shall be prepared and posted by the District reflecting applicable lane changes on or before the end of the day of November 1. The provisions of Article XIII.5.2 and 3, shall become effective January 1 of each school year.
  - c. **Other Factors.** Discretion of District based upon performance, training, experience, skills in special assignments, and other relevant factors.
6. **Affirmative Action.** The provisions herein shall not apply if it will result in any violation of the district's affirmative action program which shall include ethnic, race, color or sex; and any person employed in an affirmative action program.
7. **Options while on Leave.** Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation and such leave will not result in a loss of credit for years of service in the district earned prior to the commencement of such leave.
8. **Realignment.** Nothing in this Article shall require the District to reassign a senior teacher to a different subject matter category to accommodate the seniority claims of a junior teacher.

### **SECTION 13.4 REINSTATEMENT**

1. **Teacher Rights.** No new teacher shall be employed by the District while any qualified teacher is on unrequested leave of absence who taught in the same field or subject matter at the time such qualified teacher was placed on an unrequested leave of absence. Teachers placed on unrequested

leave of absence shall be reinstated to a position for which they are qualified (Article XIII, Section 2, §2). The order of reinstatement shall be in inverse order in which teachers were placed on requested leave.

2. **Requirements.** When placed on unrequested leave, a teacher shall file his/her name and address with the District personnel office to which any notice of reinstatement or availability of position shall be mailed by certified mail. Proof of service by the person in the District depositing in the mail such notice to the teacher at the last known address shall be sufficient and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been mailed as provided herein.
3. **Reinstatement Time Frame.** If a position as provided in the Teacher Rights subsection above becomes available for a qualified teacher on unrequested leave, the District shall mail the notice by certified mail to such teacher, who shall have 33 days from the date of mailing of such notice to accept the re-employment. If written acceptance is not received by the Board within such 33-day period, it shall constitute a waiver on the part of any teacher to any further rights of employment or reinstatement and shall forfeit any future reinstatement or employment rights.
4. **Limitations.** Reinstatement rights shall automatically cease three years from the date unrequested leave was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

### **SECTION 13.5 ESTABLISHMENT OF SENIORITY LIST**

The Board shall annually cause a seniority list to be prepared from its records (by name, date of employment, qualification and subject matter or field). It shall post such list by January 1 of each school year in an official place in each school house of the district.

Any person whose name appears on such list and who may disagree with the findings of the Board and the order of seniority in said list shall have ten days from the date of posting to supply written documentation, proof and request for seniority change to the Board.

By January 15, the Board shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the Board deems warranted. A final seniority list shall thereupon be prepared by the Board, which list as revised shall be binding on the District and any teacher. Each year thereafter the Board shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

### **SECTION 13.6 REVIEW**

For purposes of review of the Board's decision placing a teacher on unrequested leave of absence, the provisions of MN Statute 122A.40 Subd. 17 shall apply.

## **ARTICLE XIV**

### **YEAR-ROUND SCHOOL**

---

In the event that one of the year-round concepts of school operation becomes necessary and adopted, the school calendar shall be amended by the Board and Article VII.1, Basic Compensation, shall be open to negotiation in the next contract.

## **ARTICLE XV**

### **SUSPENSION**

---

#### **SECTION 15.1 SUSPENSION WITHOUT PAY**

A teacher may be suspended without pay for just cause.

**SECTION 15.2 NOTICE AND HEARING**

Suspension shall take effect upon written notification from the Superintendent of schools to the teacher, stating the grounds of the suspension together with a statement that the teacher may make a written request for a hearing before the Board to review the suspension within ten days after receipt of such notification. Within ten days after receipt of this notification the teacher may make a written request for hearing before the Board to review the suspension. If no hearing is requested within such period, it shall be deemed acquiescence by the teacher to the suspension. If after a hearing before the Board the suspension is reversed and set aside, the teacher shall be reinstated and compensated for salary loss during the period of the suspension. The decision of the Board is subject to the grievance procedure commencing with Article VIII, Section 8.

**SECTION 15.3 EFFECTIVE DATE**

The suspension shall take effect upon receipt by the teacher of the written notice of suspension or shall take effect after receipt as otherwise indicated in the written notice of suspension. The suspension shall continue in effect for the time period provided in the written notice or as otherwise decided by the board.

## **ARTICLE XVI**

### **TEACHER REPRESENTATION**

---

A teacher shall at all times be entitled to have present a representative of the Association when he/she is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. However, such request for representation must be made immediately. If a request for representation is made, such meeting shall take place no later than one hour after the end of the regular school day unless otherwise directed by the specific administrator involved.

Nothing in this Article will be contrary to the provisions of M.S. 122.A.40.

## **ARTICLE XVII**

### **PUBLICATION OF AGREEMENT**

---

Copies of this Agreement titled "Independent School District No. 720 and the Shakopee Education Association Collective Bargaining Agreement" shall be printed at the expense of the Board within 30 days after the Agreement is signed and a copy shall be presented to every newly hired teacher with the full agreement posted on the staff file share for other teaching staff. Furthermore, the Board shall furnish twenty-five copies of the Agreement to the Association for its use.

## **ARTICLE XVIII**

### **DEFERRED COMPENSATION**

---

**SECTION 18.1 MATCHING PROGRAM**

Full-time teachers and part-time teachers on a pro-rata basis, shall be entitled to a matching District contribution to the Minnesota Deferred Compensation Plan (MN Statute 352.96 and 356.24) or a Tax Sheltered Annuity (MN Statute 356.24 and Internal Revenue code 403(b)) on the following basis...

**Eligibility.**

1. **New Teachers.** Effective July 1, 2008, teachers with 0 - 3 years of actual service to the District shall receive a matching contribution of up to 1 % of their scheduled salary (see Appendices A &

B) through the District's Deferred Compensation program. This match opportunity is in recognition of additional duty days for probationary teachers.

2. **Continuing Teachers.** Teachers with 3 or more years of actual service to the District shall receive a matching contribution of up to 2.5 % of their scheduled salary (see Appendices A & B).

## **SECTION 18.2 "SUNSETTING" RETIREMENT BENEFITS**

1. **Health Savings Account Retirement Benefit.** Teachers who were employed before July 1, 1991 and who have completed twenty (20) years of full-time service in Shakopee Public Schools at the date of resignation from the District (excluding time spent on unpaid leave) shall be entitled to up to Thirty Thousand Dollars (\$30,000) upon departure from the District's employ. The \$30,000 shall be reduced by the amount of the District's total matching contribution, excluding the earnings from such District contribution, to the teacher's Minnesota Deferred Compensation Plan and/or Tax Sheltered Annuity calculated through June 30, 2000. Payment shall be placed in a district designated Health Savings Account in the name of the teacher. Payment shall be made by the District on the 15<sup>th</sup> of the month following their retirement. If, after the effective date of retirement, the teacher dies before receiving payment, the balance due shall be paid to the teacher's named beneficiary, or, lacking same, to the surviving spouse of the teacher, if any; otherwise, to the estate of the deceased teacher. If the teacher dies after becoming eligible for the benefit, but before resignation, the benefit due shall be paid to the teacher's named beneficiary, or, lacking same, to the surviving spouse of the teacher, if any; otherwise to the estate of the deceased teacher. No benefits under this Article shall be granted to any teacher who has been discharged by the District.
2. **Thirteen Year Employment Retirement Benefit.** In addition to the benefits provided in Article XVIII, Section 1, teachers not entitled to the benefits described in Article 18, Section 2.1, shall, if meeting the eligibility requirements below, be entitled to the following upon resigning from the District...
  - a. **Eligibility.**
    - i. The teacher shall have served the District for at least thirteen (13) years.
    - ii. The teacher was employed by the District prior to July 1, 1990.
  - b. **Benefits.**
    - i. The teacher shall receive Fifty Dollars (\$50) for each day of accumulated sick leave, not to exceed Eight Thousand Two Hundred Fifty Dollars (\$8250).
    - ii. The sum payable to the teacher shall be reduced by one-half (½) of the contribution to such teacher's Minnesota Deferred Compensation Plan and/or Tax Shelter Annuity, excluding earnings from such District's contribution, calculated on June 30, 2000.
    - iii. Retirement pay shall be paid by the District on January 15<sup>th</sup> following the calendar year of retirement and no benefits under this Article shall be granted any teacher who is discharged by the District.

## **SECTION 18.3 RETIREE INSURANCE**

1. **Eligibility.** A teacher retiring and having completed at least twenty (20) years of full-time service with the District shall be eligible to continue participation in the District group health, life, and dental insurance plans, if permitted by the terms of the policy with the insurance carrier. However, the teacher shall pay the entire premium for such insurance coverage commencing with the date of early retirement unless eligible for the paid medical insurance benefit listed below (Article XVIII, Section 3.2). It is the responsibility of such teacher to make arrangements with the District's business office to pay to the District the monthly premium amounts in advance and on such date as determined by the District.
2. **Paid Medical Insurance Benefit.**
  - a. Effective July 1, 2004, the District shall contribute an amount equal to the premium cost of the designated medical insurance plan (HP 1200 for 2011-2013) but not to exceed the medical portion of the District's contribution in the cafeteria plan (Article 10.2) for retirees who meet the following criteria:
    - i. The teacher retires at the age of 52 or older, and

- ii. The teacher has completed twenty (20) years of full-time service with the District at the time of retirement.
  - b. For individuals retiring beginning July 1, 2002, this contribution is limited to nine (9) years or the attainment of the age of eligibility for Medicare, whichever comes first.
  - c. Teachers beginning employment after July 1, 2004, will not be eligible for this benefit.
3. **Participation Rights.** The teacher's right to continue participation in this group insurance, however, will be discontinued upon the teacher attaining eligibility for Medicare or upon becoming eligible for a group medical-hospitalization plan through another employer-sponsored plan or until such time the teacher cancels insurance coverage, whichever comes first.

#### **SECTION 18.4 RETIREMENT BENEFITS AND UNREQUESTED LEAVES OF ABSENCE**

A teacher otherwise qualifying for deferred compensation payments from the District under this Article may receive such payment earned prior to placement on unrequested leave of absence, at the time recall rights expire in the event the teacher is not recalled, or when the teacher resigns while on the recall list, whichever first occurs.

## **ARTICLE XIX**

### **MODIFICATIONS IN CALENDAR, LENGTH OF SCHOOL DAY**

---

#### **SECTION 19.1 ADJUSTING SCHOOL CALENDAR**

In the event of energy shortage, severe weather, or other exigency, the District reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the Board or its designated representatives shall determine, if any, in accordance with existing District policy.

#### **SECTION 19.2 ADJUSTING SCHOOL DAY LENGTH**

In the event of energy shortage, severe weather, or other exigency, the District further reserves the right to modify the length of the school day, as the District shall determine, but with the understanding that the total number of hours shall not be increased, i.e., a four day week with increased hours per day but the total weekly hours not more than the regular five day week.

#### **SECTION 19.3 MEET AND CONFER**

Prior to modifying the scheduled length of the school day, or the scheduling of makeup days, the District shall afford to the Association the opportunity to meet and confer on such matters.

## **ARTICLE XX**

### **VOLUNTARY PAYROLL DEDUCTIONS**

---

#### **SECTION 20.1 CREDIT UNION DEDUCTIONS**

The District agrees to deduct from teacher's salaries, payments to the United Educators Credit Union or Minnesota Federation of Teachers Credit Union, upon receipt of a signed authorization from a teacher requesting such service. A teacher may originate or change the amount of the deduction by notifying the credit union by October 1st. The District will make the deduction only upon notification from the credit union. A teacher may terminate the deduction at any time during the school year by notifying the credit union. Deductions will remain in effect from one school year to the next until notification is received from the credit union.

#### **SECTION 20.2 IRS SECTION 125 PLAN**

The District shall offer and bear all expenses for administering an IRS Section 125 Plan.

## **ARTICLE XXI**

### **CONFORMITY TO LAW**

---

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.

## **ARTICLE XXII**

### **TANDEM TEACHERS**

---

#### **SECTION 22.1 SALARY**

Tandem teachers shall not be deprived of any salary schedule placement already recognized and being paid for the previous school year in this district. Thereafter, tandem teachers shall be paid one-half of the next step on the salary schedule. Should a tandem teacher return to full time, he/she will receive pro rata credit for salary schedule purposes for the time served. However, less than one full year shall not count toward advance salary placement. This section is subject to the provisions of Article VII.1.

#### **SECTION 22.2 SENIORITY**

Tandem teachers that have taught full time in this District immediately prior to such assignment shall retain full seniority earned prior to becoming a tandem teacher. Such qualified tandem teacher shall not be placed on unrequested leave of absence before a less senior full-time qualified teacher.

#### **SECTION 22.3 SICK LEAVE**

Tandem teachers shall retain sick leave benefits accrued immediately prior to such assignment and shall be granted additional sick leave on a pro rata basis.

#### **SECTION 22.4 CURRICULUM AND WORKSHOP DAYS**

When required by the District to attend school calendar curriculum, staff development, and/or workshop days during the contract year, tandem teachers shall receive payment on a pro rata scale for the extra time required.

## **ARTICLE XXIII**

### **EARLY CHILDHOOD EDUCATION TEACHERS**

---

#### **SECTION 23.1 STATUTORY CONSIDERATIONS**

Pursuant to MN Statute 122A.26, an Early Childhood Education (ECE) teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECE aid, must meet licensure requirements as a teacher. However, MN Statute 122A.15 specifically provides that such licensure shall not be construed to bring such an ECE teacher within the definition of a teacher for purposes of MN Statute 122A.40, Subd. 1, or MN Statute 122A.41, Subd. 1(a).

#### **SECTION 23.2 APPLICATION OF CONTRACT**

The parties recognize that the employment of ECE teachers is unique and market driven, and accordingly requires particular consideration in the contract because of this unique employment relationship.

**SECTION 23.3 PROBATIONARY PERIOD**

The Probationary Period of ECE teachers shall be three (3) school years of continuous service. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

**SECTION 23.4 SENIORITY LIST**

ECE teachers shall have seniority only as an ECE teacher and shall have a separate seniority list consisting only of ECE teachers. An ECE teacher shall not have any rights to any other teaching position in the District. ECE teachers shall be laid off and recalled within order of seniority with other ECE teachers.

**SECTION 23.5 BASIC COMPENSATION**

ECE teachers shall be compensated pursuant to the specific ECE salary schedules for 2009-2010 (appendix C) and 2010-2011 (Appendix D) or such other method as the District and the Association may agree to and shall not be entitled to compensation on the regular teacher salary schedule.

1. **Board Rights.** The Board reserves the right to withhold increment advancements, lane changes, or any other salary increase for an ECE teacher for proper cause. The Board shall give the ECE teacher the reasons for such action in writing. Such action shall be subject to the grievance procedure.
2. **Placement on Salary Schedule.** These credits must be upper division college credits or graduate credits. It is recommended that ECE teachers planning future advancement to the Master's Degree level consider the graduate credit requirement at that level. The following rules shall be applicable in determining placement of an ECE teacher on the appropriate ECE salary schedule.
  - a. **Definition of Salary Schedule Lanes.** Advancement along ECE salary lanes occurs every 10 semester or 15 quarter college credits. All semester credits shall be referred to and considered at a conversion rate of 1 semester credit equals 1.5 quarter credits. These credits must be upper division college credits or graduate credits. It is recommended that ECE teachers planning future advancement to the MA level consider the graduate credit requirement at that level.
  - b. **Definition of Professional Training.** All credits, semester or quarter, as well as any Master's Degree programs, must be earned after the bachelor's degree (see a. below for definition) has been granted and must have the District's written approval prior to registration for the course. All of these credits must relate to the ECE teacher's current teaching assignment and be upper level for any of the B.A. lanes and graduate level for any of the M.A. lanes.
    - i. **B.A. Lane.** Requires a bachelor's degree from a teacher training institution upon which a valid Minnesota Teaching Certificate has been granted.
    - ii. **B.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    - iii. **B.A.+20/30 Lane.** 20 semester or 30 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    - iv. **B.A.+30/45 Lane.** 30 semester or 45 quarter hour qualifying credits after the bachelor's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane.
    - v. **Master's Degree/M.A. Lane.** The awarding of a master's degree through completion of a qualifying university's master's program, approved by the District in advance, and verified by the District upon completion, are required to move to this lane. The master's degree must contain a major area of concentration which relates to the ECE teacher's current assignment, and must have written approval of the District.
    - vi. **M.A.+10/15 Lane.** Ten (10) semester or 15 quarter hour qualifying credits after the master's degree, approved by the District in advance, and verified by the District upon completion, are required to move to this lane. Additionally, these credits must have been earned after July 1, 2003.
  - c. **Lane Change Application.** Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree, and must be taken from an accredited college or

university pursuant to the provisions Article VII, §3.a through i above. College credits not accepted by the granting institution for their own graduate programs shall not be applied to lane changes.

- d. **Rate of Earning Credits.** There shall be no limit on the number of credits per quarter or semester that may be taken or earned for lane advancement during the school year. No credits shall be earned for lane advancement by completion of any in-service or non-college course work.
  - e. **Credits Submission Deadline.** Individual contracts will be modified to reflect qualified lane changes effective the first of the month following the month in which the teacher submits satisfactory evidence of completion of the requirements for the lane change to the Personnel Office. Lane changes will not be retroactive. Lane changes shall be granted and paid even if the effective date of the contract has elapsed and no subsequent contract is in effect.
  - f. **Credit Qualification.** College credits earned under Section 3 must have had prior approval of the administration. All undergraduate courses taken must be completed with a grade of C or P or better and all graduate courses taken must be completed with a grade of B or P or better.
  - g. **Prior Experience.** All ECE teachers may be given full credit on the salary schedule set forth in Appendix C and D for all years of outside teaching experience in a District accredited by a recognized accrediting agency.
3. **Prep Time.** ECE teachers will be paid for one-quarter (¼) hour of prep time for every one (1) hour of teaching.

**SECTION 23.6 MISCELLANEOUS COMPENSATION INFORMATION**

- 1. **Summer School.** All summer school teaching assignments shall be remunerated at the rate of \$29.00 per hour, or the hourly wage of the individual ECE teacher paid during the previous year, whichever is less. An additional one-quarter (1/4) hour will be paid for each hour of teaching.
- 2. **Curriculum Writing.** Curriculum writing shall be paid on a flat fee per project basis as determined by the District or upon an hourly rate.
  - a. **Summer Writing.** Beginning in the summer of 2008, for summer curriculum writing the hourly rate shall be \$29.00 per hour or the hourly wage of the individual ECE teacher paid during the previous year, whichever is less.
  - b. **School Year Writing.** The hourly rate for curriculum writing beyond the ECE teachers' contract shall be \$26.00 per hour, or the hourly wage of the individual ECE teacher, whichever is less.
- 3. **Checks.** ECE Teacher's salary checks will be paid on the 15th and 28th of each month.

**SECTION 23.7 HOURS OF SERVICE, DUTY DAY, DUTY WEEK, AND DUTY YEAR**

Recognizing the unique, changing, and irregular nature of the ECE program, hours of service, duty day, duty week, and duty year shall be assigned by the District and modified from time to time based upon the needs of the program.

**SECTION 23.8 APPLICABLE SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT**

ECE teachers shall be covered by the following sections of the collective bargaining agreement...

- Article I..... Recognition
- Article II..... Negotiations
- Article III..... Board Rights
- Article IV..... Dues Check Off
- Article VIII..... Grievance Procedure
- Article IX..... Itinerant Staff
- Article XI..... Leaves
- Article XIV..... Year-Round School
- Article XV..... Suspension
- Article XVI..... Teacher Representation
- Article XVII..... Publication of Agreement
- Article XVIII..... Deferred Compensation

Article XIX.....	Modifications in Calendar, Length of School Day
Article XX.....	Voluntary Payroll Deductions
Article XXI.....	Conformity to Law
Article XXIV.....	Additional Licenses
Article XXV.....	Duration
Article XXVI.....	Effect
Article XXVII.....	Finality

### **SECTION 23.9 MODIFIED SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT**

ECE teachers also shall be covered by the following sections of the collective bargaining agreement, as modified.

1. **Article X (Insurance) Section 3. Limitations of Insurance Coverage.** This section is modified for ECE teachers to provide as follows...
  - a. ECE teachers must be contracted for 1,488 hours during the year in order to qualify for full district contributions toward insurance coverage outlined in Article X.
  - b. ECE teachers contracted for less than 1,488 hours but for 744 hours or more will receive prorated district contributions toward insurance coverage outlined in Article X.
2. **Article XI, Section 2 (Sick Leave)**
  - a. **Benefit Amounts.** This section is modified for ECE teachers to provide as follows: each ECE teacher who has contracted for 1,488 hours during the year shall be credited with 124 hours sick leave allowance at the beginning of each school year but such sick leave shall be earned at the rate of one (1) hour for each twelve (12) hours of scheduled time to be used for absence caused by illness of the ECE teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of 1,320 hours. At the beginning of each school year, the Board shall furnish to each teacher a written statement setting forth the total of sick leave credit. In the event an ECE teacher is contracted to work less than 1,488 hours per year, sick leave shall be granted and accumulation determined on a pro rata basis.
  - b. **Additional Sick Leave.** Any full-time ECE teacher who has completed ten years of employment with the District shall be granted, as a supplement to the above sick leave, 240 hours of major medical leave which may be used for hospital confinement. This leave is non-accumulative. These 240 hours of major medical leave for hospital confinement is to be used after all accumulated sick leave days have been used by the teacher.
  - c. **Unused Sick Leave Benefit.** This section is modified for ECE teachers to apply to ECE teachers who have accumulated 1,320 hours of sick leave instead of 165 days. Subparts 1 through 4 refer to "days" of sick leave. For ECE teachers, days are converted to 8-hour increments of sick leave. For example, under Section I, Subpart 4, any ECE teacher who takes 24 or more hours will not receive any reimbursement under the provisions of this Section. In the event an ECE teacher is contracted to work less than 1,488 hours per year, the benefit for unused sick leave shall be granted and accumulation determined on a pro rata basis.
  - d. **Sick Leave Transfer Policy.** This section is modified for ECE teachers to allow the transfer of 8 hours of available sick leave to a teacher on disability, with a corresponding reduction of 8 hours of sick leave benefits from the transferring ECE teacher.
3. **Article XI, Section 6 (Personal Leave).** This section is modified for ECE teachers to provide as follows: ECE teachers will be granted personal leave without loss of pay at the rate of one (1) hour for each 93 hours of scheduled time, to a maximum of sixteen (16) hours in any single year. Personal leave is to be used at the discretion of the ECE teacher and deducted from sick leave. However, no more than one ECE teacher may take personal leave at any one time. This limitation may be waived at the discretion of the Superintendent in the event of an emergency. The decision of the Superintendent shall not be subject to the grievance procedure. Notification of personal leave must be made in writing to the building principal at least 24 hours in advance except in the event of an emergency. Up to sixteen (16) hours of unused personal leave may be carried over into the following school year. However, any ECE teacher not using additional hours of accrued personal leave shall be paid for such unused hours at the lowest substitute rate per hour.

**SECTION 23.10 SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT NOT APPLICABLE**

ECE teachers shall not be eligible for the following articles of the collective bargaining agreement, which apply only to regularly licensed continuing contract teachers:

- Article V..... Hours of Service
- Article VI..... Duty Year
- Article VII..... Basic Schedules and Rate of Pay
- Article XII..... Deductions
- Article XIII..... Unrequested Leaves of Absence
- Article XXII..... Tandem Teachers

**SECTION 23.11 DISTRICT SPONSORED STAFF DEVELOPMENT**

When the District at its discretion, offers to provide paid seminar/workshop/staff development opportunities beyond the normal duty days, ECE teachers will be paid at an hourly rate of \$24.00 per hour.

**ARTICLE XXIV  
ADDITIONAL LICENSES**

---

The District in its discretion may designate licensure area(s) for which the District will have a need. The District may pay currently employed teachers for tuition to obtain such a license under the following conditions: The District will post the license area and teachers may apply for this tuition reimbursement. The District will consider and interview each applicant and make the selection of the teacher(s) who will be eligible for the tuition reimbursement.

1. **Criteria.** Criteria to be considered includes, but is not limited to, a teacher’s...
  - a. level of interest in the license area
  - b. current licenses
  - c. educational background
  - d. qualifications
2. **Return Agreement.** Teachers who receive such tuition reimbursement shall remain employed by the District for three (3) years after obtaining such licensure and if they do not they shall reimburse the District for the tuition paid by the District. The amount of all remuneration shall be repaid to the District as follows:
  - a. If the teacher does not return, the total amount of remuneration must be repaid.
  - b. If the teacher returns for one year, two-thirds (2/3) of the total remuneration must be repaid.
  - c. If the teacher returns for two years, one-third (1/3) of the total remuneration must be paid.
  - d. If the teacher returns for three years, no remuneration must be paid to the District.

**ARTICLE XXV  
DURATION**

---

This Agreement shall be effective as of July 1, 2009 and shall continue in effect until June 30, 2011. If a new and substitute master Agreement has not been duly entered into prior to June 30, 2011, the terms of this Agreement shall continue in full force and effect until such substitute Agreement is adopted. However, the amount set forth in the teacher’s continuing contract shall be paid until a substitute master Agreement is adopted. Lane changes shall be paid pursuant to the provision of Article VII.3.2 even if the effective date of this contract has elapsed and no subsequent contract is in effect. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days prior to the expiration of this Agreement.

# ARTICLE XXVI

## EFFECT

This Agreement constitutes the full and complete Agreement between the Board and the Association representing the teachers of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

# ARTICLE XXVII

## FINALITY

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall be open for negotiation during the term of this Agreement only by mutual consent of the parties.

# SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For:  
Shakopee Education Association

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Chairperson, Negotiations Committee

Dated this 13 day of  
January 2012

For:  
Independent District No. 720

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Clerk

Dated this 9th day of  
January 2012

# APPENDIX A

## 2011-2012 SALARY SCHEDULE

Effective 7/01/2011 – 6/30/2012

Semester credits		L A N E S								
		BA	BA+10	BA +20	BA+30	MA	MA+10	MA+20	MA+30	Spc/PhD
S T E P S	3	\$36,274	\$38,072	\$39,873	\$41,671	\$43,469	\$45,269	\$47,068	\$48,867	\$50,667
	4	\$37,300	\$39,150	\$41,000	\$42,849	\$44,701	\$46,549	\$48,400	\$50,249	\$52,103
	5	\$38,325	\$40,227	\$42,131	\$44,031	\$45,932	\$47,834	\$49,733	\$51,633	\$53,534
	6	\$39,352	\$41,304	\$43,258	\$45,210	\$47,163	\$49,114	\$51,064	\$53,016	\$54,967
	7	\$40,378	\$42,380	\$44,386	\$46,388	\$48,392	\$50,393	\$52,397	\$54,398	\$56,403
	8	\$40,893	\$43,456	\$45,515	\$47,570	\$49,619	\$51,675	\$53,727	\$55,783	\$57,837
	9	\$41,398	\$44,534	\$46,643	\$48,752	\$50,850	\$52,955	\$55,059	\$57,166	\$59,272
	10	\$41,398	\$45,071	\$47,207	\$49,323	\$52,611	\$54,770	\$56,924	\$59,080	\$61,235
	11	\$41,398	\$45,576	\$47,712	\$49,828	\$53,844	\$56,049	\$58,256	\$60,462	\$62,668
	12	\$41,398	\$45,576	\$48,217	\$50,333	\$55,072	\$57,330	\$59,588	\$61,845	\$64,103
	13	\$41,398	\$45,576	\$48,217	\$50,333	\$56,303	\$58,611	\$60,919	\$63,229	\$65,538
	14	\$41,398	\$45,576	\$48,217	\$50,333	\$57,535	\$59,893	\$62,251	\$64,613	\$66,970
	15	\$41,398	\$45,576	\$48,217	\$50,333	\$58,765	\$61,176	\$63,586	\$65,995	\$68,406
	16	\$41,398	\$45,576	\$48,217	\$50,333	\$59,837	\$62,197	\$64,637	\$67,078	\$69,519
	17	\$41,398	\$45,576	\$48,217	\$50,333	\$60,910	\$63,219	\$65,688	\$68,161	\$70,632
	18	\$41,398	\$45,576	\$48,217	\$50,333	\$61,984	\$64,240	\$66,741	\$69,244	\$71,745
	19	\$41,398	\$45,576	\$48,217	\$50,333	\$62,968	\$65,341	\$67,875	\$70,412	\$72,947
	20	\$41,398	\$45,576	\$48,217	\$50,333	\$63,953	\$66,443	\$69,009	\$71,581	\$74,149
	21	\$41,398	\$45,576	\$48,217	\$50,333	\$64,939	\$67,544	\$70,143	\$72,748	\$75,352
	22	\$41,398	\$45,576	\$48,217	\$50,333	\$65,039	\$69,041	\$71,677	\$74,282	\$76,885
	23	\$41,398	\$45,576	\$48,217	\$50,333	\$65,137	\$70,536	\$73,210	\$75,816	\$78,418
	24	\$41,398	\$45,576	\$48,217	\$50,333	\$65,442	\$72,237	\$74,950	\$77,555	\$80,157

# APPENDIX B

## 2012-2013 SALARY SCHEDULE

Effective 7/01/2012 – 6/30/2013

Semester credits		L A N E S								
		BA	BA+10	BA +20	BA+30	MA	MA+10	MA+20	MA+30	Spec/PhD
S T E P S	3	\$36,637	\$38,453	\$40,272	\$42,087	\$43,904	\$45,722	\$47,539	\$49,355	\$51,173
	4	\$37,673	\$39,541	\$41,410	\$43,278	\$45,148	\$47,014	\$48,884	\$50,751	\$52,624
	5	\$38,709	\$40,630	\$42,552	\$44,471	\$46,391	\$48,312	\$50,231	\$52,150	\$54,069
	6	\$39,745	\$41,717	\$43,691	\$45,662	\$47,635	\$49,605	\$51,574	\$53,546	\$55,517
	7	\$40,782	\$42,803	\$44,830	\$46,852	\$48,876	\$50,897	\$52,921	\$54,942	\$56,967
	8	\$41,302	\$43,891	\$45,970	\$48,046	\$50,115	\$52,191	\$54,264	\$56,341	\$58,415
	9	\$41,812	\$44,979	\$47,109	\$49,239	\$51,359	\$53,485	\$55,610	\$57,738	\$59,865
	10	\$41,812	\$45,522	\$47,679	\$49,817	\$53,137	\$55,318	\$57,493	\$59,671	\$61,848
	11	\$41,812	\$46,032	\$48,190	\$50,327	\$54,383	\$56,609	\$58,838	\$61,066	\$63,295
	12	\$41,812	\$46,032	\$48,700	\$50,837	\$55,623	\$57,903	\$60,184	\$62,464	\$64,744
	13	\$41,812	\$46,032	\$48,700	\$50,837	\$56,866	\$59,197	\$61,528	\$63,861	\$66,193
	14	\$41,812	\$46,032	\$48,700	\$50,837	\$58,110	\$60,492	\$62,874	\$65,259	\$67,640
	15	\$41,812	\$46,032	\$48,700	\$50,837	\$59,352	\$61,787	\$64,221	\$66,655	\$69,090
	16	\$41,812	\$46,032	\$48,700	\$50,837	\$60,436	\$62,819	\$65,283	\$67,749	\$70,215
	17	\$41,812	\$46,032	\$48,700	\$50,837	\$61,519	\$63,851	\$66,345	\$68,842	\$71,339
	18	\$41,812	\$46,032	\$48,700	\$50,837	\$62,604	\$64,882	\$67,408	\$69,936	\$72,463
	19	\$41,812	\$46,032	\$48,700	\$50,837	\$63,598	\$65,994	\$68,554	\$71,116	\$73,677
	20	\$41,812	\$46,032	\$48,700	\$50,837	\$64,593	\$67,107	\$69,699	\$72,297	\$74,891
	21	\$41,812	\$46,032	\$48,700	\$50,837	\$65,588	\$68,219	\$70,845	\$73,476	\$76,106
	22	\$41,812	\$46,032	\$48,700	\$50,837	\$65,689	\$69,731	\$72,393	\$75,025	\$77,654
	23	\$41,812	\$46,032	\$48,700	\$50,837	\$65,788	\$71,242	\$73,942	\$76,574	\$79,203
	24	\$41,812	\$46,032	\$48,700	\$50,837	\$66,096	\$72,960	\$75,700	\$78,330	\$80,958

# APPENDIX C

## 2011-2012 ECE WAGE SCHEDULE

Effective 7/01/2011 – 6/30/2012

All figures are dollars per hour.

Semester Credits		LANES					
		BA	BA+10	BA+20	BA+30	MA	MA+10
STEPS	3	\$22.30	\$23.40	\$24.52	\$25.60	\$26.72	\$27.00
	4	\$22.86	\$24.00	\$25.12	\$26.26	\$27.40	\$27.65
	5	\$23.43	\$24.58	\$25.74	\$26.92	\$28.08	\$28.31
	6	\$24.02	\$25.21	\$26.39	\$27.59	\$28.79	\$29.00
	7	\$24.61	\$25.83	\$27.05	\$28.28	\$29.49	\$29.68
	8	\$25.23	\$26.47	\$27.72	\$28.98	\$30.25	\$30.42
	9	\$25.87	\$27.14	\$28.41	\$29.71	\$31.00	\$31.15
	10	\$26.52	\$27.82	\$29.12	\$30.47	\$31.76	\$32.77
	11	\$27.20	\$28.51	\$29.85	\$31.25	\$32.55	\$33.56
	12	\$27.20	\$28.51	\$30.44	\$31.88	\$33.90	\$34.92
	13	\$27.20	\$28.51	\$30.44	\$31.88	\$34.58	\$35.60
	14	\$27.20	\$28.51	\$30.44	\$31.88	\$35.35	\$36.36
	15	\$27.20	\$28.51	\$30.44	\$31.88	\$36.16	\$37.37
	16	\$27.20	\$28.51	\$30.44	\$31.88	\$36.87	\$38.13
	17	\$27.20	\$28.51	\$30.44	\$31.88	\$37.57	\$38.83
	18	\$27.20	\$28.51	\$30.44	\$31.88	\$38.27	\$39.53

# APPENDIX D

## 2012-2013 ECE WAGE SCHEDULE

Effective 7/01/2012 – 6/30/2013

All figures are dollars per hour.

Semester Credits		LANES					
		BA	BA+10	BA+20	BA+30	MA	MA+10
STEPS	3	\$22.52	\$23.64	\$24.77	\$25.86	\$26.99	\$27.27
	4	\$23.08	\$24.24	\$25.37	\$26.52	\$27.68	\$27.93
	5	\$23.67	\$24.83	\$26.00	\$27.19	\$28.36	\$28.59
	6	\$24.26	\$25.46	\$26.66	\$27.87	\$29.07	\$29.29
	7	\$24.86	\$26.08	\$27.32	\$28.56	\$29.79	\$29.98
	8	\$25.48	\$26.74	\$28.00	\$29.27	\$30.55	\$30.73
	9	\$26.12	\$27.41	\$28.70	\$30.01	\$31.31	\$31.46
	10	\$26.79	\$28.09	\$29.41	\$30.78	\$32.08	\$33.10
	11	\$27.47	\$28.80	\$30.14	\$31.56	\$32.88	\$33.90
	12	\$27.47	\$28.80	\$30.75	\$32.19	\$34.23	\$35.26
	13	\$27.47	\$28.80	\$30.75	\$32.19	\$34.93	\$35.96
	14	\$27.47	\$28.80	\$30.75	\$32.19	\$35.70	\$36.72
	15	\$27.47	\$28.80	\$30.75	\$32.19	\$36.52	\$37.74
	16	\$27.47	\$28.80	\$30.75	\$32.19	\$37.23	\$38.51
	17	\$27.47	\$28.80	\$30.75	\$32.19	\$37.94	\$39.22
	18	\$27.47	\$28.80	\$30.75	\$32.19	\$38.65	\$39.92

**APPENDIX E****2011-2012 CO-CURRICULAR SALARY SCHEDULE**

Effective 7/01/2011 – 6/30/2012

		YEARS OF EXPERIENCE		
		2-3	4-6	7+
GROUP	I	\$4,484	\$5,039	\$5,619
	II	\$3,583	\$4,028	\$4,502
	III	\$3,136	\$3,528	\$3,935
	III B	\$2,734	\$3,072	\$3,430
	IV	\$2,332	\$2,617	\$2,925
	V	\$1,975	\$2,220	\$2,482
	VI	\$1,706	\$1,913	\$2,140
	VII	\$1,432	\$1,573	\$1,721
	VIII	\$974	\$1,097	\$1,224
	IX	\$541	\$607	\$674
X	\$325	\$366	\$404	

**APPENDIX F****2012-2013 CO-CURRICULAR SALARY SCHEDULE**

Effective 7/01/2012 – 6/30/2013

		YEARS OF EXPERIENCE		
		2-3	4-6	7+
GROUP	I	\$4,529	\$5,089	\$5,675
	II	\$3,619	\$4,068	\$4,547
	III	\$3,167	\$3,563	\$3,974
	III B	\$2,761	\$3,103	\$3,464
	IV	\$2,355	\$2,643	\$2,954
	V	\$1,995	\$2,242	\$2,507
	VI	\$1,723	\$1,932	\$2,161
	VII	\$1,446	\$1,589	\$1,738
	VIII	\$984	\$1,108	\$1,236
	IX	\$546	\$613	\$681
X	\$328	\$370	\$408	

# APPENDIX G

## CO-CURRICULAR EXPLANATION

---

### **SECTION G.1 CREDIT FOR PRIOR EXPERIENCE**

Experience, whether within the district or outside the district, must be in a similar position. Experience will be counted at the rate of one year for every two years experience of a lesser position, if the coach is moving to the next highest group level in the same activity.

Experience outside the Shakopee school system shall be limited to five years and these five years of experience must have been obtained during an eight year period immediately preceding employment by this district. Additional experience credit may be granted at the discretion of the Board.

### **SECTION G.2 CHANGE TO ACTIVITY OFFERINGS**

Activities may be added, dropped, or restructured through the normal budget/staffing process. Should an additional section be needed, a section may be added where sufficient numbers and a coach/director are available. When a decrease in enrollment results in a program not being able to support all activity levels, the director can make staffing reductions that reflect program level offerings. These staffing decisions will be made within the first two weeks of the program offering whenever possible. Any service during this time period will be paid on a prorated basis.

### **SECTION G.3 GROUP DESCRIPTIONS**

#### **GROUPS I & II**

The positions listed in Group I and II are those considered most demanding in both the time spent and the responsibility factors.

All positions in Groups I and II require administrative responsibilities in addition to the instructional function expected of each position. The Activity Director is responsible for the over-all coordination of the entire co-curricular program and he/she will be expected to accept or delegate responsibility for the administrative duties necessary for the proper functioning of the program.

Head athletic coaches will be responsible for a total program of development in grades 7-12. This will include the supervision of all assistant coaches and the development and administration of a planned program for the activity they are responsible for.

Head coaches, advisors, and directors placed in Groups I and II will be expected to devote more non-school time to their activities (e.g. pre-school year practices and/or practices/games during various school breaks).

#### **GROUP III**

The advisor or directors in Group III will have the same responsibilities as those in Groups I and II. It is expected that their respective assignments will be shorter and the advising or directing time involved will be less.

The primary responsibility of the assistant athletic coaches will be that of instruction. They will be concerned only with the grade level they are assigned to and will be responsible to the head coach of their program and will accept all duties as assigned by him/her.

The head ninth grade coaches will have some additional administrative duties.

#### **GROUP III B**

The coaches in Group III B will have the same core responsibilities as those in Group III, however, they will have less administrative responsibilities.

The primary responsibility of the assistant ninth grade coaches will be that of instruction. They will be concerned only with the grade level they are assigned to, will be responsible to both the head varsity and ninth grade coaches of their program, and will accept all duties as assigned by either coach.

**GROUPS IV & V**

The responsibilities of those directing activities listed in Group IV and V will include little in the way of administrative duties. In each instance they will be responsible only for instruction in their assigned grade level or levels and will not be required to supervise assistants.

It is expected that they will spend less time in the execution of their duties, or will have fewer students to work with, or will have less community visibility than those included in the preceding Groups.

Athletic coaches in this group will be responsible to the head coach of their program and will accept all duties as assigned by him/her.

**GROUP VI**

The athletic coaches within this group will have a season approximately one half the length of high school coaches. Their primary responsibility will be that of instruction. They will be concerned only with the grade level they are assigned to.

Athletic coaches in this group will be responsible to the head coach and will accept all duties as assigned by him/her.

Advisors and directors within this group will have shorter assignments than those in preceding Groups.

**GROUPS VII & VIII**

The coaches, advisors, or directors in Groups VII and VIII oversee middle school, junior high and senior high activities which meet either less frequently or for a shorter period of time than those in preceding Groups. They will have fewer students to work with and will have less community visibility than the coaches, advisors, or directors of other school activities.

**GROUP IX**

Activities in this group include intramural activities at the middle school, junior high level. The coaches will spend the least amount of time in instruction and will not be required to travel for competition with opposing schools.

The coaches, advisors, or directors in Group IX oversee middle school, junior high activities which meet either less frequently or for a shorter period of time than those in preceding Groups. They will have fewer students to work with and will have less community visibility than the coaches, advisors, or directors of other school activities.

**GROUP X**

Activities placed in Group X are those activities which are expected to place the smallest demands on the coach, advisor, or director with respect to time requirements, number of students involved, or community visibility.

**SECTION G.4 COACHING/DIRECTING/ADVISING PLACEMENTS IN GROUP CATEGORIES**

The Board may add additional activities to the following groups...

**GROUP I**

High School Instrumental Music Director  
 High School Student Council Advisor  
 Varsity Baseball Coach  
 Varsity Basketball Coach  
 Varsity Dance Coach  
 Varsity Football Coach  
 Varsity Hockey Coach  
 Varsity Soccer Coach  
 Varsity Softball Coach  
 Varsity Swimming Coach  
 Varsity Track Coach  
 Varsity Volleyball Coach  
 Varsity Wrestling Coach

**GROUP II**

Cheerleader Advisor (Winter)  
 Musical Director  
 Speech Coach  
 Strength Coach  
 Varsity Cross Country Coach  
 Varsity Tennis Coach  
 Varsity Golf Coach  
 Yearbook Advisor (if not offered as a class)

**GROUP III**

Assistant Baseball Coach  
 Assistant Basketball Coach  
 Assistant Dance Coach  
 Assistant Football Coach  
 Assistant Hockey Coach  
 Assistant Soccer Coach  
 Assistant Softball Coach  
 Assistant Speech Coach  
 Assistant Swimming Coach  
 Assistant Track Coach  
 Assistant Volleyball Coach  
 Assistant Wrestling Coach  
 Play Director  
 Weight Room Supervisor

**GROUP III B**

Assistant Ninth Grade Baseball Coach  
 Assistant Ninth Grade Basketball Coach  
 Assistant Ninth Grade Football Coach  
 Assistant Ninth Grade Softball Coach  
 Assistant Ninth Grade Volleyball Coach  
 High School Vocal Music Director

**GROUP IV**

Assistant Cross Country Coach  
 Assistant Golf Coach  
 Assistant Musical Director  
 Assistant Tennis Coach  
 Assistant Yearbook Advisor (if not offered as a class)  
 Cheerleader Advisor (Fall)

**GROUP V**

High School Academic Competition Advisor  
 Business Professionals of America Advisor  
 Health Occupation Students of America Advisor  
 Assistant Play Director  
 Drama Club Advisor  
 High School Service Organization Advisor  
 Diversity Task Force  
 Future Leaders of America Advisor  
 Key Club Advisor  
 Intramural Director - Fall/Winter  
 Junior High Student Council Advisor  
 Junior High Yearbook Advisor  
 Marching Band Director  
 Musical Stagecraft Director  
 One Act Play Director  
 Play Technical Director  
 Tech Club Advisor  
 Youth in Government Advisor

**GROUP VI**

7-8 Athletic Coaches  
 High School Summer Yearbook Advisor  
 Junior High Drama Club Advisor  
 Academic Challenge Advisor  
 Math League Advisor  
 Pit Orchestra Director

**GROUP VII**

Assistant Cheerleading Advisor (Winter)  
 Assistant Marching Band Director  
 Assistant One-Act Play Director  
 Junior High/Middle School Newspaper Advisor (full year)  
 Junior High/Middle School Academic Competition Advisor  
 Musical Choreographer  
 Musical Costumer  
 Musical Lighting Director

**GROUP VIII**

Assistant Jazz Band Director  
 Flag Line Director (Marching Band)  
 Junior High/Middle School Instrumental Music Director  
 Junior High/Middle School Vocal Music Director  
 National Honor Society Advisor  
 Prom Advisor

**GROUP IX**

Junior High National Honor Society Advisor

**GROUP X**

**SECTION G.5      COMPENSATION FOR DUTIES BEYOND THE NORMAL DAY**

Stipends shall be paid for the following...

STIPEND	ACTIVITY
\$16/hr (to a maximum of \$64)	Academic and Honors Awards Night (High School) Dance Chaperones Elementary Concerts Homecoming Decorating Supervisors Homecoming Coronation Homecoming Parade
\$72	Overnight Camping (per night)
\$735	School Patrol Supervisors
\$440	Fall Musical Ticket Sales Spring Ticket Sales
\$500	Elementary Student Council Advisor (if fits criteria)

Hourly rates of pay based on contract agreement with the District's Athletic Director for...

Junior High Open Gym

Junior High Weight Room

All activities which are less than a full season will be prorated.