

Meadows Valley Education Association

**Certified Teacher
Master Agreement**

**Between the Association and
The Board of Trustees**

**2015 - 2016
School Year**

Table of Contents

Master Contract

| | | |
|--------------------|---|--------|
| Article I | Salary Schedule..... | 3 |
| Article II | Extra Duty Salary Schedule | 5 |
| Article II-A & III | Non-Professional Duties / College Credits | 6 |
| Article IV | Insurance | 7 |
| Article V | Leaves | 8 - 10 |
| Article VI | Verification and Signature | 11 |

*In this document, “employees” refers to Certified Teachers only.

Article I

Salary Schedule

| | BA | BA +24 | MA |
|-----------|---------------|-------------------|---------------|
| 0 | 32,700 | 32,700 | 32,700 |
| 1 | 33,338 | 33,338 | 33,338 |
| 2 | 33,338 | 33,338 | 33,338 |
| 3 | 33,338 | 33,338 | 34,285 |
| 4 | 33,338 | 34,285 | 35,570 |
| 5 | 34,285 | 35,570 | 36,904 |
| 6 | 35,570 | 36,904 | 38,287 |
| 7 | 36,904 | 38,287 | 39,723 |
| 8 | 38,287 | 39,723 | 41,211 |
| 9 | 39,723 | 41,211 | 42,757 |
| 10 | 41,211 | 42,757 | 44,353 |
| 11 | 42,757 | 44,353 | 46,024 |
| 12 | 44,353 | 46,024 | 47,749 |
| 13 | 46,024 | 47,749 | 49,538 |
| 14 | 47,749 | 49,538 | 51,395 |

Meadows Valley Salary Conversion

All 1st year certified teachers will come into the District at \$32,700

| <u>2014-2015 Salary</u> | <u>2015-2016 Salary</u> |
|-------------------------|-------------------------|
| 31,750 | 33,338 |
| 32,652 | 34,285 |
| 33,876 | 35,570 |
| 35,147 | 36,904 |
| 36,464 | 38,287 |
| 37,831 | 39,723 |
| 39,249 | 41,211 |
| 40,721 | 42,757 |
| 42,241 | 44,353 |
| 43,832 | 46,024 |
| 45,475 | 47,749 |
| 47,179 | 49,538 |
| 48,948 | 51,395 |

Items in Relation to Salary Schedule

1. This schedule reflects the current salary increments.
2. Teachers will move over (horizontally) each year based on credits earned that are turned in to the District Business Office and approved by the State Department of Education.
3. In addition, proof of approved credits must be turned in to the District Business Office no later than September 15th of each year.
4. Future salary schedules will reflect the “Career Ladder” policy and will be based on specific performance criteria as outlined. Performance criteria is defined as “the standards specified for instructional staff to demonstrate teaching proficiency for a given compensation rung” (vertical steps)
5. A stipend of \$300.00 to be given to all staff with a minimum of a BA +24 credits but less than a masters. A stipend of \$600.00 to be given to all staff with a Master’s degree. These stipends will be allocated in the November or December paycheck.

Article II

Extra Duty Salary Schedule

(Percentage multiplied by regular salary schedule base)

| | Head | Asst. or JV | Jr. High | Head & JV/ Head Jr. High |
|--|-------------|--------------------|-----------------|---|
| Football, Basketball, Volleyball And Track | | | | |
| 1. | 7.0% | 4.5% | 2.5% | 10.0% |
| 2. | 8.0% | 5.0% | 3.0% | 11.0% |
| 3. | 9.0% | 5.5% | 3.5% | 12.0% |
| 4. | 10.0% | 6.0% | 4.0% | 13.0% |
| 5. | 11.0% | | | 14.0% |
| 6. | 12.0% | | | 15.0% |

Athletic Director:

| | |
|----|-------|
| 1. | 10.0% |
| 2. | 11.0% |
| 3. | 12.0% |
| 4. | 13.0% |
| 5. | 14.0% |

Pep Band/Music Director

| | |
|----|------|
| 1. | 5.0% |
| 2. | 6.0% |
| 3. | 7.0% |
| 4. | 8.0% |

| | |
|-----------------------------|------|
| Cheerleading Advisor | 4.0% |
| Annual: | 3.0% |
| Drama: | 1.0% |

The Athletic Director extra duty pay will not be paid when the duties of the position are included in the schedule as defined under the job description.

Annual advisor/Pep Band Advisor extra-duty pay will not be paid if the annual group becomes a regularly scheduled accredited class held during the regular school day.

Article II-A

Non- Professional Duties

1. When licensed/certificated personnel are assigned janitorial, building repair, yard maintenance duties, etc. they shall be paid for those duties at the same rate of pay as the education support personnel ordinarily responsible for those duties.

Article III

Miscellaneous

1. Duty Free Lunch
 - a. All certified teachers shall have a duty free lunch. The district will hire noon duty personnel at the rate of \$7.50 per day before the school year begins. Certificated personnel may waive their right for a duty free lunch and accept employment at the rate of \$7.50 per day as a noon duty supervisor. In the event of an emergency or absence of the existing duty personnel, coverage will be provided by certificated staff.
2. College Credit
 - a. Credit Availability: Each certified teacher will have the opportunity to be reimbursed by the district for 3 college credits per fiscal year. The District will make available a maximum of \$6,000 per year for individual college credit reimbursement. Employees who wish to enroll in a course and be eligible for reimbursement must notify the administration of their intent to enroll in a specific course by October 1st for credits during the school year and May 15th for summer credits. If past the deadline, it must be submitted in writing to the administration for approval.
 - b. In the event that the demand for college credit reimbursement exceeds the funds available, the following priorities will determine which requests are eligible for reimbursement: 1) Coursework needed by the teacher for recertification and directly related to the teacher's certificate endorsement(s), 2) Coursework leading to an additional certification endorsement or advanced degree, 3) Reimbursement requests submitted on a chronological basis; i.e., first come, first served.
 - c. Approval: Courses must be approved by the administration. Certified teachers will be notified, in writing, within ten working days whether their request has been approved or rejected by the administration. In the event that a course is rejected or questioned by the administration, the teacher or the administration may have the course's suitability examined by a committee consisting of: one MVEA member, appointed by the MVEA, one board member, and the Superintendent, for final decision.
 - d. Payment: Credits will be paid at a maximum rate of \$400.00 per credit. The college credit costs will include any additional costs of materials, registration fees, and textbooks as well as the actual cost of the credit up to the maximum rate. Receipts for materials, registration fees and/or textbook fees must be included. If the actual cost per credit is less than the set rate, the district will pay the lesser amount. A record showing credits earned with a P for Pass/Fail courses or a minimum of a "C" grade must be on file in the district office before reimbursement will be made. Credits completed after September 15th may not be applied to salary schedule movement during that contract year.
 - e. Pool: College credit reimbursement funds remaining on May 1st of each contract year will be available to employees submitting a request on a first come, first served basis. Approval by administration will be based as stated in 2) b. Funds not committed by the end of the District's fiscal

year, June 30th, will not be carried over into the subsequent fiscal year. During any one contract year the district shall not be required to pay more than 9 credits for any one employee.

2. Extra Pay for Days Worked in Excess of 179 Days
 - a. Board agrees to pay teachers 1/179th for days worked in excess of 179 days.

Article IV

Insurance

1. Employees will be provided an opportunity once each year to participate in a voluntary cafeteria plan through which individual employees may elect to pay additional qualified premiums and costs through payroll deductions exclusive of such payroll taxes as allowed by law. Selected payroll deductions required for these programs will be qualified through an Internal Revenue Code 125 Plan. Allowable premiums and costs for the following may be included:
 - a. Premium costs for health, vision, and dental insurance above the amount paid by the district, as permitted by law.
 - b. Amounts required to recover out of pocket medical costs, as permitted by law.
 - c. Child care costs, as permitted by law.
 - d. Cafeteria plan benefits will be administered by a qualified third party administrator selected mutually by the District and Association.
2. The district shall provide insurance to full-time employees up to \$500.00 per month for participation in the statewide schools plan. The employee will pay the difference of the premium per month.
 - a. Employee based insurance including Health, Dental, and Vision
 - b. Less than full time employees will receive pro-rated premiums as scheduled:
 - i. 0% for those working .49 or less, 50% for those working .50, 100% for those working .51 or over.
 - c. Employees can take benefits provided by the district within any legal manner accepted by the I.R.S., except as cash, and are allowed to take any type of fringe benefit allowed by the I.R.S.
3. Employees may not elect to take fringe benefits other than those listed in section B, under the following condition only: When they reduce the number of participants in those plans under section B below the number required to receive the group plan and rate, as per each plans contract.
4. Any employee who elects to not participate in the section B health plan must show proof of health insurance coverage and that they will maintain that plan during the period of the contract year. Also they must sign a waivers statement.
5. All individual changes in allocation of benefits or deductions must be submitted to the administration office by September 1st.
6. Coverage in the fringe benefit pool shall begin on the effective date of this contract and be continuous 12-month coverage.
7. Carriers and plans for the pool shall be determined by a committee, approved by the MVEA and the Board, to include classified, certified, and administration that will convene to assess new or additional plans. Any carriers and plans that are approved by the committee must be voted on by the members of the MVEA.
8. The Association shall consult with the Board on any changes they (Association) wish to initiate.

Article V

Leaves

1. Sick Leave

- a. Sick leave will be granted one day for each month of service, or major portion thereof, with no accumulation limit. Sick leave will be credited at the beginning of each year employed for the ensuing year. Sick leave may be utilized for absences caused by illness or injury and for the care of immediate family members who are ill or injured. All certified teachers will have unlimited accumulation of sick leave as it relates to PERSI retirement, subject to PERSI rules. Illness shall be defined as a communicable disease or an individual in critical condition as defined by a licensed medical doctor. Immediate family shall include the spouse, children, parents, sisters, brothers, mother-in-law, father-in-law, grandchildren and grandparents by blood or marriage of the employees of the district. In addition, any person living with the employee and dependent on the employee for financial or physical support shall be considered immediate family.
- b. If all sick leave is used deductions from certified teachers salary will be based upon 1/179 of the base salary.

2. Personal Leave

| Year of Employment at MVSD | Personal Days per Year | Cumulative per Year |
|---|------------------------|---------------------|
| New hires starting 2014/2015 school year: 1-4 yrs | 2 | 4 |
| Hired 2013/2014 school year or before | 3 | 6 |
| 5 – 9 years | 4 | 6 |
| 10 -14 years | 4 | 8 |
| 15 or more years | 4 | 13 |

- a. All personal leave requests shall be turned in to the office two weeks prior to the date of absence. Personal leave requests may be denied by the administration if there are no substitutes available. Emergencies will be handled by building administration on an individual basis.
- b. Personal leave requests prior to or following vacation or during the first week of school and the last two weeks of school must be made in writing to the administration and are contingent upon written approval from same. No more than fifteen percent (15%) of certificated staff may take personal leave on any given day. The principal shall have discretion when requests exceed the 15%.

Personal leave used on in-service days is not encouraged by the Administration or the Board of Trustees. Participation in staff development is strongly encouraged and it is understood that professional certified teachers must be responsible for acquiring the in-service materials and content following the personal leave.

- c. Unused personal leave may be cashed in at the end of the school year per the following guidelines: no more than two (2) days per year may be cashed in. The value of each day will be equivalent to the 1/179 of the base salary. A request must be received by payroll clerk on or before June 10.
- d. Teachers who are RIFF and do not have adequate time/or the opportunity to use the rest of their personal leave, will receive the cash value of their remaining personal days with the district at the rate of 1/179th of the base salary. This will be included in their final paycheck.

3. Bereavement Leave

- a. Certified teachers will be granted up to a maximum of four (4) days of leave with pay and benefits for a death in their immediate family with the death occurring in the fiscal year. Sick leave and/or personal leave may be used for additional bereavement leave.

4. Sabbatical Leave

- a. After seven (7) years, teachers at Meadows Valley will be eligible for sabbatical leave.
- b. The Superintendent and the Board of Trustees may approve and authorize sabbatical leaves of absence when it deems such leaves to be reasonable and for the benefit of the district.
- c. Teacher requesting sabbatical leave will outline his/her course of study or plan of travel with evidence of benefits to the school district.
- d. Pay will consist of consist of a \$2500 stipend (excluding PERSI), and a benefit package consisting of health, life, vision, and dental insurance. The teacher may have the option of purchasing additional coverage.
- e. Sabbatical applications will be turned into the Superintendent's office before March 1st, prior to the application's effective year. Applications must be approved by the Administration and Board by April 1st.
- f. All accruable benefits will cease to accrue at the end of the applicant's current contract year.
- g. Benefits accrued prior to the sabbatical will remain at their current amount. (Benefits are sick leave, personal leave, bereavement leave).
- h. If the school district is unable to fill the teacher's position (at the same step or less) by July 1, sabbatical leave may be denied.
- i. Sabbatical year will be treated as a year of duty to school district. The teacher will be given credit on the salary schedule for the year. (Example ~ if a teacher leaves on Step 5, sabbatical year will count as step 6 and the teacher will return on step 7.)
- j. The school district will guarantee the returning teacher a position and make a good faith effort to place the teacher in his/her same assignment on his/her return from the sabbatical.
- k. Following completion of sabbatical leave, the certified teacher agrees to remain with the district no less than one year following the completion of the sabbatical leave. If the employee leaves prior to this period, the certified teacher agrees to repay to the district the amount paid to him/her during the sabbatical leave within one year.

5. Leave of Absence

- a. After five (5) years, teachers at Meadows Valley will eligible for a one year leave of absence for travel, further study, or other activities that will enhance teaching and/or academic ability. A leave of absence will not be available for obtaining employment in another school district unless the assignment is part of an overseas teacher exchange program.
- b. Leave of absence without pay would be tentatively approved by the Superintendent and the Board of Trustees by April 1st.
- c. A teacher may apply for leave of absence without any repercussions of loss of employment upon returning to the school district.
- d. Applications will have to be turned in to the Superintendent's office before March 1st, prior to the applicant's effective year.
- e. If the school district is unable to fill the teacher's position (at the same step or less) by July 1, leave of absence may be denied.
- f. Salary progression will be on normal progression. (Example: leave on step 5, move to step 6 on return to duty.)

6. Professional Leave

- a. Professional leave, with pay, shall be granted to each employee at the rate of two (2) days per year, provided advance arrangements are made for a substitute. Application for use of this leave shall be made in writing to the administration at least five (5) working days in advance of the date of the leave.

7. Professional Development Pool

- a. All professional development leave/expenditures must be approved by the Administration at least two (2) weeks prior. The pool will have a maximum of \$6,000 available. Employees are allowed \$300 per year. If cost of professional development exceeds the \$300 allowed, employee may apply to the administration for additional funds.

8. Association Leave

- a. This district will allow 7 days absence, with pay, to the aggregate (not individually) of the certificated personnel to attend sanctioned MVEA, IEA and NEA activities that will not require approval of either the principal or superintendent. The certified teacher may apply to the superintendent for up to 3 additional aggregate days. Notification of this absence shall be given in writing to the principal at least 3 days prior to the absence.

9. Jury Duty & Subpoena Leave

- a. In the event that a certified teacher is called for jury duty, the certified teacher will receive full pay and benefits from the district. If the certified teacher is paid (excluding travel and meal allowance) for such duty, any payments received will be paid to the district.

10. Early Notification of Resignation

- a. Early notification is beneficial if an individual plans to retire or leave the district. The district will provide financial incentive to certified teachers based on the date resignations are received. Incentive amounts will be as follows: \$500 for resignations received on or before February 15th; \$400 for resignations received on or before March 15th; \$300 for resignations received on or before April 15th.

Article VI

Verification and Signature

At such time each year that the Master Agreement has been compiled and is reduced to writing each group will verify its contents for authenticity. Upon agreement of authenticity, the current Master Agreement will be signed by the Chairperson of the Board and the President of the Association.

This concludes the procedural agreement for the Board of Trustees and the Meadows Valley Education Association.

_____ Date _____
Board Representative

and

_____ Date _____
Association Representative