

# 2016-17 COLLECTIVE BARGAINING AGREEMENT

*Adopted: June 15, 2016*

This Collective Bargaining Agreement between the Glenns Ferry Education Association and the Glenns Ferry School District includes the following:

**1. Immediate Family Illness:** The Board of Trustees will grant leave-of-absence to any employee whose immediate family members are seriously ill or have been critically injured. The Board is not required to pay an employee(s) who takes this leave. However, employee may elect to take any accrued personal leave, sick leave or paid vacation.

Immediate family includes children, grandchildren, father, mother, grandfather, grandmother, husband, wife, sister, brother, and in-laws of the same.

**2. Employee Sick Leave:** Sick leave is accumulated at a rate of nine (9) days per school year. For the calculation of retirement benefits, sick leave days will be accumulated (with no cap) and recorded with the State at the time of retirement. Leaves of Absences (Policy 5400 adopted December 15, 2005/August 13, 2014).

**3. Death or Bereavement:** The Board of Trustees will grant leave-of-absence with pay to any employee whose immediate family member(s) has passed away.

Immediate family includes children, grandchildren, father, mother, grandfather, grandmother, husband, wife, sister, brother, and in-laws of the same.

Death or Bereavement leave is a maximum of ten (10) days per school year, and is in addition to any other leave provided by the District. One of these ten (10) days may be used for bereavement leave due to death of an aunt, uncle, niece, and/or nephew.

There will be one (1) day leave for the day of the funeral to be deducted from the employee's sick leave for any family's member who is not immediate family.

**4. Personal Leave:** The Board of Trustees shall grant two (2) days of personal leave with pay to any employee upon proper request. Any certificated employees with five (5) completed years of in-this-district-service would receive with pay one (1) additional day without any reimbursement if not used. Any certificated employees with fifteen (15) plus completed years of in-this-district-service would receive with pay three (3) additional days without any reimbursement if not used. Of these two (2) days of personal leave days, unused leave will be reimbursed to certificated employees at current certified substitute rate of pay of \$75.00. Requests for personal leave shall be made in writing and submitted to the Supervisor a minimum of two (2) days prior to the absence. In extreme situations a verbal request may be made. All personal days will be used before leave without pay (LWOP) is an option.

Three (3) additional days of personal leave may be requested, with the stipulation that the employee reimburse the District at the rate of \$75.00 per absence after personal leave days are exhausted.

Yearly allotted personal days will be used first before any additional district service personal days be awarded or purchased. Personal days may not be accumulated to the next year.

Additional personal leave days will be available at a reduction of salary appropriate to the length of the employee's contract: 1/150, 1/167, 1/179, 1/240 and 1/260.

No more than 10% of the teachers in the district shall be allowed to take personal leave at the same time. The District administration must make an earnest effort to hire a substitute when a teacher is absent.

**5. Professional Leave:** The Board of Trustees will grant three (3) days of professional leave with pay to each employee for attendance at workshops, conferences or state department meetings. For professional leave to be approved there must be a connection between the employee's assignment and knowledge to be gained. One of these professional leave days may be used by coaches for attending conferences and/or clinics in the areas of their extracurricular assignment. This day must be approved by the athletic director and building principal.

Workshops

- In the employee's major
- In the employee's minor
- In general education classes including such areas as special education, discipline, technology, Safe and Drug-Free Schools, reading and school improvement
- In areas related to the employee's teaching assignment such as Gifted and Talented programs, Business Professionals of America, Future Farmers of America, and Future Hispanic Leaders of America.

Conferences

- In the employee's major
- In the employee's minor
- In general education classes including such areas as special education, discipline technology, Safe and Drug-Free Schools, reading and school improvement
- In areas related to the employee's teaching assignment such as Gifted and Talented programs, Business Professionals of America, Future Farmers of America, and Future Hispanic Leaders of America.
- Attendance at district, regional, state, or national professional organization conferences/trainings to include Idaho Education Association, Idaho Middle Level Association, etc.

Requests for professional leave must be made in writing and submitted to the Supervisor a minimum of one (1) day in advance.

Professional leave may be granted on the day preceding or the day following a school holiday.

No more than 10% of the teachers in the district shall be allowed to take professional leave at the same time.

**6. Family/Medical Leave:** The Board of Trustees will grant eligible employees a leave of absence of up to twelve (12) weeks during a twelve (12) month period for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care with the employee; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; or 5) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there have been at least fifty (50) District employees within a seventy-five (75) mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty six (26) weeks of leave in a single twelve (12) month period to care for the service members.

The Board may require an employee to report periodically concerning their status and intention to return to work.

The Board is not required to pay employees who take family or medical leave, however, employees may elect to take any accrued personal leave, sick leave or paid vacation.

Employees will not be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will not be designated FMLA Leave. The Board has determined that the twelve (12) month period during which an employee may take FMLA leave is: July 1 to June 30.

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Intermittent leave or shortened work schedules are at the discretion of the Board, unless medically necessary, in which case the Board can transfer an employee to another position with equivalent pay and benefits.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –  
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

**NOTE: The FMLA applies to all School Districts as they are public agencies, and therefore covered employees under the act. However, depending on the size of the District, employees may not be eligible employees. This policy applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.**

Policy History:

Adopted on: July 11, 2012

**7. Jury Duty:** In the absence of extraordinary circumstances, employees in the school system may be excused for jury duty. While on jury duty the employee will still receive full pay.

**8. Salary Schedule:** In order to stimulate professional growth and reward experience, the attached salary schedule will have the following criteria:

- A.** Teachers employed by the District will start to transition to the Career Ladder Formula from the current salary schedule at which the State will reimburse the district. Pupil Service Employees will be paid according to the current salary schedule this year. The current salary schedule will be kept as a backup replacement if the Career Ladder fails. See attachment(s) of GFSD current salary schedule, 2016-17 State Salary Schedule, Pupil Service Staff, and Career Ladder Schedule.
- B.** Credits must be from a nationally accredited college or university and must be verifiable by an official transcript. Official transcripts must be mailed to the district office prior to August 31 or verification of summer class in progress and official transcripts within 30 days of completion of class or thirty (30) days after acceptance of position if hired after August 1.
- C.** A committee composed of elementary teachers, secondary teachers, the building principal and the superintendent may evaluate courses for relevance. Appeals may be made to the Board of Trustees.
- D.** The base salary is \$23,921.
- E.** All full-time teaching staff shall not make less than \$33,400.00. A minimum increase of \$950.00 per certificated staff member using Idaho Career Ladder allotment and Glens Ferry School District general fund money.
- F.** Basic Master Teacher Premium (IC 33-1201A)  
Any instructional staff employee who held a certificate for three (3) or more years prior to July 1, 2015 shall automatically obtain an Idaho Professional Endorsement.  
Any instructional staff employee who HAS NOT held a certificate for three (3) years to be eligible for an Idaho Professional Endorsement must:

- (a) Have held a certificate for at least three (3), or have completed a state board of education approved interim certificate of three (3) years or longer
- (b) Show they met the professional compensation rung performance criteria for two (2) of the three (3) previous years or the third year;
- (c) Have a written recommendation from the employing school district; and
- (d) Have a annual individual professional learning plan developed in conjunction with the employee's school district supervisor.

#### Master Teacher Premium

Any instructional staff employee with a Professional Endorsement in order to receive the Master Teacher Premium are based on the teacher meeting the minimum requirements: eight (8) years of teaching experience, three (3) years immediately preceding the award must be continuous, successful completion of an annual individual professional learning plan, a majority of students meet measurable student achievement as defined in section

IC 33-1001, for not less than three (3) of the previous five (5) years, and provide a collection of artifacts and demonstrating evidence (portfolio) of exemplary teaching practices within five (5) standards, including:

Leadership, Professional Collaboration and Partnerships, Student and Learning Environment, Content, Instruction and Assessment, and Professional Growth for three (3) of the previous five (5) years.

#### School year

2016-17 will be starting year for creating the Educator Portfolio, which must span and cover a minimum of three (3) years of evidence. By June 2019 submit Educator Portfolio for approval by State Board of Education and created by the Master Teacher Premium Committee or have met their district developed and State Board approved master teacher qualifications. Funding begins in 2019-20 school year of \$4,000.00

- H.** Comply with Teacher Leadership Premiums guidelines (Policy 5480 adopted on September 11, 2014). Funding amount this year will not be lower than \$900 for Discretionary Funding. A discussion needs to be held on the procedure and/or requirements that is used to meet the expectation of the law.

#### Extra Curricular Salary Schedule:

The extra-curricular salary schedule helps to reward experience in the different coaching positions. To calculate their salaries, use the base teacher salary (\$23,921.00) and multiply it by the percentage shown below. Their coaching positions will be determined by the number of paid years coaching experience in a public school setting.

<u>7-12 Athletic Director</u>	<u>2016-17</u>
9+	24%
8-7	23%
6-5	22%
4-3	21%
2-1	20%

#### High School

Each sport (Football, Volleyball, Boys' and Girls' Basketball, Wrestling, Softball, Baseball, Track) will have a head coach and an assistant coach.

#### Head Coaches

9+	15%
8-7	14%
6-5	13%
4-3	12%
2-1	11%

Assistant Coaches

9+	11%
8-7	10%
6-5	9%
4-3	8%
2-1	7%

Head Cheerleader Advisor

5+	7.0%
4-3	6.0%
2-1	5.0%

Assistant Cheerleader Advisor

5+	6.0%
4-3	5.0%
2-1	4.0%

Activity Directors/Advisors (FFA, Honor Society, INEEL, Speech, Drama (outside of classroom), FHILA, Business Professional of America, Middle School Music)

9+	2.50%
8-7	2.25%
6-5	2.00%
4-3	1.75%
2-1	1.50%

High School Pep Band, High School Choir and Annual

9+	10.00%
8-7	9.00%
6-5	8.00%
4-3	7.00%
2-1	6.00%

Middle School Coaches for all Sports

5+	5.5%
4-3	4.5%
2-1	3.5%

Middle School Cheerleader Advisor

5+	3.0%
4-3	2.5%
2-1	2.0%

Extended contracts for post-season play (State) will provide for the following extra compensation for coaches:

Head coaches will receive \$100.00 per week and assistant coaches will receive \$75.00 per week.

Maximum weeks allowed:

❖ Volleyball	2 weeks
❖ Wrestling*	2 weeks
❖ Baseball	2 weeks
❖ Softball	2 weeks

- ❖ Basketball 2 weeks
- ❖ Track\* 1 week
- ❖ Football per week

\*(There must be a minimum of four (4) individuals participating to qualify for extra pay.)

**9. Health Insurance Agreement:** The Board of Trustees will make available to all full-time and part-time (30 hours or more per week) employees, health and accident, dental, vision and life insurance under a group policy. The district will provide a payment toward these policies for each eligible employee not to exceed \$460.00 per month. The Board will pay an additional \$20.00 per month toward the group policy to each eligible employee this year using one-time money. Benefit elections can be changed through the last working day of October. Changes after this date will not be accepted.

Spouse coverage shall not be made available through payroll deduction.  
Insurance Benefits for Employees (Policy 5430 – adopted December 15, 2005).

Employees who are contracted for 167 days or more, and work a full day, will receive 100% of the monthly allocation. Employees who work less than full-time will receive a proportionate percentage of the benefits.

The district may pay the monthly benefit with another carrier for employees covered under COBRA.

**10. Cafeteria Plan:** This benefit shall follow the rules and regulations as specified by the IRS Code #125. The initial cost and the monthly maintenance cost shall be paid by the school district.

**11. Life Flight:** The Board of Trustees will provide annual membership in the St. Alphonsus Life Flight program to all permanent employees of the district.

**12. Working Conditions:** The school day will be from 7:40 a.m. to 3:45 p.m. Teachers in all schools may be required to participate in a rotating duty schedule amongst certified staff. These duty times would include before school, during lunch hours and after school. Preparation time across all schools may vary dependent upon individual school schedule but will vary no more than 15-20 minutes. Assignment, Reassignment, and Transfers (Policy 5220 adopted March 11, 2014). Certificated Staff Grievances (Policy 5250 adopted September 14, 2011). Job Descriptions (Policy 5205 adopted December 15, 2005). Administrative Leave (Policy 5130 adopted March 11, 2014). Board Policy and this contract will have to reflect the changes to the RIF according SB 1088. Reduction-In-Force (Policy 5740 Adopted March 11, 2014). Re-instating Sick Leave Bank (Previously Policy A461). Abuse Procedure Policy 4125. Substitute availability. Tuition Reimbursement (previously 5480).

### **DURATION CLAUSE**

This agreement shall run from July 1, 2016 through June 30, 2017.

\_\_\_\_\_  
Board Trustee

\_\_\_\_\_  
Board Trustee

Approval Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
GFEA Negotiator

\_\_\_\_\_  
GFEA Negotiator

Approval Date: \_\_\_\_\_

## Glenns Ferry School District Career Ladder Base Salary Schedule

FY 2016	1	2	3	4	5	6	7	8	9	10
residency / professional	\$32,700	\$33,200	\$33,822							
professional	\$35,498	\$36,885	\$38,311	\$39,775	\$41,282	\$42,089	\$43,668	\$45,305	\$47,004	\$47,603

  

FY 2017	1	2	3	4	5	6	7	8	9	10
residency / professional	\$33,400	\$34,250	\$35,117							

professional	\$37,249	\$38,758	\$39,546	\$41,113	\$41,961	\$43,591	\$44,503	\$46,201	\$47,183	\$48,202
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2015 - 2016	BA + 24	\$800 will be added for Education Allocation
2015 - 2016	MA	\$1400 will be added for Education Allocation