

# MASTER AGREEMENT

between

NOTUS EDUCATION ASSOCIATION

and

NOTUS BOARD OF TRUSTEES



2017-2018

SCHOOL YEAR

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## Master Agreement

### I. EXCLUSIVE REPRESENTATION

For the 2017-2018 school year, the Board of Trustees of the Notus School District recognizes the Notus Education Association as the exclusive bargaining agent for all certificated employees of the District except the following:

The Superintendent, building principals and any other position at the District for which an Administrative Certificate is a pre-requisite for the position.

The Notus Education Association has certified that it has been duly chosen and selected by a majority plus one (1) of the professional certificated teaching employees of the District as the representative organization for conducting negotiations within the District.

If requested by the Board, the Association President shall report to the Board that they still serve as the representative organization of the bargaining unit and this status has not been successfully challenged since the last vote. If a challenge to the Association's authority has been initiated by a certificated employee, the success or failure of the challenge will be reported to the Superintendent by the President of the Association prior to the opening of negotiations.

The Board and Association agree to meet and negotiate in good faith on matters relating to compensation as defined by the Idaho Code.

### II. SCOPE OF NEGOTIATIONS:

The Notus Board and Notus Association agree to negotiate as to the following issues:

1. Salary
2. Insurance Benefits
3. Sick Leave
4. Personal Leave
5. Professional Leave
6. Bereavement Leave
7. Child Rearing Leave
8. Sick Leave Bank
9. Extra-Curricular Salary

### III. NEGOTIATION TEAMS

Each of the parties shall select a Negotiations Team that shall be comprised of not more than four (4) members, and a consultant as deemed necessary by each team.

Each Negotiation Team shall select one person to serve as the spokesperson in carrying out negotiations. The team spokesperson will serve as the chief negotiator for each team but such individual may invite comments from other team members relative to the item under discussion.

### IV. COMMENCEMENT OF NEGOTIATIONS

Both parties agree to negotiate in good faith pursuant to the process and parameters established by the Idaho Code.

Prior to the commencement of negotiations, each party shall submit to the other a written list of the members of the Negotiations Team, with identification of a spokesperson.

#### V. SICK LEAVE

A. At the beginning of the school year, each teacher will be credited with nine (9) days of sick leave allowance.

B. Professional employees contracted on a part time basis or for part of the school year shall receive a prorated portion of sick leave.

C. For individuals continuing to be employed by the District, the unused portion of such allowance shall accumulate from year to year. The maximum number of sick days accumulated shall be determined by PERSI guidelines.

D. Sick leave is to be used for absences caused by personal illness, by accident or illness or circumstances, which render the employee incapable of carrying on his/her teaching duties, including child bearing.

E. Professional employees shall be allowed to use sick leave when such absence is due to illness of a member of the individual's immediate family.

The immediate family will include, spouse, children, step-children, foster children, parents, spouse's parents, and grandparents by blood or marriage. Any dependent person for whom the professional employee is responsible shall be considered immediate family.

The District shall provide employees an accounting of their used and accumulated sick leave days.

#### VI. PERSONAL LEAVE

Personnel shall be granted personal leave at full pay for reasons deemed necessary by the employee. A principal/supervisor may deny or limit approval of personal leave on any given day based on the needs of the school and the availability of a substitute. A weeks' notice to the principal/supervisor is requested.

Two (2) days of personal leave are granted for the 2017-2018 school year. For individuals continuing to be employed by the District, personal leave days are accrued at the rate of one for every half of the employee's year. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days. If, at the time of termination, an employee has used personal leave in excess of that which was earned, it shall be deducted from his/her final paycheck.

If extenuating circumstances should arise, additional personal paid days may be taken upon approval of the Superintendent and as authorized by the Board of Trustees.

At the end of the school year, a certified employee may select one (1) of the following options for unused personal days.

1. Substitute daily rate pay \$71.25 per day
2. Carry over up to two (2) personal leave day(s) to the following year, but not exceed four (4) personal leave days in a given year.

3. Seventy-one dollars and twenty-five cents (\$71.25) per unused personal leave day transferred to the teacher classroom supply account.
4. Seventy-one dollars and twenty-five cents (\$71.25) per unused personal leave day donated in the teachers name to a student body or activity account at the building. (The building principals and secretaries have lists of these accounts. Examples of possible accounts include; Library, Class or Grade Accounts, Music, Athletics, and Activities.)

District will provide employees with a form. Employees will need to complete the form by June 1<sup>st</sup>. If a form is not on file for unused days, the district will default to option 2.

Personal leave days may not be taken during the first two weeks or the last two weeks of school or the week before or after any District observed holidays or breaks. If extraordinary circumstances should arise, leave days may be requested of the Superintendent.

#### VII. PROFESSIONAL LEAVE

Professional leave, with pay, may be granted for the purpose of professional improvement in your field. A principal/supervisor may deny or limit approval of professional leave on any given day based on the needs of the school and the availability of a substitute. A week's notice to the principal/supervisor is requested.

#### VIII. BEREAVEMENT LEAVE

Professional employees shall be granted up to four (4) days bereavement leave at any time with full pay. Such leave will not be deducted from sick leave. This leave will be used for immediate family.

The immediate family will include spouse, children, stepchildren, foster children, parents, brothers, sisters, grandparents, stepparents, and spouse's immediate family. Up to one bereavement day per year due to extenuating circumstances for persons not defined as immediate family.

Due to extenuating circumstances, the Superintendent may grant additional bereavement days. Any extended days will be deducted from sick leave.

#### IX. INSURANCE

The District shall pay for the member health package for all professional employees that includes dental and vision. Employees must work at least 20 hours per week to qualify for insurance benefits. Less than full time employees will be pro-rated.

The package includes the following monthly allocations:

	<b>2017-2018</b>
<b>Medical</b>	491.20
<b>Dental</b>	37.15
<b>Vision</b>	8.10
<b>EAP</b>	2.68
<b>Total</b>	<b>539.13</b>

X. CHILD REARING LEAVE

A. Any employee shall be allowed up to one year of non-paid leave for the purpose of child rearing provided that an agreeable replacement can be obtained. Request for this leave shall be made in writing to the Board at least one month before the leave is to commence. Employees that choose to take a one-year non-paid leave are not guaranteed their position the following year.

XI. SICK LEAVE BANK

A. Each certified employee of the District covered by this contract may participate. An employee shall contribute days earned from his or her own sick leave days. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. At the close of the contract year, unused sick leave days will remain in.

B. Application for use of the Bank shall be submitted to the Sick Leave Bank Committee for their recommendation. The Committee shall review the request and determine the eligibility of the employee. If the Committee deems necessary, it shall require proof of illness at the time of application and from time to time after a grant has been made.

C. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating employees for the purpose of alleviating the hardship caused by the absence of work necessitated by the following:

1. Illness (verified by certified practicing physicians).
2. Major illness of an immediate family member (as spouse and children with possible addition of mother or father as decided by Sick Leave Bank Committee).

D. In order for professional employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the Employee must first.

1. Be a contributor to the Bank.
2. Have been absent from work due to illness or accident for all his accumulated sick leave days.
3. Relinquish one full day of income before drawing from the Bank.

E. For the employee's initial year of membership, each participating employee shall contribute two (2) days of his/her accumulated sick leave to the Sick Leave Bank. For individuals continuing to be employed the District, during each year of the Bank's operation, the Sick Bank Leave Committee shall determine the number of sick leave days each participant must contribute in order to keep the Bank solvent.

On or before September 10<sup>th</sup> of each year, the Sick Leave Bank Committee shall determine the number of additional sick leave days each participant must contribute in order to keep the Bank solvent. Contributions of additional days to the Bank must be done during the month of September or again in March in order to maintain employee eligibility as a participant in the Sick Leave Bank.

F. The Committee shall develop and distribute rules and procedures for the orderly administration of the Bank consistent with the term of this agreement and approval of the Board. The Sick Leave Bank Committee or Association will do all bookkeeping. It shall report all days granted by the Bank and all other information necessary for the employee's records.

G. The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his current contract. In no case will the granting leave cause an employee to receive more than his/her annual salary for that year.

H. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident. Bank grants to individual employees will not be carried over from one (1) fiscal year to another: all such grants shall end at the termination of the school year.

The Committee shall specify the maximum number of days allowable with one doctor's verification. If an employee exceeds that limit, a second or third doctor's verification shall be required as stipulated by the Committee.

**XII. EXTRA-CURRICULAR SALARIES**

This agreement shall include all extra-curricular salaries as included in Appendix B.

**XIII. MODIFICATION**

This agreement shall not be modified by amendment during the term of this contract year unless done so, in writing, agreed to by both parties or by court or other governmental action.

**XIV. DURATION**

The provisions of this agreement shall become effective as of July 1, 2017 and will continue and remain in full force and effect until June 30, 2018.

**XV. COMPENSATION**

The contract length set by the Notus School Board Trustees for the 2017-2018 school year will be 170 days.

Per State statute, no employee shall be paid less than \$34,600 for a full time certificated teacher.

Notus School District Certified Career Ladder will be used for determining compensation. Movement on the Notus School District Certified Career ladder will be permitted only if the individual employee meets the requirements per State Statute.

**XVI. ACCEPTANCE**

This Agreement is signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017. This Agreement shall be binding on both Parties.

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*For the Notus Education Association*

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*For the Board of Trustees*

<b>Position</b>	<b>Salary</b>	<b>Step 1</b>	<b>Step 2</b>
Athletic Director/Home Sup	6,500.00	250.00	
Music Director	1,000.00	250.00	100.00
<b>Boys Program</b>			
Varsity Basketball	2,750.00	250.00	100.00
Junior Varsity Basketball	1,500.00	100.00	100.00
7th & 8th Grade Basketball	800.00	100.00	100.00
Baseball	2,000.00	250.00	100.00
Asst Baseball	300.00	100.00	100.00
Varsity Football	2,750.00	250.00	100.00
Asst. Varsity Football	1,500.00	100.00	100.00
Junior High Football	800.00	100.00	100.00
Asst Jr High Football	300.00	100.00	100.00
<b>Girls Program</b>			
Varsity Basketball	2,750.00	250.00	100.00
Junior Varsity Basketball	1,500.00	100.00	100.00
7th& 8th Grade Basketball	800.00	100.00	100.00
Softball	2,750.00	250.00	100.00
Asst Softball	500.00	100.00	100.00
Varsity Volleyball	2,750.00	250.00	100.00
Junior Varsity Volleyball	1,500.00	100.00	100.00
7th & 8th Grade Volleyball	800.00	100.00	100.00
Jr High Volleyball Asst	300.00	100.00	100.00
High School Track	2,750.00	100.00	100.00
Junior High Track	800.00	100.00	100.00
<b>Program Advisors</b>			
Cheerleader Advisor	2,750.00	250.00	100.00
Student Council Advisor	600.00	100.00	100.00
FFA	600.00	100.00	
BPA	300.00	100.00	
National Honor Society	500.00	100.00	
Aca Deca	400.00	100.00	100.00
Graduation Coordinator	300.00	100.00	
Pep Club Advisor	300.00		
<b>Class Advisors</b>			
Senior	400.00		
Junior	600.00		
Sophomore	400.00		
Freshman	400.00		



# Notus Career Ladder

2017-2018

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Residency	34,600	35,500	36,411							
Professional	37,685	39,004	40,370	41,782	43,245	44,758	46,325	47,946	49,624	51,361

BA+24

Masters

P10

Education Stipend    \$1,200.00    \$2,100.00

Longevity Stipend

2nd +    1,000

10-14 Years    15+ Years

Notus Commitment Stipend    \$500.00    \$750.00

- 1 Education stipend will be paid out in 12 equal payments beginning on September through August to those who qualify under Idaho Code 33-1004B.
- 2 Commitment stipend will be paid out in 12 equal payments beginning on September through August to those employees that have been in the Notus District more than 10 years.
- 3 Longevity Stipend will be paid out in 12 equal payments beginning on September through August to those employees in that have completed one year or more on Step P10 of the Notus Career Ladder.

