

**Negotiated Agreement**

**As Agreed Upon**

**By**

**Cambridge Education Association**

**And**

**Cambridge School Board of Trustees**

**2018-2019**

## SALARY

Cambridge School District will pay certificated salaries based on the adopted state salary schedule for school year 2008 – 2009 with the base salary of \$25,231, or the 2018-2019 State Career Ladder, whichever is more. No certificated teacher will be paid less than **\$35,800** in accordance with Idaho State Statute. Increments for all years of service and credits earned will be awarded for school year 2018-2019. See Appendix A for certificated salary schedules.

The employee contract calendar will be 168.5 contracted days under a four-day week class schedule. This is approximately equal to 190 five-day week contract days.

## ARTICLE II – BENEFITS

- a. **Insurance**  
The district will pay insurance premiums for each certificated employee up to a limit of \$525/month per employee.
- b. **Personal Leave**  
Cambridge School District will provide personal leave as follows:  
Two (2) days per year for the first five (5) years of employment.  
Three (3) days per year for the 6<sup>th</sup> through 15<sup>th</sup> year of employment.  
Four (4) days per year after the 15<sup>th</sup> year of employment.  
Personal leave days may accumulate to five (5) days in any given year.  
At the end of the school year, if an employee has more than five (5) days of unused personal leave, the district will buy down up to three (3) days of unused personal leave beyond the original five (5) days of leave. The district will purchase these days at the substitute teacher rate of \$75 per day for a maximum of \$225.  
At retirement, Cambridge School District will reimburse each employee for any unused days of personal leave at the rate of \$100 per day.
- c. **Sick Leave**  
At the beginning of the employment year, all certificated employees, who work half-time or more per week, will be entitled to sick leave with full pay of one (1) day for each month of service in which they work the majority portion of that month, as projected for the employment year.

“Employment year” is defined as beginning July 1 and continuing through June 30 of the following year.

“Month of service” is the individual employee’s monthly work schedule for which they are hired to work.

### **CALCULATION OF SICK LEAVE**

Sick leave will be calculated pursuant to the employee’s “month of service.” As projected at the beginning of the employment year. If it projected that the employee will work a majority portion of the hours for which he, she is normally scheduled during any given month. He/She will be entitled to sick leave for that month. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service.

Certificated Employees: Sick leave for certificated employees will be calculated by the day, or percentage thereof, as defined in the individual employee’s contract.

### **NOTICE OF CREDITED SICK LEAVE**

Each employee will be credited sick leave for the employment year, and notified of the sick leave benefits to which he/she is entitled, at the

beginning of the employment year, or first day of employment if employment commences during the employment year.

#### MEDICAL DOCUMENTATION

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee's ability to return to work following an illness or accident.

#### ACCUMULATION OF SICK LEAVE

Unused sick leave will be accumulated from year to year.

If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave will be secured for, and credited to, that new employee. New employees may bring up to 75 days to be used for sick leave; and unlimited earned sick leave for retirement, as long as this practice complies with PERSI regulations.

In no event will the board compensate an employee for unused sick leave.

#### d. Sick Leave Bank

All employees of Cambridge School District, who are eligible for health insurance, may participate in the sick leave bank. To participate, an employee shall contribute two (2) days earned from his/her own sick leave days. Sick leave days thus contributed shall be deducted from the employee's sick leave entitlement. Once donated, sick leave days remain in the bank until they are used as provided herein.

A Sick Leave Bank member may withdraw membership at any time by submitting a written request to the Sick Leave Bank Committee. A member may not withdraw those days of sick leave already contributed. When an employee leaves the district, the donated days shall remain in the bank. A teacher leaving the district may have the option of donating his sick days to the bank to raise the number of days in the bank to the maximum allowed (90 days).

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 from work, necessitated by the following:

1. Illness or injury which prevents the employee from performing his/her job responsibilities (as verified by a doctor).
2. Major illness or injury of an immediate family member for whom the employee is the caregiver (spouse and children; mother or father, at the discretion of the Sick Leave Bank Committee).

In order for an 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 injury and have exhausted all his/her accumulated sick leave days and personal leave days;
3. Relinquish one (1) full day of income before drawing from the bank; and
4. Be in or past the second full year of employment with the District.

The Sick Leave Bank Committee shall consist of the following members:

1. One (1) member appointed by the elementary faculty.
2. One (1) member appointed by the secondary faculty.
3. One (1) district administrator.
4. One (1) classified staff member appointed by the classified staff.

Other than the administrator appointed by the district, all Sick Leave Bank Committee members must be contributors to the sick leave bank. In order to meet and conduct business the District appointee and at least two (2) other Sick Leave Bank Committee members must be present.

The Sick Leave Bank Committee has the authority to accept or reject any application for sick leave days, require medical information regarding the employee's illness or injury, or that of his or her family member, and determine the number of sick days which the employee may draw from the Sick Leave Bank. The Sick Leave Bank Committee's decision is final and cannot be appealed.

Whenever sick leave days are drawn from the bank, the Sick Leave Bank Committee shall determine the number of sick leave days each member must add in order to keep the Bank solvent with the following limitations:

1. Each member must contribute the same number of days during any given school year.
2. All contributions must be whole or half days.
3. The maximum number of days in the Sick Leave Bank shall not exceed 90 days in any school year (July 1 to June 30), except when new employees enter employment with the District and desire to join. They may donate their days from their first year of employment at any time during that year, or within the first pay period of the second year.

Bank grants to individual employees will not be carried over from one fiscal year to the next. The Sick Leave Bank Committee will only grant days as required and requested. In no case shall a member be granted more than 1/3 of the total days from the Sick Leave Bank, or 30 days, whichever is less for all illnesses or disabilities during a fiscal year. Once a member has had occasion to draw sick leave days from the bank, that employee remains eligible to draw days from the bank for the remainder of the school year, even if they return to work in the interim. The employee must once again establish eligibility for the sick leave bank for the next school year. This may be done by once again contributing two (2) initial sick leave days and also matching any contributions made by the other members since the employee began drawing out of the bank.

If a Disability Insurance Policy, Workman's Compensations or other type of plan pays the employee's salary, the employee will not be eligible to utilize the Sick Leave Bank.

Sick Leave Bank benefits will not be available for childbearing.

e. Bereavement Leave

Full-time personnel will be granted a leave of absence for serious illness or death in the immediate family (spouse, children, siblings, parents, grandparents, grandchildren, in-laws, and the same members of the spouse's family) not to exceed three (3) days at any one time. The number of days allowed will be determined by the superintendent based upon circumstances involved. In addition to the above three days, personal leave days may be used, if available, two days of sick leave may be used in place of personal leave days.

Upon approval of the superintendent, one (1) day of sick leave may be allowed for serious illness or death of any other relative. This leave is non-cumulative.

f. Emergency Leave

The Board of Trustees establishes an Emergency Leave Bank of five (5) days per year, non-cumulative, to meet the extra-ordinary needs of staff only in the two areas specified. Emergency leave may be requested for additional days of bereavement leave in the loss of a spouse or child only. Emergency Leave may also be requested by a first year employee whose medical needs have exhausted their sick leave (as these employees are not eligible for FMLA or Sick Leave Bank). Emergency Leave is paid leave that must be approved by the Board of Trustees.

CERTIFICATION OF RATIFICATION

The signatures to this instrument indicate the ratification of the Negotiated Agreement by the membership of the Cambridge Education Association and the Board of Trustees for School District No. 432

\_\_\_\_\_  
President  
Cambridge Education Association

Nicholas Petitermet  
\_\_\_\_\_  
Chairman  
Board of Trustees, School District 432

\_\_\_\_\_  
Date Signed

7/17/2017  
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness  
Cambridge Education Association

Pam Schwenkfelder  
\_\_\_\_\_  
Witness  
Board of Trustees, School District 432

\_\_\_\_\_  
Date Signed

7/17/2017  
\_\_\_\_\_  
Date Signed

