

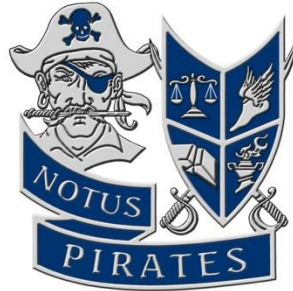
MASTER AGREEMENT

between

NOTUS EDUCATION ASSOCIATION

and

NOTUS BOARD OF TRUSTEES



2019-2020

SCHOOL YEAR

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## Master Agreement

### I. EXCLUSIVE REPRESENTATION

For the 2019-2020 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, family illness, accidents, and on-the-job injuries, provided such leave is not in conflict with the law regarding Workmen's Compensation, Idaho Code 33-1216 (c).

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 2019-2020 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 teacher's 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. IEA RELATED LEAVE

Up to 4 days shall be provided for Association leave upon request by the IEA president at least 5 days in advance with IEA paying the cost of the substitute. The days shall be used for attending regularly scheduled official meetings of the State Teacher Association.

#### X. CHILD REARING LEAVE

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 PROFESSIONAL DEVELOPMENT DAYS**

The professions develop day directly following the end date of the 1<sup>st</sup> and 3<sup>rd</sup> quarter will be designated as a teacher preparation day. On these two designated teacher preparation days, the District will have the right to one (1) hour for meetings or professional development and the remainder will be uninterrupted grading and teacher preparation time.

**XIII.EXTRA-CURRICULAR SALARIES**

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

**XIV.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.

**XV.DURATION**

The provisions of this agreement shall become effective as of July 1, 2019 and will continue and remain in full force and effect until June 30, 2020.

1. Article X of the Master Contract may be renegotiated on an annual basis without reopening the rest of the contract for negotiations.
2. XVI of the Master Contract may be renegotiated to reflect changes in the state salary apportionment for the 2019-2020 contract year.

**XVI.COMPENSATION**

The contract length set by the Notus School Board Trustees for the 2019-2020 school year will be 170 days.

Per State statute, no employee shall be paid less than \$38,500 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.

**XVII.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>2019-2020</b>	
<b>Medical</b>	539.80
<b>Dental</b>	40.60
<b>Vision</b>	8.10
<b>EAP</b>	2.33
<b>Total</b>	\$590.83

XVII.ACCEPTANCE

This Agreement is signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2019. 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*



Appendix A: Certified Salary Schedule

2019-2020 Certified Salary Schedule			
Career Ladder Placement	Salary	Salary BA+24	Salary MA
RP1	38,500	38,500	38,500
RP2	39,000	39,000	39,000
RP3	39,500	39,500	39,500
P1	42,500	42,500	42,500
P2	42,500	44,500	46,000
P3	42,500	44,500	46,000
P4	43,470	45,470	46,970
P5	44,992	46,992	48,492
P6	46,566	48,566	50,066
P7	48,197	50,197	51,697
P8	49,883	51,883	53,383
P9	51,628	53,628	55,128
P10	53,436	55,436	56,936

RP1 and P1 cell amounts as mandated by Idaho Code and HB 243, respectively.  
P4 – P10 is a 2% increase per cell from 2018-2019 Certified Salary Schedule.

*Longevity stipend to increase from \$1,750 to \$2,000. Teachers must be employed by the Notus School District for two years and have been at P10 for one contract year in order to be eligible to receive longevity stipend.*

*Commitment stipends to increase as follows: 10-14 years from \$500 to \$750  
15+ years from \$750 to \$1,000*

Appendix B: Extra-Curricular Stipends

Position	Salary	Step 1	Step 2
Athletic Director/Home Sup	6,500.00	250.00	
Home Supervisor/Social Media	1,500		
Music Director	1,000.00	250.00	100.00
Cheerleader Advisor	2,750.00	250.00	100.00
Varsity Football	2,750.00	250.00	100.00
Asst. Varsity Football	1,500.00	100.00	100.00
Junior High Football	1000.00	100.00	100.00
Asst Jr High Football	500	100.00	100.00
Varsity Volleyball	2,750.00	250.00	100.00
Junior Varsity Volleyball	1,500.00	100.00	100.00
7 <sup>th</sup> & 8 <sup>th</sup> Grade Volleyball	1000.00	100.00	100.00
Jr High Volleyball Asst	500	100.00	100.00
Varsity Basketball	2,750.00	250.00	100.00
Junior Varsity Basketball	1,500.00	100.00	100.00
7 <sup>th</sup> & 8 <sup>th</sup> Grade Basketball	1000.00	100.00	100.00
Softball	2,750.00	250.00	100.00
Asst Softball	500	100.00	100.00
Baseball	2,000.00	250.00	100.00
Asst Baseball	500	100.00	100.00
High School Track	2,750.00	100.00	100.00
Asst High School Track	500	100	100
Junior High Track	1000.00	100.00	100.00
Student Council Advisor	800.00	100.00	100.00
FFA	400	100.00	100.00
National Honor Society	500.00	100.00	100.00
Aca Deca	400.00	100.00	100.00
Graduation Coordinator	300.00	100.00	
Pep Club Advisor	300.00	100.00	100.00
Elementary Student Council	300.00		
Mars Rover	500.00		
Senior Class Advisor	400.00		
Junior Class Advisor	600.00		
Sophomore Class Advisor	400.00		
Freshman Class Advisor	400.00		

**\*Junior High assistant coaches paid \$500 if the position is needed.**