

MASTER AGREEMENT

For

WEST JEFFERSON SCHOOL DISTRICT #253

Between

THE BOARD OF TRUSTEES

And

THE EDUCATORS

For the 2024-2025 School Year

## ARTICLE I - AGREEMENT TO NEGOTIATE

The "Board" and the "Educators" (these names applying to the Board of Trustees of West Jefferson School District #253 and the Certificated Teachers of West Jefferson School District #253) do hereby agree to bargain in good faith within the following guidelines.

1. Recognition:
  - a. The board recognizes the educators as the bargaining agent of all regular full-time and part-time certified teachers.
  - b. In the event of a petition of the challenge of said recognition signed by at least 40% of the teachers of West Jefferson School District #253, the Board will resolve such a challenge by an election, the rules for which will be developed jointly by the Board and the Educators. To be considered, a petition must be submitted to the Board by January 15, and the election held and completed within 30 days. The Board will not recognize more than one petition per year.
2. Scope
  - a. Any individual contracts between the Board and individual teachers shall be subject to and consistent with the terms of this agreement. Both parties must approve any changes, additions, or deletions, concerning this agreement.
  - b. Yearly negotiations for salaries, fringe benefits, and any other items requiring budget considerations will be handled first and must be completed by June 15. Other items will be negotiated after salaries and fringe benefits.
  - c. This agreement shall be effective upon signing and will continue to be in effect until June 30, 2025. This agreement must be renewed annually by a majority vote of both parties.
  - d. This agreement does not cover certificated employees who are substitute teachers or employees of co-curricular or extra-curricular employees with a stipend.

## ARTICLE II - RIGHTS AND MUTUAL RESPECT FOR INTENT

1. On behalf of and in the best interests of the education process, the Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the State of Idaho and by the United States.
2. Individual teacher's rights, in addition to those accorded them as citizens of the State of Idaho and the United States:
  - a. All rules and conditions of employment shall be applied uniformly and nondiscriminatory to all personnel.
  - b. Just Cause: No teacher shall be disciplined, reprimanded, dismissed, or in any other manner deprived of professional station or advantage without just cause or prior notification, as provided by Idaho Code for residency and professional level teachers.
  - c. Appearances before the Board: When required to appear before the Board concerning working conditions, salary, or continued employment, either or both parties are entitled to have an advisor present.
3. Personnel Files: Individual personnel files are open to the teacher at any time. The teacher may make a copy of any or all of his/her files and share it with whomever he/she wishes.
4. Rights of Educators of West Jefferson School District #253
  - a. The Educators have the right to use school facilities and equipment to conduct business at any reasonable time, which does not disrupt teaching or planning

duties. Requests for such use of facilities and time must be made on a case-by-case basis to the building principal concerned and may, with just reason, be denied.

- b. The Board agrees to give access to the Educators all lawful information concerning the District's financial resources: financial reports, budgets, projected budgets, school census data, educational degree and salary of all teachers, and any other pertinent information. This item of agreement is to be interpreted by the Board as an encouragement to the Educators to provide meaningful rather than uninformed financial requests and suggestions. It is to be interpreted by the Educators as an encouragement to consider the best overall educational effect of the disposition of district funds, as opposed to a "salary only" attitude.
- c. The Board will make available the agenda of Board meetings to the Educators through the school district website, [www.wjsd.org](http://www.wjsd.org), under the School Board tab. The Board shall also place on the agenda of each regular Board meeting any matter brought to its attention by the Educators, so long as those matters are made known to the Superintendent seven calendar days prior to the meeting.

### ARTICLE III - GRIEVANCE PROCEDURE -

#### 1. Definitions:

- a. A grievance is a claim based upon an event or condition which affects the salaries, the district paid benefits, or terms of the employment contract of a teacher or group of teachers.
- b. The term "days" when used in this article, except where otherwise indicated, shall mean working school days.

#### 2. Purpose:

- a. The purpose of this procedure is to secure, at the lowest possible administration level, equitable solutions to the problems which may from time to time arise affecting the well-being of teachers.

#### 3. General Procedures:

- a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level would be considered as a maximum and every effort should be made to expedite the process.

#### 4. Initiation and Processing:

- a. When any teacher or group of teachers voices a claim of infractions the following procedures will be followed:
  - i. The grievant will first discuss the grievance with the principal or immediate supervisor.
  - ii. If the grievance is not resolved within one week after meeting with his/her immediate supervisor, the grievant may file the grievance in writing with the Superintendent. The Superintendent will meet with the grievant within one week after receipt of the written grievance.
  - iii. If the grievance is not resolved within one week after meeting with the Superintendent, the grievance may be referred by the Superintendent to the Board. The grievance may be referred immediately to the Board if the Superintendent feels such action is warranted. Within one month of receiving the written grievance, the Board will meet with the grievant.

1. If the grievance is not resolved within ten days after meeting with the Board, the grievant may within fifteen (15) days of said meeting cooperate with the Board in choosing a mutually acceptable arbitrator. The arbitrator's fee shall be shared equally by both parties.
  2. Either party to the airing of a grievance has the right to an adviser and/or legal counsel.
5. Rights of Teachers to Representation:
- a. No reprisals of any kind will be taken by the Board or by any member of the administration against any interested party, any association representative, any member of the grievance committee, or any other participant in the grievance procedure by reasons of participation.
  - b. Nothing herein contained shall be construed as limiting the right of any individual teacher, or any group of teachers, having a grievance from presenting, in person, or through representatives of their own choosing such grievance to any appropriate member of the administration.
  - c. The Board retains the right to accept, modify, or reject the recommendations of the arbiter and to make final judgments relating to any grievance.
  - d. Decisions rendered will be in writing and set forth the decision and the reasons thereof and will be transmitted promptly to all interested parties and the chairman of the grievance committee, if requested by the grievant.
    - i. All documents, communications, and records dealing with the processing of a grievance will be filed in the personnel files of the participant(s).
    - ii. The Board agrees to make available to the grievant and his/her representative all pertinent information in its possession or control which is relevant to the issues raised by the grievance.

## ARTICLE IV - LEAVES

### Provisions for leave:

- a. Prior arrangements and/or communication must be made with the building administration for the use of any leave day.
  - b. Planned leave must be documented at the office using the staff leave sheets.
  - c. Extended Leave must be approved or ratified by the School Board. Extended Leave is defined as more than five (5) consecutive days.
1. Personal Leave:
- a. Full-time certificated employees shall be granted personal leave at the rate of three (3) days per year.
    - i. Personal leave may be accumulated to a maximum of seven (7) days.
    - ii. Four (4) unused days may be rolled over for the next year. In June, any unused personal leave days over four (4) will be reimbursed in the June salary payment at a rate of \$100 dollars per day.
  - b. Employees not qualifying for PERSI benefits are not granted personal leave.

2. Sick Leave:
  - a. Certificated employees shall be entitled to sick leave with full pay of one (1) day for each month of service or major portion thereof. There is no limit to the allowable number of sick leave days which may accrue. Any leave beyond the available sick leave, the certified employee's daily rate will be deducted.
  - b. Sick leave cannot be used to extend employment time. Sick leave is to be used when it is the intent to return to employment as soon as the illness or disability is terminated.
  - c. It is further understood that for extreme illness of the employee's spouse, children, the parents, brothers, and sisters of the employee and spouse: the employee shall be allowed sick leave, where the employee is the one who must care for this person who is seriously ill.
  - d. If the employee has a long-term illness of over five (5) days, the employee (or authorized representative) shall submit a request for the Family Medical Leave Act (FMLA) and be required to inform administration weekly of the situation. Administration may require additional medical verification.
3. Bereavement Leave: Definition of "Immediate Family": The employee's spouse, children (and children's spouses, if married), grandchildren, grandparents, parents, siblings, spouses, aunts, uncles, nieces, or nephews of the employee or employee's spouse.
  - a. For death in the immediate family, the employee:
    - i. Be allowed up to a maximum of three (3) days of absences per event without salary deduction.
    - ii. For absence beyond three (3) days, be allowed up to two (2) days of sick leave or;
    - iii. Additional days may be granted through the extended leave request process.
  - b. For funerals other than in the immediate family, a certificated employee shall be allowed to conduct, participate in, or attend with supervisor approval, with salary deduction of certified substitute teacher only, provided a substitute teacher is used.

## ARTICLE V - INSURANCE

1. The Board shall provide health, vision, dental, disability, telehealth, and life insurance to the educators who have at least a .75 FTE contract (See Appendix B).
  - a. Health Insurance
    - i. \$2,000 deductible with an 80/20 co-pay
    - ii. \$1000 buy-down (\$800 after deductible and \$200 after max out-of-pocket)
    - iii. Buy-down is available for only the employee.
2. Medical Insurance will not be offered to the spouse of the employee.
3. The district will pay 50% of the children's insurance premium.
4. Any change in the carrier shall be done by mutual consent of the Board and the Educators.

## ARTICLE VI - VACANCIES, TRANSFERS, REASSIGNMENTS

1. Teachers who desire a change in grade, subject assignment, or building may file a written request with the Superintendent before April 1 or at the time of an advertised vacancy.
2. Notices of vacancies shall be posted in each school as soon as such vacancy becomes evident to the administration. Teachers within the district will have the first opportunity of applying for any teaching position.
3. Teaching vacancies shall be filled by teachers from within the District PROVIDED they make prompt application AND are the best-qualified candidates.

## ARTICLE VII - TEACHING CONDITIONS

1. The parties recognize that optimum school facilities for both students and teachers are desirable to ensure a high quality of education, and this is the goal of both the Educators and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
2. Specifically:
  - a. The Board agrees to distribute the teaching load as equitably as possible among the staff, in terms of both the number of students taught and the number of different regular assignments.
  - b. The Board recognizes that all departments and subject areas should be equitably well-staffed and funded, as to fail this objective is to seriously prejudice the education process. This implies that the necessary and appropriate texts, maps, audio-visual equipment, laboratory equipment, and other materials are equitably provided for all subject areas.
  - c. Extra Duties: Non-voluntary extra duties, for which no extra compensation is received, shall be divided equally between certificated personnel and aides. This provision shall be administered on an individual school basis and does not apply to school principals.
  - d. Inventories and related duties: The business manager and/or department head will prepare procedures and forms for the inventorying of school property and equipment to reduce the time required of teachers in this area.
  - e. School budget: The Board will continue to allocate budgets for each school and will encourage the principals to share the budgeting process with the teachers. Budget feedback is encouraged, especially from department heads.

## ARTICLE VIII - HOURS OF WORK

1. Hours of Work - The hours of work for certified teachers shall be eight and a half (8.5) hours per day, including a 30-minute duty-free lunch, with the exact schedule being determined by each school. Exceptions to the eight and a half (8.5) hours per day may be granted in advance by the building principal. On days before holidays (Labor Day, Thanksgiving, Christmas, President's Day, and Memorial Day, the teachers may leave as soon as possible after the students leave.
2. Contract Days: The school year for teachers shall consist of 161 days, at least two (2) days of preparation time before the start of student days (of which one day can be used for district and school faculty meetings).

## ARTICLE IX - SALARY

1. The Board and the educators shall, on a yearly basis, negotiate a schedule to be followed in the payment of certified personnel (See Appendix A). Good faith bargaining in this area will be demonstrated by structuring the joint goals and efforts of both parties along with the following guidelines:
  - a. The Board recognizes the teachers' need to maintain salaries at a level consistent with funds available.
  - b. The Educators recognize the Board's responsibility toward non-salary-related budget items and will consider such realities when attempting to frame responsible salary requests.
  - c. Teachers shall have professional endorsement education credentials submitted to the district office by August 1. Certificates received after this date may result in dismissal from employment. New teachers to the district must submit documentation for Career Ladder placement before or by August 1, exceptions will be made for late hires by the superintendent.

## ARTICLE X - REDUCTION IN CERTIFICATED PERSONNEL

1. A reduction in force (RIF) may occur when the board determines that it is in the best interest of the district to reduce the number of contracted certificated employees because of a financial emergency, decrease in enrollment, changes in curriculum, reorganization, or consolidation.
2. Nothing herein shall prohibit the board from eliminating particular courses or portions or all of an educational program, or otherwise restructuring the course offerings to meet the educational needs of the students.
3. The following factors may not be considered in making reduction in force decisions: seniority, gender, race, religion, disability, or age.
4. If the board determines that it is necessary to reduce the number of certificated employees, the board will affect the reductions by implementing this policy after having attempted to reduce the certificated employees to the desired number through attrition.
5. Certificated employee retention will be based on: certification/endorsement, assignment specifications, and evaluations, as well as Idaho State Code regarding eligible military veterans consistent with this policy.
6. Qualifying For Open Positions - Any certificated employee affected by the reduction in force will be allowed to compete with other similarly situated certificated employees for any and all positions for which he or she is qualified. Certificated employees not affected by this reduction in force policy may be reassigned.
7. Ranking of Employees:
  - a. All certificated employees will be categorized in all areas of certification endorsement for which they are qualified to teach. Each certificated employee will be ranked as set forth below, to determine which certificated employees will be reduced.
  - b. Eligible military veterans, defined consistently with Idaho Code Section 65-501, et seq., will be given preference for any existing position that is not eliminated. If

an eligible military veteran has the same certification/endorsements, assignment specifications, evaluations, and degrees as another certificated employee, the eligible military veteran will be retained. When a reduction in certificated employee staff is deemed necessary, the board will adhere to the following phases and procedures, exhausting all the possibilities of one phase before moving on to the next.

- i. Phase One: Natural Attrition - In making necessary reductions in certificated employee positions, the board of trustees shall first attempt to do so through natural attrition (i.e., retirements, resignations, reassignments, etc.).
- ii. Phase Two: Probationary Personnel Termination - If necessary, the Board of Trustees will reduce certificated employee staff by terminating the services of certificated employees who are on probation due to unsatisfactory performance, in the order designated by the application of the Reduction in Force Formula.
- iii. Phase Three: Personnel on Plan of Improvement Termination - If necessary, the Board of Trustees will reduce certificated employee staff by terminating the services of certificated employees who are on a plan of improvement due to unsatisfactory performance, in the order designated by the application of the Reduction in Force Formula.
- iv. Phase Four: Application of the Reduction in Force Formula is as follows:
  1. Criticality of Assignment Specifications. The Board may exempt up to 25% of the teaching staff or two employees in a given classification, whichever is greater, from a reduction in force based upon the criticality of the assigned position.
  2. After step one, all remaining teachers will be scored in accordance with the following criteria.
  3. Criticality of Certification/Endorsements: 10 points are awarded for each endorsement appearing on the current teacher certificate.
  4. Employees will be ranked based upon their highest evaluation over the past five years. Each component of the four domains will be scored as follows: each “distinguished” mark will result in four points to the employee’s score, while a “proficient” mark will result in two points. Employees whose evaluations show a basic or unsatisfactory score in the four domains will have their scores reduced by two points for each “basic” criterion and by four points for each “unsatisfactory” criterion. The teacher with the lowest score will be reduced first, second lowest score second, and so on until the required number of reductions are met. In the event of a tied score of individuals facing reduction, the School Board with superintendent advisement, will make the determining decision.

## ARTICLE XI - MISCELLANEOUS

1. Salary Payment: Teachers shall be paid in twelve (12) equal payments on or before the 25<sup>th</sup> of each month. Any teacher leaving the system may, subject to Superintendent approval and upon receipt of a resignation letter that includes the last day of work and

requested day of final payment, is paid the balance due him/her in one sum, Benefits will conclude the last day of the month of the final check.

2. Travel Reimbursement:
  - a. A district car shall be used when one is available.
  - b. Employees who must use their own vehicle for professional development or district business will be reimbursed at the current state per-mile rate. Mileage will be reimbursed on one (1) vehicle per event unless there are extenuating circumstances approved in writing by the Superintendent.
  - c. If an employee chooses not to use a district vehicle when one is available and has obtained written approval from the Superintendent, the reimbursement rate will be one-half the state per-mile rate.
3. The district will provide and maintain a list of current substitute teachers employed.

#### ACCEPTANCE AND SIGNING OF AGREEMENT

This agreement between the West Jefferson School District #253 Board of Trustees and the Educators of West Jefferson School District #253 is signed and adopted this 26th day of May 2022.

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Educators of West Jefferson School District # 253, President

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Date

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West Jefferson School District #253, Board Chair

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Date

Witnesses:

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West Jefferson School District #253, Superintendent

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Date

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Educators of West Jefferson School District #253, Secretary

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Date