

Northwest Public Schools

2016-17 Negotiated Agreement

Addendum

Teacher negotiations between the Northwest Public Schools District #82 Board of Education and the Northwest Education Association, recognized as the negotiations body for the teachers, have reached the following agreement for the 2016-17 school year.

A1. BASE SALARY: \$ 33,200

A3. HELPERS FOR ACTIVITIES Ticket Takers will be paid \$10 per hour; all other jobs will be paid \$15.00 per hour. Adopted: (6/11/84) Amended: (4/13/92) (7/11/94) (4/10/00) (6/14/10) (2/8/16)

A5. LEAVE INCENTIVE - District #82 will pay for unused leave annually as follows: sick leave in excess of fifty (50) days, with the maximum number of days that can be paid being ten (10) days; personal leave in excess of two (2) days, with a maximum number of days that can be paid being two (2) days, unless the teacher is resigning from the district, and then the maximum number of days would be four (4). Reimbursement rate is \$50.00 per day. Adopted: (4/13/81) Amended: (4/10/00) (5/13/02) (8/12/03) (2/8/16)

A6. STAFF/CURRICULUM DEVELOPMENT

Staff will be compensated at the rate of \$25.00 per hour for curriculum and/or staff development done outside of the contract day or contract year as requested by administration. Faculty members who substitute during their planning period will be paid \$25.00 per hour. Adopted: (5/13/91) Amended: (7/11/94) (8/14/95) (5/13/96) (5/12/97) (5/10/99) (1/8/07) (2/8/16)

C2. HEALTH INSURANCE – The District will provide and pay the Health and Dental premiums for employee, employee with child(ren), employee and spouse, or employee, spouse and children coverage based upon Blue Cross Blue Shield's Blue Preferred \$900 / \$3500 Dual Option Deductible Plan for Health and PPO 80% A & B with 50% C coverage for Dental. If an employee chooses the \$3500 Deductible Plan, the difference in the premium amount for the \$3500 Deductible plan compared to the \$900 deductible plan, will be contributed to the employee's Health Savings Account. The District will provide insurance coverage based upon an individual's FTE. Employees not electing insurance will receive \$3000. Individuals who elect single insurance will receive \$1250. The District will provide an optional Vision Service Plan to all staff members with the premium cost to be paid by the employees. (Amended 1/13/14) (2/8/16)

C7. GRIEVANCES

Grievances shall be filed and processed according to the procedures outlined in Appendix B. Adopted: (2/8/16)

D2. PERSONAL LEAVE - Annually each certified staff member will be granted two (2) days of personal leave. A faculty member can bank two (2) days from the previous year or years, and could have up to four (4) days of personal leave for any given year. To guard against depletion of available substitutes, requests for leave the day before or after a scheduled vacation will be approved on a first come first serve basis. Adopted: (5/29/86) Amended: (5/14/90) (4/10/00) (8/12/03)(2/8/16)

D3. SICK LEAVE - Annually each certified staff member will be granted ten (10) days of sick leave. A faculty member can bank ten (10) days annually, and could have up to sixty (60) days of sick leave for any given year. (2/8/16)

D5. CATASTROPHIC ILLNESS LEAVE:

In the event of a catastrophic illness of a certified staff member or a member of his/her immediate family, the eligible staff member may make withdrawals from a Catastrophic Illness Leave Bank. Immediate family shall include spouse, parent or child. To be eligible, a staff member must have exhausted all of his/her yearly days and accumulated sick leave days. A catastrophic illness or injury is defined as one which has totally incapacitated an employee's ability to work. The purpose of catastrophic leave is to provide additional paid leave in case of sudden, unforeseen, illness or disability of indeterminate duration. As such, catastrophic leave, when it is justified, will be granted by the Administration in its reasonable discretion. The District may request a doctor's statement explaining the nature and expected duration of the illness. (2/8/16)

E. EXTRA DUTY CREDITS - Following assignments may be reimbursed at the rate of: 1.00% of the base salary of \$ 33,200 or \$332.00. All teachers are employed with the understanding that they may be asked to sponsor at least one group or activity when they sign their contracts. Sponsors and extra duty assignments to be rotated when possible.

| | | |
|---------------------------|--------|-------|
| Asst. Cheerleader Sponsor | 3 - 7 | Units |
| Skills USA | 7 - 10 | Units |
| FCCLA | 7 - 10 | Units |

Any new head or assistant coach/sponsor hired may be put on the schedule at the discretion of the superintendent.

Date

Board President
Northwest Public Schools/District 82

Date

Negotiations Chair
Northwest Education Association

Northwest Public Schools 2016-17 Negotiations Agreement

A. SALARY/COMPENSATION

1. **BASE SALARY** - \$ 33,200
2. **CAREER INCENTIVE** - \$500 for teachers with a Masters Degree or MA/BA+36 who are at the end of the salary schedule. (Bottomed Out) Adopted: (6/12/89) Amended: (4/13/92) (5/13/96) (4/10/00) (1/8/07).
3. **HELPERS FOR ACTIVITIES** Ticket Takers will be paid \$10 per hour; all other jobs will be paid \$15.00 per hour. Adopted: (6/11/84) Amended: (4/13/92) (7/11/94) (4/10/00) (6/14/10) (2016)
4. **MILEAGE** - Mileage will be paid at the rate set by the Internal Revenue Service for the previous tax year. Adopted: (4/13/82)
5. **LEAVE INCENTIVE** - District #82 will pay for unused leave annually as follows: sick leave in excess of fifty (50) days, with the maximum number of days that can be paid being ten (10) days; personal leave in excess of two (2) days, with a maximum number of days that can be paid being two (2) days, unless the teacher is resigning from the district, and then the maximum number of days would be four (4). Reimbursement rate is \$50.00 per day. Adopted: (4/13/81) Amended: (4/10/00) (5/13/02) (8/12/03) (2/8/16)
6. **STAFF/CURRICULUM DEVELOPMENT**
Staff will be compensated at the rate of \$25.00 per hour for curriculum and/or staff development done outside of the contract day or contract year as requested by administration. Faculty members who substitute during their planning period will be paid \$25.00 per hour. Adopted: (5/13/91) Amended: (7/11/94) (8/14/95) (5/13/96) (5/12/97) (5/10/99) (1/8/07) (2/8/16)
7. **JURY DUTY** - Full salary less jury pay. (Teachers will turn money into Superintendent's office or pay will be deducted from teacher's salary.) Adopted: (4/13/81)

B. SALARY SCHEDULE/GRADUATE HOURS

1. **ADVANCEMENT** - on the salary schedule will be limited to 1 step vertically and 1 step horizontally for any given year. (Note: See documentation of hours) Adopted: (5/5/80) Amended: (1/8/07)
2. **DOCUMENTATION OF GRADUATE HOURS AS FOLLOWS:**
 - Graduate hours for advancement on the salary schedule shall be from an accredited graduate level institution. After earning a Master's Degree in the instructor's assigned area, post MA credit can be granted in any other education field (ex. A Science Instructor with a MA in Science could earn a degree in counseling for salary advancement. If a Science Instructor has a MA in Curriculum Instruction, hours beyond a MA must be earned in the Science field for salary advancement. Hours worked towards a counseling degree would not be accepted for salary advancement.) (Adopted 7/9/12)
 - Transcripts verifying successful completion of such hours will be sent to the Superintendent before the new pay period of the following year.
 - Failure on the part of the teacher to document hours may result in the non-approval of such hours by the Superintendent. Adopted: (4/13/81) Amended: (1/8/07)
3. **EXPERIENCE CREDITS** - A maximum of seventeen (17) years credit for previous experience outside Northwest Public Schools is granted if experience is secured in an accredited area.

Adopted: (5/29/86) Amended: (5/10/99) (4/10/00) (8/29/11)

4. **ADOPTION OF THIS SCHEDULE** - to be made by the Board of Education, hiring will be according to Schedule A when possible. Interpretation of this schedule may be by the Superintendent, the Board of Education and the NWEA negotiations committee. The board reserves the right to depart from schedule when necessary, but shall correct salary to this schedule at the earliest possible convenience.
Adopted: (4/17/75)

C. BENEFITS

1. **TAX SHELTERED PLANS** – The Board will continue to authorize eligible employees to make contributions to 403(b) investment plans of authorized private companies through established payroll deduction procedures under a written IRS compliant 403 (b) plan. Adopted: (4/17/75) Amended: (6/16/08)
2. **HEALTH INSURANCE** – The District will provide and pay the Health and Dental premiums for employee, employee with child(ren), employee and spouse, or employee, spouse and children coverage based upon Blue Cross Blue Shield's Blue Preferred \$900 / \$3500 Dual Option Deductible Plan for Health and PPO 80% A & B with 50% C coverage for Dental. If an employee chooses the \$3500 Deductible Plan, the difference in the premium amount for the \$3100 Deductible plan compared to the \$900 deductible plan, will be contributed to the employee's Health Savings Account. The District will provide insurance coverage based upon an individual's FTE. Employees not electing insurance will receive \$3000. Individuals who elect single insurance will receive \$1250. The District will provide an optional Vision Service Plan to all staff members with the premium cost to be paid by the employees. (Amended 1/13/14)
3. **INSURANCE CARRIER** - A committee will be established to advise in the selection of the insurance company and policy used by the staff at Northwest. This shall be composed of school board members selected by the board, (3) association members selected by the association, and the Superintendent of Northwest Public Schools. The committee will be implemented in years when the Northwest Board is considering a change of carrier. Adopted: (5/22/85)
4. **LONG TERM DISABILITY INSURANCE** - Employee will be responsible for paying the premium of the long-term disability insurance and will be reimbursed on a monthly basis for the amount of the premiums by the Northwest Board of Education. The employee will have the premium for LTD payroll deducted each month. Benefits will begin as the employee's sick leave is used up. Adopted (4/19/77) Amended (4/13/92)
5. **BOARD POLICY 11.06 RISK MANAGEMENT AND SAFETY COMMITTEE** - The Northwest Education Association agrees with the make up of the Safety Committee in Board Policy 11.06, and waives it's right to have a separate Safety Committee. Adopted: (8/14/95)
6. **IRS CAFETERIA 125 PLAN**
The Northwest District has in place and is the third party administrator of the Internal Revenue Service Cafeteria Plan. The IRS 125 Plan is audited on an annual basis at the end of the fiscal year. **Benefit Election:** Once an employee makes the Benefit Election, that election is irrevocable during the plan year unless the revocation is on account of and consistent with a change in a family status. Adopted: (4/13/92) Amended: (8/14/95)
7. **GRIEVANCES**
Grievances shall be filed and processed according to the procedures outlined in Appendix B. Adopted (2/8/16)

D. LEAVES

1. **PROFESSIONAL LEAVE** -Teachers and other employees are encouraged to participate in the professional and educational organizations, and as members of such groups, are expected to assume their responsibilities in as far as local, state, regional, or national meetings are concerned. Teachers and other certified employees may be granted professional leave annually without loss of pay from school duties. The

administration may arrange for a reasonable period of absence with or without expenses paid so that a staff member may meet his professional and educational obligations. Adopted (4/10/78)

2. **PERSONAL LEAVE** - Annually each certified staff member will be granted two (2) days of personal leave. A faculty member can bank two (2) days from the previous year or years, and could have up to four (4) days of personal leave for any given year. To guard against depletion of available substitutes, requests for leave the day before or after a scheduled vacation will be approved on a first come first serve basis. Adopted: (5/29/86) Amended: (5/14/90) (4/10/00) (8/12/03)(2/8/16)
3. **SICK LEAVE** - Annually each certified staff member will be granted ten (10) days of sick leave. A faculty member can bank ten (10) days annually, and could have up to sixty (60) days of sick leave for any given year. (2/8/16)
4. **CATASTROPHIC ILLNESS LEAVE:**
In the event of a catastrophic illness of a certified staff member or a member of his/her immediate family, the eligible staff member may make withdrawals from a Catastrophic Illness Leave Bank. Immediate family shall include spouse, parent or child. To be eligible, a staff member must have exhausted all of his/her yearly days and accumulated sick leave days. A catastrophic illness or injury is defined as one which has totally incapacitated an employee's ability to work. The purpose of catastrophic leave is to provide additional paid leave in case of sudden, unforeseen, illness or disability of indeterminate duration. As such, catastrophic leave, when it is justified, will be granted by the Administration in its reasonable discretion. The District may request a doctor's statement explaining the nature and expected duration of the illness. (2/8/16)

E. EXTRA DUTY CREDITS

Following assignments may be reimbursed at the rate of 1.00% of the base salary of \$33,200 or \$332.00 per unit. All teachers are employed with the understanding that they may be asked to sponsor at least one group or activity when they sign their contracts. Sponsors and extra duty assignments to be rotated when possible.

This schedule is negotiable every 3 years. Next negotiable date will be for the 2018-19 fiscal year.

| | | |
|-------------------------------------|--------|-------|
| Drama | 7 - 12 | Units |
| Speech | 7 - 12 | Units |
| Asst. Drama/Speech | 3 - 8 | Units |
| Musical Director. | 7 - 12 | Units |
| Asst. Musical Director | 3 - 7 | Units |
| Musical Orchestra Director | 2 - 3 | Units |
| Stage Production Director | 4 - 8 | Units |
| Learning Center Director | 4 - 8 | Units |
| Vocal Music-Concerts/Contest | 4 - 8 | Units |
| Vocal Music Swing Choir | 5 - 10 | Units |
| Instrumental Music Concert/Contests | 7 - 12 | Units |
| Pep Band | 3 - 5 | Units |
| Jazz Band | 4 - 8 | Units |
| FFA | 8 - 14 | Units |
| Yearbook | 5 - 10 | Units |
| Cheerleader Sponsor | 7 - 10 | Units |
| Asst. Cheerleader Sponsor | 3 - 7 | Units |
| Dance Team Sponsor | 7 - 10 | Units |
| FBLA | 7 - 10 | Units |
| Skills USA | 7 - 10 | Units |
| FCCLA | 7 - 10 | Units |
| Student Council | 4 | Units |
| Junior Class Sponsor | 3 | Units |
| Senior Class Sponsor | 2 | Units |
| Honor Society Sponsor | 2 | Units |

| | | |
|---|---|------------|
| Student Study Team | 2 | Units |
| Letter Club Sponsor | 1 | Unit |
| RTI Team Member | 2 | Units |
| Crisis Response Team Coordinator - | 2 | Units Each |
| Core Team Leaders | 1 | Unit Each |
| Department Heads | 2 | Units |
| School Improvement Chair (1 per building) | 1 | Unit |

CATEGORY I

| | |
|-------------------------|---------------|
| Head Varsity Football | 11 - 20 units |
| Head Varsity Volleyball | 11 - 20 units |
| Head Varsity Basketball | 11 - 20 units |
| Head Varsity Wrestling | 11 - 20 units |
| Head Varsity Track | 11 - 20 units |
| Head Soccer | 11 - 20 units |
| Head Softball | 11 - 20 units |
| Weight Room Coordinator | 11 - 20 units |

CATEGORY II

| | |
|--------------------------|-------------|
| Assistant Football | 7- 15 units |
| Assistant Volleyball | 7- 15 units |
| Assistant Basketball | 7- 15 units |
| Assistant Wrestling | 7- 15 units |
| Assistant Track | 7- 15 units |
| Assistant Soccer | 7- 15 units |
| Assistant Softball | 7- 15 units |
| Head Freshman Football | 7- 15 units |
| Head Freshman Track | 7- 15 units |
| Head Freshman Volleyball | 7- 15 units |
| Head Freshman Basketball | 7- 15 units |
| Head Cross Country | 7 -15 units |

CATEGORY III

| | |
|-------------------------------|--------------|
| Head Golf Coach | 6 - 12 units |
| Assistant Cross Country | 6 - 12 units |
| Assistant Freshman Football | 6 - 12 units |
| Assistant Freshman Volleyball | 6 - 12 units |
| Assistant Freshman Basketball | 6 - 12 units |
| Weight Room – per season | 6 - 12 units |

CATEGORY IV

| | |
|-----------------------------|--------------|
| Assistant Golf | 5 – 10 units |
| Head Coach – Middle Schools | 5 – 10 units |

CATEGORY V

| | |
|------------------------------------|-------------|
| Intramural Director (Per Activity) | 3 - 5 units |
| Assistant Coach – Middle School | 3 – 5 units |

CATEGORY VI – Middle School

| | |
|------------------|------------------------------------|
| Drama | 4 – 7 units |
| Assistant Drama | 3 – 5 units |
| Honor Choir | 3 –5 units: outside the school day |
| Yearbook | 4 units (1 per building) |
| Cheerleader | 3 units (1 per group) |
| Student Council | 2 units (1 per building) |
| Elementary Music | 2 units (1 per instructor) |

A unit will be 1.00% of the base.

All coaching personnel will advance 1 unit per year.

Any new head or assistant coach/sponsor hired may be put on the schedule at the discretion of the superintendent.

Adopted: (6/12/89) Amended: (4/13/92) (7/11/94) (8/14/95) (5/13/96) (5/12/97) (11/12/01) (2/14/05) (1/8/07)
(6/14/10) (7/9/12) (12/10/12) (1/13/14) (2/8/16)

NORTHWEST PUBLIC SCHOOLS GRIEVANCE POLICY

APPENDIX B

Staff Grievance Policy

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee is encouraged to bring the matter to the attention of the District administrator who oversees their department.

This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties. It will be incumbent upon all district employees to follow these procedures to settle their grievances.

Within this general framework, the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage employee expression regarding work conditions that affect him or her.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect employees.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

Complaints Grievance Procedure

The District's grievance procedure is the channel of appeal which shall be used by employees to seek just and productive solutions to employee and policy conflicts. Employees who are aggrieved by the actions and decisions of supervisory staff, other employees, or the effects of District policy, shall seek solutions through the following procedures:

STEP #I

1. Informally present and discuss your grievance matter with your immediate supervisor.
2. If the grievance matter is not resolved to your satisfaction, state your grievance in writing to your immediate supervisor.
3. The immediate supervisor shall provide you with a written decision and reasons within five (5) work days after receiving your written grievance.

STEP #II

1. If the grievance is not resolved to your satisfaction, appeal your grievance to the principal or next ranking supervisor (follow the chain of administrative organization) within five (5) work days.
2. Present your written grievance statements and accompanying documents to the next succeeding supervisor in charge.
3. The supervisor receiving your written appeal shall arrange a review conference with the employees involved within five (5) work days.
4. The receiving supervisor shall provide the involved parties his/her written decision within five (5) work days following the review conference.

STEP #III

1. If your grievance remains unresolved to your satisfaction, file a written appeal with the Superintendent of Schools.
2. Provide the Superintendent with all documents from the preceding procedural steps.
3. The Superintendent shall hold a review conference with the parties involved within five (5) work days after receipt of a grievance appeal.
4. The Superintendent shall provide his/her written decision and reasons to the involved parties within five (5) work days after the review conference.

STEP #IV

1. If your grievance remains unresolved, appeal in writing to the Board of Education by giving notice to the Board President.
2. Provide the Board President with all written documents from the preceding steps of the appeal process.
3. The Board President shall arrange a conference with the board and all involved parties after receiving the written appeal request as soon as practical but not later than the next regular Board meeting (unless the appeal request is received within three (3) days of the next regular Board meeting, in which event the conference shall be held at the next following regular Board meeting).
4. After the conference the Board President shall provide to all parties the written decision of the Board of Education as soon as practical. The decision of the Board of Education shall be final.

STEP #V

When an employee grievance matter concerns employment conditions covered in the current board/teacher representative written negotiated agreement, the employee may appeal a Board decision to the Commission of Industrial Relations.

Any claimant shall be entitled to representation of his/her choice when a grievance claim is appealed through the procedure of the Board of Education.

CONDITIONS AND LIMITATIONS OF GRIEVANCE PROCEDURE

1. A grievance against actions and decisions of an immediate supervisor – Begin procedure at Step #1.
2. A grievance against the actions and decisions of a principal – Begin procedure at Step #II.
3. A grievance against the actions and decisions of Superintendent – Begin at Step #III.
4. A grievance against the actions and decisions of the Board of Education – Begin at Step #III.
5. A grievance against another non-supervisory employee – Begin at Step #II.
6. A grievance resulting from the interpretation of policies in the District's policy manual – Begin at the supervisory step of the individual making the interpretation.
7. A grievance which is created by the correct administration of District policy – Begin at Step #III.

Filing of Complaint

A complainant must file a complaint within thirty (30) days after the event or action which the complaint is based upon.

Misuse of Procedure

Repeated use of the grievance procedure through Step #IV for frivolous and unsupported reasons will result in disciplinary action by the Board of Education. Only the Board of Education shall make this determination.

Employee complaints not channeled through this communications procedure will be handled as malicious gossip and petty gripes and may cause the employee to be charged with unprofessional conduct and/or insubordination.

Grievance Procedure Conditions

It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

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

Staff who seek to appeal the decision of any supervisor shall notify the supervisor in writing of their action seeking to appeal the decision or actions.

Grievance Policy Appeal Form

Name _____ Assigned Building _____

STEP #I – Initial Completed Steps

- ____1. I have informally discussed my concern with my immediate supervisor on: _____. Date _____
- ____2. My problem was resolved.
- ____3. I have stated my problem to my immediate supervisor in writing.
- ____4. I have received the written decision and reasons from my immediate supervisor.

STEP #II – Initial Completed Steps

- ____1. I seek to appeal the decision and actions of my immediate supervisor as a grievance.
- ____2. I have provided my written grievance statement and immediate supervisor's written decision to (Name) _____.
- ____3. A Step #II conference was held with the following supervisors and personnel present at the review conference. _____.
- ____4. I have received the written decision and reasons from (supervisor) _____.

USE THIS SECTION IF ANOTHER SUPERVISOR IS INVOLVED IN THE APPEAL PROCESS – Initial Completed Steps

- ____1. I seek to appeal the decision and action of supervisor _____ to supervisor _____.
- ____2. I have provided Supervisor _____ with my written grievance and the preceding decisions.
- ____3. A review conference was held on (Date) _____ with the following Supervisors and personnel present at the conference. _____.
- ____4. I have received the written decision and reasons of supervisor _____.

STEP #III – Initial Completed Steps

- ____1. I seek to appeal the decision and actions of Supervisor _____ to the Superintendent of Schools.
- ____2. I have provided the Superintendent with all written documents from previous appeal steps.
- ____3. The Superintendent has held a review conference on date: _____ with the following supervisors and personnel present: _____.
- ____4. I have reviewed a written copy of the Superintendent's decision and reasons.

STEP #IV – Initial Completed Steps

- ____1. I seek to appeal the decision and actions of the Superintendent of Schools.
- ____2. I have provided written documents of each step of the appeal process to the president of the Board of Education.
- ____3. The Board of Education granted me an appeal hearing on date: _____.
- ____4. I have received a copy of the Board's decision and actions.

STEP #V – Initial Completed Steps

- ____1. I seek to appeal the decision of the Board of Education to the Commission of Industrial Relations.

The aggrieved employee shall initial each item completed in the appeal process and sign at that step they feel the matter was satisfactorily resolved. The supervisor resolving the grievance matter shall keep the appeal form on file.