



# CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

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## CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

### **F-2 Teacher School Warrants (Payment Conditions)**

The 15th day of the month is the pay date unless the 15th falls on a weekend or holiday, at which time, pay will be distributed on the last working day before the weekend or holiday.

All monies owed any individual will be paid in full on the last contract day, providing the individual has met all district employment obligations.

June and July warrants can be held until June 15.

Teachers will be paid 12 months of once monthly equal warrants.

Individuals will make appropriate advance arrangements to cover summer insurance premiums and/or any other payroll deducted payments. This would allow coverage to continue uninterrupted. The business office will provide the necessary documentation.

The language on the individual employment will reflect items on the individual teacher's paycheck portal.

2018, 2007, 1999, 1993, 1989, 1976

### **F-3 Activity Pass**

Each teacher shall receive an activity pass that will admit the teacher and his/her immediate family to all school sponsored activities. The teacher's school identification badge shall be used as the activity pass. Immediate family includes spouse and children. Employee must accompany family.

2018, 1987, 1977

### **F-4 High School Department Head Compensation (Elementary Grade Level Chairperson)**

Due to the transition to PLC and guiding coalitions, the position of department head has been eliminated with the exception of special education site coordinators (previously special education department head).

2018

This item was referred to a study committee charged with examining the following:

1. Job description of department heads
2. Department categories and numbers of persons in each department
3. Selection of process of department heads

4. Feasibility of adding junior high and upper elementary heads
5. Feasibility of adding grade level coordinators for each grade level K-4 at the three elementary sites
6. Equality of additional planning time for department heads\grade level coordinators balanced against extra duty compensation
7. Other information related to committee charges.

The committee met and made recommendations to the superintendent and to the CCTA president in October 1994. The recommendations were approved but funding was not available to fund the recommendations.

The Negotiations Team for 1998-99 made the recommendation that the department heads\grade level chairpersons put in place and funded for the 1998-99 school year.

1998, 1994, 1979

A detailed listing can be found in the appendix. \*\*\*APPENDIX NEEDED\*\*\*

#### **F-5 Dental And Vision Insurance**

The district shall make available dental and vision insurance pursuant to guidelines established by the Oklahoma State and Education Employees Group Insurance Board. These guidelines currently require that the employee have group health insurance (either with the district or another provider) in order to be eligible for dental and/or vision insurance.

2018, 2000, 1975

#### **F-6 School Event Compensation**

Teachers who work the gate at athletic events shall be compensated.

Nothing contained herein precludes a volunteer working an event from choosing to refuse compensation.

2018, 2000, 1992, 1988, 1978, 1975.

#### **F-7 Above Degree Hours Incentive Pay**

Incentive pay for hours above Bachelors Degree shall be \$125 for each five (5) hours up to a maximum of 30 hours.

Incentive Pay for hours above Masters shall be \$125 for each 5 hours up to a maximum of 60 hours.

The hours shall be approved by the committee constituted by the Local Above Degree Hours Guidelines (F-9). Proof of satisfactory completion of course work (photocopy of transcript) must be filed with the committee on or before October 1 of each year.

2018, 1989, 1988, 1982, 1980, 1979, 1978

#### **F-8 Above Degree Hours Incentive Pay (Guidelines)**

All credit hours above a bachelors or masters degree earned by September 1 of current school year shall be considered for approval. In order to be paid for the current school year, teachers must submit official transcripts and application for incentive pay to the CCTA building representative by October 1 of the current school year.

A committee consisting of the CCTA building representative, the CCTA President and the Superintendent, or designee will consider all applications for incentive pay.

Application will be in writing and on forms designed by the committee and may be submitted to any building representative. The Superintendent or designee will set the meeting date to consider the applications on or before November 1.

Course work filed after October 1 will not be accepted or considered for incentive pay for the current year. It can be submitted the following school year.

It is agreed that the only requirements for approval of a course shall be that the committee agreed by a majority vote that the course work as described in the granting institution college catalog should be beneficial to the applicant in his/her role as an educator.

Incentive pay granted for each five (5) hours above Bachelor and Master Degrees will be itemized and paid by a separate warrant on approximately December 10. A teacher not fulfilling his/her contract will pay back on a pro-rata share of his/her incentive pay based on 181 day contract.

2018, 1989, 1988, 1982, 1978

Form can be found in the appendix of the contract.

#### **F-9 Personal Leave Pay**

Each teacher who does not use part or all of district paid personal day shall receive \$65.00 per remaining personal days or \$32.50 per remaining ½ days. (One-half day constitutes the period beginning or ending closest to 11:45 a.m.) Payment shall be made by a separate warrant.

Any teacher may choose to redesignate unused personal leave days as sick leave days to accumulate for the following year(s). If this optional leave is chosen, it is understood no payment for unused personal days will be made.

Notice of intent to receive payment for unused personal leave days rather than roll them into accrued sick days must be made in writing to the business office within the first two weeks of the school year.

2018, 1993, 1989, 1986, 1984

#### **F-10 Extra Duty Payment**

The extra-duty index will be replaced by the accompanying extra-duty stipend schedule.

The Extra-curricular Duty Stipend Schedule will be addressed as a concern yearly.

No individual shall seek change(s) in this schedule or addition(s) to this schedule without submitting a complete, detailed statement of all extra duties and time spent on these extra duties and responsibilities to the site administrator by February 28 of a given school year.

All stipends shall be clearly listed and available for all faculty to view.

2018, 1993, 1992, 1988, 1985, 1982

Extra Duty Schedule can be found in the appendix.

#### **F-11 Masters/Doctorate Degree Salary**

When certificated personnel complete the Master or Doctorate degree requirements by mid-term of each school year, the salary schedule for the individual teacher will automatically be advanced to the Master/Doctorate Degree schedule beginning with the February warrant, provided the teacher notifies the central office and provides documentation.

2018, 1989, 1982

#### **F-12 Salary Forfeiture**

A teacher shall forfeit 1\181 of contract salary per day for any absence not authorized by negotiated leaves, granted professional leave(s), or leave that Oklahoma statutes require that only the cost of the substitute shall be deducted. Additionally, any salary forfeiture day taken will impact a service year in Oklahoma Teachers' Retirement System.

2018, 1993, 1989, 1988, 1982, 1980

#### **F-13 Retirement Compensation**

The District shall award each teacher who has at least Five (5) years service to Claremore Schools, upon retirement, thirty-five dollars (\$35) for each day of accrued sick leave up to a maximum of one hundred forty days (140 days) provided the teacher retires with a combination of age and service equating eighty (80) or ninety (90) years.

2018, 2004, 2000, 1988, 1987, 1985, 1984, 1980

#### **F-14 Retirement Benefit**

The District shall pay to the Teacher's Retirement System of Oklahoma, (TRS), the entire percentage contribution for both certified and district.

2018, 1988, 1987, 1986, 1985



**F-15 Plan 125 Benefit**

When the school system enters into a contract for an IRS 125 Plan with an approved plan administrator, then employees may voluntarily participate in this plan with no administrative cost to the teacher.

2018, 1989

**F-16 Compensation**

Each certificated teacher employed by the Claremore District shall receive compensation determined by the compensation schedule. (This does not include incentive pay or extra duty stipends. See the compensation schedule.)

A decision regarding off-scale compensation shall be voted upon by teachers.

2018, 2004, 2001, 2000, 1993, 1988, 1982, 1981

**F-17 Increment (Step) Funding**

The Board of Education is committed to the principle of funding the increment (step) as reflected in the Claremore teacher salary schedule.

When funding is available, teachers will move the appropriate step (s) on the Claremore salary schedule.

When funding becomes available during the school year, the increment should be added to the remaining salary warrants if the step was not given.

If steps have been rolled back, then the previous salary schedule will be restored.

Teachers must have served 120 days of the corresponding school year in the Claremore School System to be eligible for the increment paid during the school year.

2018, 1988, 1983

**F-18 Health Insurance Compensation**

**For the 2004-05 school year, 100% of a single premium Health Choice High Option will be available to every certified employee on the State Health Insurance Plan**

Plan participation requirements shall be established in Oklahoma State and Education Health Insurance Plan regulations.

Teachers not participating in the state insurance plan will receive compensation in the amount of \$69.71 per pay period.

2018, 2004, 2003, 2002, 2001, 2000, 1999, .....1989

**F-19 Death Benefit Of Deceased Employee**

If a teacher dies while employed by Claremore Schools, the District shall award payment of unused sick leave to the designated beneficiary, as listed in the Teacher Retirement System. Payment will be thirty dollars (\$30) for each day of sick leave up to a maximum of one hundred twenty days (120 days) accrued with Claremore Schools. No payment shall be considered for accrued sick leave days transferred from another district.

2018, 1988, 1987

**F-20 Bought Planning Period**

For all bought planning periods that include student supervision, pay will be based on the fraction of the student day and school year taught. This fraction of the individual's salary will reflect the individual's degree level and years of experience.

Assumption of planning period instruction assignment will be voluntary. The planning period assignment shall be with the approval of the site administration.

The compensation for a partial year assignment will be pro-rated.

2018, 1992, 1988, 1987

**F-21 One-Half Year Salary Schedule**

Beginning with the 1988-89 school year, teachers with one-half (1/2) year teaching experience beyond the total full years' experience shall be advanced to the next step on the salary schedule. Example: A teacher with 5 1/2 years experience shall receive compensation at the 6 year salary scale. A total of 90 days shall be equivalent to 1 1/2 year teaching experience. Any combination of half days and \or full days to total 90 days shall be considered one-half (1\2) year. The 90 days need not be consecutive, but must be served in two (2) consecutive years. The 90 days shall be contract days; substitute teaching days shall not be considered for credit for half year salary step.

We will check legality of this item.

2018, 1987

**F-22 Mileage For Shared Teachers**

The Claremore School District will pay one way mileage (between buildings) for teachers who work at two or more buildings.

The amount for reimbursement will be the current school district rate for mileage. Payment will be paid one time a year based on the student days taught by the teacher.

The number of student days taught will be accessed through records kept in the Superintendent's office.

1992, 1991

**F-23 Summer School Teachers**

Summer school teachers will be paid at the rate of \$ 25.00 per hour.

2018, 1998, 1990

**F-24 Career Stipend**

Claremore Public Schools will pay each teacher who has completed his or her 28th year a stipend of \$1700.

The career stipend is not contingent upon an available fund balance. The stipend will be issued in a separate paycheck on June 16 to each employee who

1. was employed by the district for the complete current school year
2. was employed for the current year, regardless of employment status with the district for the following year

Stipend amounts to be paid are:

Step 25 - \$ 400

Step 26 - \$ 800

Step 27 - \$1000

Step 28 and above \$ 1300

The career stipend shall not be considered to be salary or benefits for any reason under Oklahoma Statute Title 70, section 18-114.9 (A). This stipend has been negotiated with the employee organization (CCTA) and the stipend and the limitations as set forth above were knowingly and voluntarily entered into in order to obtain the stipend. The school district and employee organization agree that the stipend would not have been offered to employees in the absence of the limiting language set forth in this agreement. The career stipend is intended to compensate for the absence of Step increases above 28 on the Claremore Public Schools pay scale.

Beginning with the 2019-2020 school year, the stipend for Steps 25-28 will be eliminated, and the stipend amount for Steps 29 and above will be increased to \$1700. Teachers who are off-scale and who have been employed by Claremore Public Schools for 18 years or more shall receive a career stipend amount of \$2500. For the 2018-2019 school year, those employees currently at Steps 25 and above will continue to receive the stipend amounts stated above. Teachers who are at Step 25 or above for the 2018-2019 school year will continue to be compensated at the Steps 25-28 rates and will not participate in the new career stipend system.

2018, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999



## CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

### **L-1 Sick Leave**

Unused sick leave will be allowed to accumulate to an unlimited number of days. Sick leave will be granted to each employee, each year, according to state law (10 day for 10 months, 11 days for 11 months, 12 days for 12 months).

No more than sixty (60) accumulated days can be transferred into the Claremore District from another school district within the state.

All accumulated sick leave may be used for employee accidental injury, illness, or pregnancy or immediate family accidental injury or illness. (Immediate family is defined as spouse, parents, children, brother, and sister.)

2018, 1990, 1989, 1987, 1986, 1981, 1979, 1977

### **L-2 Emergency Leave**

Each teacher shall be granted five (5) days emergency leave during each school year without loss of pay.

Emergency leave shall be defined as any leave which is of an urgent nature requiring immediate and timely attention within an unexpected set of circumstances, and when all other appropriate leave has been exhausted. Verification may be required.

The emergency leave shall not be granted for the following:

- a. A pleasure trip (conventions with or without spouse, sporting events, shopping, etc.)
- b. Any event which involves monetary gain to the teacher (exception – estate settlement of immediate family member).
- c. An attempt to seek another job.
- d. Inclement weather.

#### **Procedure for application**

The teacher will contact the building principal and obtain the appropriate form. Request may be made and granted by telephone with the appropriate form being filed within one working day upon return to work.

If emergency leave is denied by the building principal, the teacher may appeal to the superintendent only.

2018, 1997, 1994, 1989, 1980

### **L-3 Family & Medical Leave**

The Board of Education will provide up to 12 work weeks of unpaid leave to employees who have been employed at least one year in this school district and have exhausted their leave options for the following reasons:

1. Birth, adoption or foster placement of a child by an employee
2. **To care for a spouse, son, daughter, or parent who suffers from a serious health condition**
3. For a serious health condition the employee is experiencing.

If the superintendent deems it necessary or desirable, the employee may be required to provide certification from a physician of the necessity of any leave requested.

The superintendent may require certification as to the date of the medical condition began, the anticipated duration, and prognosis.

The parties will comply with the Family and Medical Leave Act. For application of this article, refer to board policy for clarification and administration of guidelines.

1994, 1993, 1977

### **L-4 Extended Leaves Of Absence**

Extended leaves of absence without pay may be granted for reasons stated in this section only after the employee has been employed by the Claremore School District for at least three years as a full-time contract employee. Extended leaves of absence will not be granted to employees who do not meet the conditions or who fail to follow the procedures outlined in these items. An employee requesting an extended leave of absence or renewal of a previously granted extended leave of absence shall submit a written request to the superintendent. Such request shall designate the reason for such leave, and the beginning and terminal dates of the requested leave and shall be filed, when possible, not less than one month prior to the beginning date of the requested leave of absence. All extended leaves of absence shall expire automatically on June 30 of each year, subject to renewal. If the position of the employee is eliminated during the first academic year of the extended leave of absence, the employee shall be returned to a substantially equivalent position.

Extended leaves of absence are granted in the following situations:

#### **A. Infant Child Care**

An employee may request an extended leave of absence in order to care for a newborn or adopted child in the immediate family.

#### **B. Personal Illness**

Requests for leaves of absence for personal illness, requests to return from such leaves, or requests to extend such leaves must be accompanied by physician's statement. The statement will indicate the nature of the illness and specifically state that the individual is unable to perform his/her assigned duties or other gainful employment. The statement of return shall indicate that the employee has sufficiently recovered to resume normal duties. Teachers on leave of absence for personal illness will not be permitted to substitute teach.

**C. Caring for Sick Member of Immediate Family**

Request for leave of absence to care for a sick member of the employee's immediate family must be accompanied by a physician's statement. Immediate family is defined as child, spouse, or parent.

**D. Other**

Extended leaves of absence for reasons other than those listed in previous sections

A through D may be recommended by the Superintendent to the Board of Education when in judgment of the Superintendent such leave would be in the best interest of the school system and/or the teacher.

**RETURN TO WORK**

Approval to return from extended leave must be secured in advance of the requested date of return. Requests should be in written form and directed to the Board of Education.

Requests to return from extended leave for personal illness or temporary disability must include a physician's release to return to work, stating that the employee has sufficiently recovered to resume normal duties.

If a request for a return or for the extension of an extended leave of absence has not been submitted in writing to the Superintendent prior to March 1 each year, the leave will lapse, and the individual's employment will be deemed to have been terminated.

An employee who has taken a one-year leave of absence may return to the same position. An employee who has taken a leave of two years will be returned to a position for which he or she is qualified.

2018, 1983, 1979

**L-5 Personal Leave (Optional Unused Sick Leave)**

Each teacher will be granted three (3) days of personal leave during each school year without loss of pay. Those three (3) days are permitted to be used in whole or half without restriction or limitation. Upon notice to the immediate supervisor of intent, the leave shall be granted, without reason or explanation required. Written notice shall be given at least 24 hours prior to the date of leave.

The personal leave shall not be cumulative from one school year to the next. Any of the three (3) unused personal leave days may be sold back to the district at \$65 per full day or \$32.50 per half day or may be rolled into additional accumulative sick leave. Payment of personal leave day shall be made by separate warrant.

Unused personal days will be automatically rolled over into sick leave days unless a teacher notifies the business office otherwise. Notification must be made in writing and sent to the personnel office within two (2) weeks of the beginning of the school year.

Forms will be placed in the CPS Google Team Drive.

Personal leave cannot be taken one day before or after the following holidays: Labor Day, fall break, Thanksgiving break, winter break, spring break, Memorial Day, or any other holiday during which school is not in session.

2018, 1992, 1990, 1989, 1988, 1987, 1984

#### **L-6 Personal Business Leave**

Three (3) days of personal business leave are available to each teacher at the substitute deduct rate.

Personal business leave shall be defined as days in which the teachers may conduct personal business that must be conducted at times when school is in session. Personal business leave will not be granted for participation in non-educational political activities, social activities, seeking or interviewing for other employment, performing a service for wages, or participation in entertainment, travel, or recreation.

Prior approval from the superintendent must be obtained before personal business leave can be taken.

Personal business leave shall not be cumulative for one school year to the next.

An annual accounting of accumulated leave will be posted at each building site, including the following information:

- 1) accumulated sick leave
- 2) unused personal leave rolled into accumulated sick leave
- 3) accumulated sick leave brought from employment in other Oklahoma districts.

2018, 1993, 1992

#### **L-7 Bereavement Leave**

Each teacher shall be granted up to seven (7) working days bereavement leave without loss of pay which shall apply to each occurrence of death to the immediate family.

Immediate family shall be defined as related to the teacher by first degree or second degree of affinity including legal guardian.

Each teacher shall be granted up to two (2) days bereavement leave without loss of pay and which shall apply to each occurrence of death of any other family member.

When the occurrence of death to the immediate family involves a distance greater than 200 miles from Claremore, the teacher shall be granted up to seven (7) bereavement days and two (2) travel days without loss of pay.

Personal days may be used in combination with bereavement days. Emergency days may be applied for at the same time.

If emotionally distraught over death or injury, then the employee may request the bereavement be extended by the Superintendent. Such extended leave will be charged as sick leave.

Degrees are defined as the following: First degree – father, mother, husband, wife, and children. Second degree – grandfather, grandmother, brothers, sisters, father-in-law, mother-in-law.



In the event of the death of a non-family member, the teacher may submit a request to administration and the details and arrangements for attendance will be arranged by the principal who will have the final approval.

2018, 1997, 1996, 1992, 1989, 1986, 1982, 1980

## **L-8 Catastrophic Sick Leave Bank**

The Claremore School District will provide a catastrophic sick leave bank in which it will provide one (1) day per year, per teacher, non accumulative.

Consideration for use of this bank will be made only after all accrued sick leave (L-1), sick leave benefit (L-10), emergency leave (L-2), and personal leave (L-5) have been exhausted by the applicant. If the catastrophic leave is for the employee, the statutory emergency leave at substitute deduct rate must be exhausted before applying for the catastrophic leave. If the catastrophic leave is for spouse, child, or parent, the 20 days statutory emergency leave at substitute deduct will not apply.

In order to be considered for catastrophic sick leave, written application must be made before or within thirty (30) days after all other above leaves have been exhausted. Telephone request for application form shall serve as official notice that catastrophic leave is being requested and that the committee should be formed.

Within thirty (30) days of application for catastrophic sick leave, the Superintendent or designee will schedule a hearing date for the committee to schedule a hearing date for the committee to consider the application.

The committee will be composed of the Superintendent or designee, the applicant's building principal, the CCTA president or designee, and the applicant's building representative.

The charges of the committee will be:

1. consideration of approval of application and
2. if approved, the number of days granted plus any stipulations or conditions.

**Following the committee hearing, its findings will be announced and then reduced to writing and forwarded to the applicant.**

The use of this bank shall be limited to a total of thirty (30) days per year, per teacher.

Catastrophic illness shall be defined as a debilitating or life-threatening disruption of the environment of the employee or employees' immediate family (first degree – children, spouse, parents) which may or may not be terminal.

Catastrophic may include but not be restricted to following:

1. Organ transplant

2. Cancer, excluding basal carcinoma or non-debilitating cancer
3. By-pass surgery
4. Accidental injury involving long-term hospital confinement (longer than 10 days)
5. Illness involving long-term hospital confinement (longer than 10 days), plus rehabilitation time but not elective hospital confinement when such confinement can be scheduled during school break or during the summer.
6. Hospital confinement of children living in the home (illness of serious nature, not elective surgery.)
7. Heart attack
8. Stroke

2018, 1989, 1986, 1985

#### **L-9 Long Term Leave Salary Deduction**

Any teacher expecting to have prolonged absence for personal accidental injury, illness, or pregnancy or family accidental injury or illness shall have a conference with the Superintendent to clarify the loss of salary conditions.

If, after exhausting all applicable leaves (L-1, L-2, L-3, L-5, L-7, and L-9), a teacher is absent from his/her duties due to personal accidental injury, illness or pregnancy, or family accidental injury or illness, the teacher shall receive for a period of not to exceed twenty (20) days his/her full contract salary less the amount:

1. actually paid a certified substitute for his/her position if a certified substitute is hired at an amount not to exceed the B-5 level on the salary schedule;
2. normally paid a certified substitute for his/her position if a certified substitute is not hired.

2018, 1989, 1987

#### **L-10 Sick Leave Benefit**

The Claremore School District shall provide an additional ten (10) days of sick leave for:

1. continuous long-term personal illness, accidental injury, or pregnancy
2. continuous long-term family member illness.

The teacher will qualify for this benefit when all accumulated sick leave has been exhausted . This will be available prior to the use of emergency leave provided by the State of Oklahoma in Sec. 116, School Laws of Oklahoma.

This leave benefit may be taken in whole or part as needed.

2018, 1989, 1987

**L-11 Sick Leave and/or Personal Leave Transfer**

A teacher may transfer a combination of his/her personal days and/or accumulated unused sick days up to three (3) days to a specific colleague who has exhausted all other leaves available through the negotiated agreement. The school board may authorize additional days.

Names of participants will remain confidential.

The school district will record these designated days to exactly match days used by the recipient. The transfer of days will be made via the designated transfer form available through the Superintendent's office.

This item conforms to state statute (70-6-104.6).

2018, 2000, 1990



CCTA, is to establish procedures to strengthen methods of administrating employer-employee relations through the establishment of an orderly process of communications between the school employees and the school district. The Board and CCTA do hereby agree that all negotiations will be done in good faith and on wages, hours, fringe benefits and other terms and conditions of employment.

#### STATEMENT OF RECOGNITION

The CCTA shall be exclusive representative of all employees of the Claremore Public Schools required by position to be licensed or certified as teachers, or entry year teachers and other certified staff who do not hold supervisory authority with respect to other teachers in the district in accordance with Oklahoma Statues (70-509-2)

#### RULES AND POLICIES

All meetings will be closed except to members of the negotiation teams and their invited guests; invited guests will number no more than one for each team at any given meeting. The negotiations team shall consist of representatives from elementary and secondary schools.

All meetings will be held in a mutually accepted place, which will be chosen and arranged by both spokespersons.

The Board and the CCTA will make available to the other side any information either deem necessary to conclude negotiations.

This procedural agreement shall remain in effect until such time either party may wish to reach a new agreement, provided that any changes in the agreement shall be prepared and made effective between the commencement of fall school term and September 1 of a given school year. Any changes shall be prepared and presented to the faculty at the back to school convocation.

Nothing in the agreement shall be interpreted as a denial of the rights of any member of the CCTA to appear before the Board or the administration on his or her own behalf.

#### NEGOTIATIONS PROCEDURES

The Board and the CCTA shall each designate a spokesperson who will be responsible for establishing the time, place and agenda for meetings and speaking for their representative sides at said meetings. The CCTA must present all items of negotiation at the first meeting of the teams.

Teams shall work in good faith in order to complete the final negotiation package by the first student day of school. Pre-negotiation meetings shall occur prior to June 15. Negotiations with the Superintendent or Superintendent's designee shall be presented to membership for ratification no later than September 1.

If negotiations are not successfully concluded by the first student day of school, impasse shall exist. The parties may mutually agree to extend impasse deadlines. At any earlier time, either party may declare impasse.

In the event an impasse on unresolved items of the negotiations package develops, a neutral mediator will be selected by both sides. If this does not resolve the impasse, the procedure shall be followed as outlined by state law.

Only the negotiations package agreed upon by both teams shall be recorded. These items shall be signed by both teams and presented to the Board and CCTA within forty (40) days.

2018, 1993, 1982

**P-2,3 Grievance**

The School Board shall provide a grievance procedure as agreed upon by the CCTA and the Board.

1975

**GRIEVANCE PROCEDURE****PURPOSE**

The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems which may from time to time arise affecting employees.

**GRIEVANCE DEFINED**

A grievance is a claim by an Association member or the Association that there is an alleged violation, misinterpretation, or misapplication of the negotiated agreement on any established Board policy, administrative procedure or practice, or individual contracts.

**TIME LIMITS**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum number of work days allowed, and every effort should be made to expedite the process. The time limits specified, however, may be altered by mutual agreement of the parties.

**PROCEDURE****LEVEL 1**

As soon as the employee becomes aware of an event which leads to a grievance, the employee or one designated member of a group having a grievance shall request that a meeting be held with the particular administrator involved. The purpose of this meeting shall be an attempt to resolve the matter informally. Persons proper to be present at this meeting shall include the particular administrator involved, the aggrieved teacher and/or teachers, and their representative.

If the grievance is not resolved by the particular administrator involved, it shall be reduced to writing, signed by the grievant, and submitted to the administrator within five (5) working days of the informal conference. The administrator shall give to the grievant his/her decision within five (5) school days after the grievance has been submitted to him or her, in written form, with his/her conclusion and reasons for such conclusion clearly written thereon.

**LEVEL TWO (SUPERINTENDENT)**

In the event the administrator's written decision as set forth in Level One shall be unsatisfactory, the grievant shall appeal the grievance to the superintendent or superintendent's designee in writing within five (5) school days after the administrator's decision has been given in Level One. The superintendent or superintendent's designee shall schedule a meeting within five (5) school days with the aggrieved teacher, his/her representative, and the administrator involved, to discuss the appealed grievance. The superintendent or superintendent's designee shall submit to the grievant his or her decision in writing on the grievance form within five (5) school days after the meeting. The written decision of the superintendent must contain reasons for the conclusion.

**LEVEL THREE**

If the decision of the superintendent is not acceptable to the grievant, then the following will apply:

1. The parties shall request from the Federal Mediation and Conciliation Service Assignment agreement of a mediator at the earliest possible date.
2. The site and date for the grievance mediation shall be established by the parties involved.
3. No more than one day shall be established for the purpose of conducting grievance mediation.
4. The parties shall have the right to representation.
5. Any expenses resulting from the grievance mediation process shall be borne equally by the parties involved.
6. The mediator shall not be empowered to compel a settlement upon the parties.

The grievance mediation process shall terminate when the following conditions have been met:

1. The mediator determines that a settlement is not eminent.
2. Either party indicates their desire to disengage from mediation by serving written notices to the other party and to the bureau.
3. The parties reach an amicable settlement.

If a settlement is reached, the parties shall commit the agreement to writing, which shall be dated and signed by the parties and the mediator. The signed agreement shall be binding on the parties.

#### **LEVEL FOUR (BOARD OF EDUCATION)**

If mediation fails, the grievant shall have the rights to appeal to the Board of Education for a hearing of the case. Request for such a hearing must be made to the President of the Board in writing within five (5) school days after the decision has been submitted by the Superintendent to the grievant in Level Two of the Grievance Procedure. The President of the Board shall arrange a meeting of the Board of Education to hear the appealed grievance at the earliest possible date; however, the hearing with the Board of Education shall be scheduled to be held within ten (10) school days from the date the President receives the request for appeal hearing from the grievant.

The Board of Education shall submit its decision in writing to the grievant (s) with a copy to the President of the Association within five (5) school days following the closing of the appealed hearing and affix their signatures thereto.

#### **EMPLOYEE RIGHTS**

All parties to a grievance are assured of freedom from restraint, coercion, discrimination, or reprisal. A grievant may be represented at all levels of the grievance procedure by himself/herself or at his/her option, by a designee of the Association.

If the grievant is not represented by the Association, the Association shall have the right to be present. All documents, communications, and the records dealing with the processing of a grievance shall be filed in a separate confidential file maintained by the Association and Board and shall be kept in the personnel file of any participants.

Failure at any level of this procedure for a grievant to be given a reply within the specified time limits shall mean the relief sought shall be implemented.

Failure at any level of this procedure to appeal grievance to the next level within the specified time limit shall be deemed to be acceptance of the decision at that level.

The grievant shall have the rights to bring any witness to grievance hearings who can provide testimony relevant to grievance.

When grievance proceedings are held during the regular workday, there will be no loss of pay for those teachers whose attendance may be required by the Board or Association.

Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. During the summer months, time limits set forth shall be in terms of calendar days.

The Association recorder may also be present at any level of the procedure.

A grievance may be withdrawn by the grievant at any level without prejudice or record.

#### MISCELLANEOUS

The board will provide the Association with a copy of all grievances and written decisions at each level. All written decisions shall set forth reasons supporting such decisions.

Format for the forms for filing grievance shall be submitted to the Board by the Association and the Board will prepare and distribute these forms to the Association so as to facilitate operation of the grievance procedure.

Information on grievance forms must be typewritten in order to provide legibility and ease in reproduction.

2018, 2000, 1993, 1982

#### **P-4 Policy Notebook**

Each teacher shall receive a copy of the rules and regulations of the Board of Education of the Claremore School District in the form of a loose-leaf notebook or an online electronic document.

A copy of all new or revised school policies will be made available to all teachers as such policy is established by the School Board. This will be posted on the Claremore Public Schools website and on the CCTA website.

2018, 1977

#### **P-5 Savings Clause**

If any article or part of an agreement which has been negotiated between the Association and the Board is held to be invalid by the operation of law or by any court of competent jurisdiction or if compliance with or enforcement of any article or part should be restrained by any such court or if any article or any part is judged by a court of law not to be within the powers or jurisdiction of the Board of Education, the remainder shall not be affected. The parties shall subsequently enter into negotiations in good faith for the purpose of arriving at a mutually satisfactory replacement for such article or part.

2018, 1982

#### **P-6 Non-discrimination Clause**

The Board and the Association shall not discriminate against any teacher on the basis of race, color, creed, age, sex, gender, gender expression or identity, sexual orientation, religion, national origin, political affiliation, domicile, marital status, physical handicap (if the handicap does not prevent the individual from performing necessary duties required by the position), pregnancy, veteran status, genetic information, or membership in an employee organization.

2019, 2018, 1982



**P-7 Reduction in Force**

In the event of a need to reduce the number of certified personnel because of a projected decrease in students, a loss of revenue from any source which necessitates a reduction of teaching services, a bona fide consolidation of the school district with one or more school districts, and/or changes in educational program or curriculum which necessitates a reduction in teaching services, the overall staffing needs of the district will be a consideration in establishing priorities. Each effort will be made to accomplish the necessary reduction by a combination of attrition transfer, and temporary contracts. When this is not possible the following guidelines will be followed:

a. If the board is contemplating the layoff of any teacher, it will notify the President of the Association at least sixty (60) days before the proposed effective date of the layoff, except in cases of bona fide emergency. Such notice will be in writing and will include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action. The Board or its representative will, if requested to do so, meet and confer with Association representatives regarding the need for, manner of implementation and impact of, and other aspects of the contemplated layoffs within five (5) days after the Association received the aforesaid notice. Any teacher who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of lay off. Such notification will include the proposed time schedule and the reasons for the proposed action.

b. A teacher who is notified that he/she is to be laid off will have the right to displace the least senior teacher, who has less local tenure and whose work he/she is certified to perform. Written notice to exercise this right must be given to the Superintendent within ten (10) days after the receipt of notice that he/she is to be laid off. Within five (5) days he/she receives such notification, the Superintendent will notify the least senior teacher that he/she is to be displaced.

c. A teacher who is to be displaced pursuant to this section will have the same displacement rights vis-à-vis less senior teachers as a teacher who is laid off pursuant to the Reduction in Force.

d. For purposes of RIF, seniority will be computed from the first day as determined by the teaching contract in the Claremore School System. RIF will begin with the least senior teachers. Reduction in non-categorical support staff will be made before certificated personnel will be laid off.

Seniority will continue to accrue during all negotiated leaves of absence where seniority can accrue, and for a period of two (2) years from effective date of layoff. Seniority will not be broken by unpaid leaves of absences, other than those which have been negotiated, or employment by the Board in a position outside the negotiation unit, but such time will not be counted in computing seniority. When seniority is equal, the second priority will be certification; the third priority will be education and training.

e. The superintendent or designee will notify all displaced certified employees of any openings for which the person is credentialed in writing with signed annotation as soon as they are known by administration. Recall will be in reverse order of being laid off based on the same priorities as RIF .

f. Notice of recall will be given by certified mail, restricted delivery to the last known address given to the board by the teacher. A copy of the notice of recall will be mailed to the President of the Association. If a teacher fails to respond within ten (10) days after the date of attempted delivery of the above notice of recall, he/she will be deemed to have refused the position offered.

g. A teacher who is laid off will remain on the recall list for twenty-four (24) months after the effective date of the recall unless he/she:

1. waives his/her rights in writing;
2. resigns;

3. fails to accept recall to the position that he/she held immediately prior to his/her layoff or to a substantially equivalent position;

4. fails to return to work in a position that he/she accepted within ten (10) working days after receipt of recall unless such employee is sick or injured; or

5. has secured temporary employment elsewhere. He/she will be allowed two weeks additional time before being required to report to work.

h. While on layoff, a teacher will have the option to remain an active participant in the group health plan by the paying of the premiums.

i. All benefits to which a teacher was entitled at the time of his/her layoff, including accumulated sick leave and extended leave benefits, will be restored to him/her upon his/her return to active employment, and he/she will be placed on the proper step on the salary schedule for his/her current position according to his/her experience and education. A teacher will not receive increment credit for time spent on layoff nor will such time count toward the fulfillment of time required for acquiring tenure.

2018, 2001, 2000, 1983

#### **P-8 Publication & Distribution Negotiated Master Contract**

The district will provide access to the digital copy machine at the central administration building and supplies for reproduction of the contract on an annual basis, or the contract will be made digitally available to employees.

The association will provide a digital copy of the contract on the association's website. All employees shall have access to the contract.

The administration will be responsible for distribution to the school board members and other administrators

2018, 1993.

#### **P-9 Association Access: Facilities, Inner-School Mail, Email**

The Association shall be permitted to use school facilities for meetings after school hours.

The Association President and Secretary will be permitted to store the Association records in their respective classrooms.

The Association shall be permitted to use the inter-school mail to send information to its members.

The Association shall be permitted to distribute information related to the official business of the Association by placing it in the mailbox of individual members at each school.

The Association shall be permitted to use school e-mail to distribute information related to the official business of the Association to its members.

The association shall be permitted to display information on a bulletin board in the workroom of each school.

2018, 2001



## CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

### **PR-1 Evaluation Procedure**

The purpose of the evaluation process in the Claremore Public Schools is to improve the instructional performance. Ideally the evaluation process is a positive systematic, ongoing process, which attempts to objectively evaluate the individual's progress towards meeting identified objectives consistent with goals and philosophy of the Claremore Public Schools. The teacher evaluation system is established for three purposes:

- 1) To insure supervision of and support for the teachers in order to increase their effectiveness;
- 2) To insure that judgments made and recorded about teacher performance are valid; and
- 3) To insure full faith and confidence among the parties involved.

#### **NOTIFICATION – ASSIGNED EMPLOYEES -**

On or before September 15 of each school year, the building principals(s) shall acquaint each employee under his/her supervision with the evaluation procedures, standards and instruments to be used and advise each employee as to the designated principal who will observe and evaluate his /her performance. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

A new employee hired after the beginning of the school term or an employee resigned after the beginning of the school term shall be notified by the appropriate building principals of the specific evaluation process in effect. Such notification shall be within two (2) weeks of the first day of the new assignment. New teacher orientation shall be no more than two days and occur outside the 181-day contract.

#### **NOTIFICATION – MULTIPLE –ASSIGNED EMPLOYEES**

A district administrator or the designated building principal of the employee assigned to more than one building shall be responsible for notification and evaluation of all such employees.

#### **OBSERVATION AND PURPOSE**

- 1) Classroom observations of an employee of state mandated evaluations are conducted for the purpose of evaluation toward the improvement of professional performance as a means of assuring the most competent educational techniques.
- 2) Observation of professional characteristics during the school day and assigned school activities shall be evaluated as appropriate to aid in building professional character.

#### **REQUIRED EVALUATION**

Every probationary teacher shall receive a formative feedback from the evaluation process at least two times per school year, once during the fall semester and once during the spring semester;

Every teacher shall be evaluated once every year, except for career teachers receiving a district evaluation rating of "superior" or "highly effective" under the TLE, who may be evaluated once every three (3) years; all certified personnel shall be evaluated by a principal or assistant principal assigned by the Board of Education.

## **FORMAL EVALUATION PROCEDURES**

1) Claremore Public Schools utilizes the TLE protocol for teacher observation and evaluation. This document does not supersede any changes made to TLE.

### **2) Appeal**

Any employee who disagrees with the TLE observation/evaluation may respond in writing regarding the disagreement. This response will be placed in the employee's personnel file.

### **7) Personnel File Review**

a. Each employee shall have the right at any time to review the contents of his/her personnel file. A representative of the Association, at the employee's request, may accompany the employee in the review.

b. The Board or its Administrative Representative, including Building Principal(s), shall NOT establish any separate personnel file, which is not available for employee's inspection. Location of additional separate personnel file(s), if any, will be noted in the central office personnel file.

### **8) Personnel File Contents**

Each employee's personnel file in the central office files shall contain only the following:

- a. Original application for employment
- b. Copies of annual contracts
- c. Teaching certificates
- d. College placement materials, including official transcripts
- e. Copies of official personnel action with employee written response if available
- f. Letters of commendation
- g. Correspondence pertaining to district workman's compensation liability unemployment
- h. Other material mutually agreed upon.

### **9) Other Personnel Records**

Copies of TLE evaluations for all teachers, with attached employee responses if applicable, will be kept in the central office file.

Staff development records shall be kept in the master computer program with printed copies available to the employee yearly or as individually requested.

The employee shall have the right to respond to all materials contained in said file(s) and to any materials placed in said file(s) within fourteen (14) days. Such employee responses shall become part of said file(s)

and attached to the pertinent document(s).

#### 10) Personnel File Reproduction

The employee shall have the right or reproduce any of the contents of the employee's file.

#### 11) Evaluation Cut-off Date

All teachers shall be evaluated on or before April 15 of each school year. No teacher shall be required to be evaluated after April 15.

2019, 2018, 1989, 1987

COPIES OF THE EVALUATION INSTRUMENTS ARE IN THE APPENDIX

### **PR-2 Professional Development**

#### **Professional Development Committee**

Teacher members of Claremore's Professional Development committee shall be selected from a list of names from primary site/campus. Names shall be submitted to the superintendent or superintendent's designee by CCTA and/or site principals. Appointees will serve for a two-year term.

The professional development chair selected by the superintendent or superintendent's designee will notify the CCTA president and the superintendent of any teacher vacancies on the committee. (Notification of vacancies occurring because of term vacancies will normally occur in April.)

#### **Professional Days**

The Professional Development Committee will be responsible for scheduling activities for up to 15 hours of training. Professional training activities on the professional days preceding the first student day may include faculty meetings, grade level meetings, and/or department meetings as well as special training sessions. On the remaining three days of training in the academic year, a three-hour training segment will constitute an entire (7 hour 25 minute contractual) day.

#### **Professional Development Records**

The professional development committee shall be responsible for maintaining professional development records. It is the teacher's responsibility to maintain documentation of training or coursework and submit annually to the PD Committee by the designated date determined by the PD Committee.

2018, 2004, 2003, 2001, 2000, 1981

STAFF DEVELOPMENT FORMS CAN BE FOUND ON THE DISTRICT'S GOOGLE TEAM DRIVE

**PR-3 Elementary Physical Education**

Every elementary student shall have the minimum state required physical education with a certified physical education instructor.

2018, 1979

**PR-4 Opening of School Inservice**

Opening of school inservice shall be limited to the three professional days preceding the first student day. This shall include one contract day with no required meetings or training.

2018, 1992, 1989, 1979

**PR-5 Teacher Work Day & Teachers' Meetings**

Any teacher who exceeds the 7 hour 25 minute work day, including lunch, shall be compensated at the "bought planning period" rate or according to the extra duty schedule. (See item f-27 for compensation language.)

Except in emergency situations, teachers' meetings shall not be held more than once per month. Staff meetings shall not continue for more than thirty (30) beyond the workday or begin any earlier than thirty (30) minutes prior to teacher report time. Administrators will attempt to abide by the once per month maximum; however, there may be occasions when an urgent need arises that must be addressed in a faculty meeting outside the contractual hours.

2018, 1991, 1989, 1980

**PR-6 Back to School Night or Open House**

The annual Back-to-School Night or Open House will be scheduled within the first two weeks of the beginning student day.

2018, 1992

**PR-7 Teacher-Parent Conference Day**

There will be two (2) Teacher-Parent Conference Days, one (1) each semester/term, at the elementary level.

These two conference days shall equal one contract day.

There will be one (1) teacher-parent conference day per block at the secondary level. ZAP enrollment shall be counted as the fourth block teacher-parent conference day.

These days shall be registered as two days taught as per Oklahoma Statutes

Teacher attendance at conferences with parents is mandatory. Teachers who are unable to attend conferences will be required to take the appropriate leave for the time missed.

2018, 2003, 1997, 1996, 1995, 1994, 1993, 1992, 1989, 1987, 1983, 1982

### **PR-8 Professional Day**

A professional absence should involve direct benefit to students or the district in terms of contests or honors.

The decision to allow the professional leave rests with the Principal/Supervisor and the Superintendent.

The teacher will submit written request for professional leave at least two days prior to the absence. The school district will provide a paid substitute for leave granted.

2018, 1998, 1993, 1989, 1987

### **PR-9 Days for Professional Association Participation**

#### **OEA DELEGATE ASSEMBLY**

Teachers elected as representatives of CCTA to the OEA Delegate Assembly shall be allowed to attend OEA Delegate Assembly without loss of pay. Professional Leave will be used for these days. All costs are incurred by CCTA.

#### **OEA\NEA BOARD OF DIRECTORS**

Teachers elected to OEA/NEA offices at the state level shall be allowed to attend OEA Delegate Assembly and the OEA/NEA Board of Directors meeting without loss of salary. Professional leave will be used, and substitute cost will be incurred by CCTA.

#### **CCTA EXECUTIVE LEAVE**

In the best interest of communication, members of the CCTA Executive and Negotiations Committees will be given consideration for release time to address business matters of concern to the district. Approval for the leave must be given by the superintendent.

2018, 1998, 1993, 1989, 1987

### **PR-10 Leave for National Board Certified Candidates**



**Year One**

The teacher is allowed up to four (4) days of admin/professional leave for National Board Certification portfolio development. The teacher may opt to use two of the scheduled staff development days as part of these four days. The teacher is to make any leave request to their principal well in advance of the actual day scheduled in both year one and year two. (Well in advance is normally ten (10) working days prior.)

**Year Two**

The teacher is allowed up to three (3) days of admin/professional leave for National Board Certification purposes. The teacher may utilize the scheduled staff development days as described in the preceding paragraph as part of these days.

**Year Three**

The teacher will need to apply for admin/professional leave and the principal will make the final determination on the leave request not to exceed three days. The principal can designate the type of day(s) or combination of days if the request is made in year three. Principal's decision is final.

Teachers are encouraged to concentrate their professional activities on National Board Certification portfolio development during their candidacy.

2018, 2002



# CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

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## Working Conditions

Printable Version

### Resolution (1974)

#### CLAREMORE CLASSROOM TEACHERS ASSOCIATION RESOLUTION

Whereas, the Claremore Classroom Teachers' Association has secured the proper number and

Whereas, it is apparent that a bargaining agent for the certified personnel for the Claremore Schools is needed, THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT

#### SCHOOL DISTRICT NO. 1, OF ROGERS COUNTY , STATE OF OKLAHOMA

that the board herein hereby recognize the Claremore Classroom Teachers' Association as the sole and exclusive negotiation unit which consists of certified teaching personnel employed by the School District who are full time employees, specifically excluding those employees who are designated as administrators, or otherwise have the power to recommend or evaluate teaching personnel. Also exempted from the negotiating unit are those persons whose only employment with the School District is on a per diem or hourly basis, further excluding those School District employees who are not certified by the Teacher Certifying Authority of the State of Oklahoma . Also excluded are those employees who have by formal letter expressed their preference from exemption from the negotiating unit pursuant to the State Laws of Oklahoma.

Witnessed our hands and the seal of said School District the date first written above.

Brandon Wofford, Clerk

Patrick Gotcher, President

CLAREMORE SCHOOL DISTRICT

Approved: April 2018

### W-1 School Calendar

The teachers' contract year includes the following:

1. The teachers will report to duty three days prior to the students' first day of classes and will check out the day after the students' last day. (The first three days are considered professional days.)
2. The teachers' work year will not exceed 181 work days and will consist of the following:
  - a. A minimum of 1,080 student instructional hours as required by the State Department of Education,

<a href="#">Constitution</a>
<a href="#">District Forms</a>
<a href="#">Executive Committee</a>
<a href="#">Finance</a>
<a href="#">Good Faith</a>
<a href="#">Leave</a>
<a href="#">Negotiations</a>
<a href="#">Procedural Agreement</a>
<a href="#">Professional</a>
<a href="#">Table of Negotiated Items</a>
<a href="#">Working Conditions</a>
<a href="#">Budget</a>

## NEWS AND EVENTS

Teachers with additional credit hours need to have the form completed and turned into before October 1. Compensation for personal days is due.

- b. Four (4) parent-teacher conference half-days (Equaling two (2) contract days),
- c. Two (2) additional professional development days,
- d. One (1) end-of year check-out day which will occur the day after the students' last day,
- e. And a contract workday with no required meetings or training immediately preceding the first student day.

Dates for professional days selected by the calendar committee will be identified on the calendar. The committee will schedule activities for the full day required attendance on professional days. The three professional days prior to the first student day will be 7 hour 25 minute days.

The calendar committee will consist of members from the following groups: the professional development committee, the superintendent's advisory committee, CCTA, parents, teachers, athletics representatives, other administrators, and the superintendent or the superintendent's designee. The calendar committee will forward recommendations to the superintendent.

The faculty will be presented a minimum of two (2) calendar options from which to choose. The calendar to be voted on will be for the academic year two (2) years from the current year.

Under the 181 day contract, all professional and contractual obligations will be completed to the satisfaction of the building administrator before the teacher is paid June and/or July-August warrants.

2018, 2005, 1997, 1992, 1989, 1987, 1986, 1983, 1981, 1975

#### **W-2 Dual Teaching Contract**

The 181-day contract will be used for the basic teaching position.

An extra duty contract will be completed for duties other than the basic teaching position. The extra duty contract will state the duty and the compensation for each duty. This stated compensation will be added to the basic teaching salary to compute the annual salary for the teacher.

2018, 1992, 1987, 1981

#### **W-3 Teacher Workroom**

The School Board shall provide a lounge and workroom for the teachers' use in each school.

1975

#### **W-4 Scheduled Monthly Interaction Meetings**

In order to facilitate communication between administration and teachers, each building shall have on its calendar a regularly scheduled monthly interaction/solutions committee meeting. The meeting will be open to any member of the faculty. The committee shall consist of one representative from each grade level at the elementary level, one representative from each section of the building at the secondary level, and representatives from the support faculty. Each building interaction/solutions committee meeting shall be co-chaired by the building representative(s) and the site administrator. The committee will meet each month to discuss items of concern that have been submitted by the staff. Minutes of these meetings

will be forwarded to the Superintendent. Each building's interaction/solutions committee chairperson shall be a member of the superintendent's advisory committee.

If resolution at building level interaction is not satisfactory, the unresolved point of discussion will be part of the agenda of the next superintendent's interaction meeting with the Superintendent, CCTA representatives, and the appropriate administrator(s).

The CCTA president will cooperatively schedule monthly superintendent's interaction meetings between the superintendent and CCTA representatives to enhance communication and information exchange.

By mutual agreement between superintendent and CCTA President, additional meetings may be scheduled.

2018, 2001, 1989, 1985, 1976

#### **W-5 Planning Period**

Each teacher shall have a planning period of at least 55 minutes. Time allocated for lunch will not be considered as a fraction of the planning period. No teacher shall be required to teach without a plan period without adequate compensation.

2018, 1979, 1977, 1975

#### **W-6 Posting Of Positions**

**A vacancy is determined by the site or department administrator with authorization to post given by the superintendent or the superintendent's designee.**

All teaching and administrative position openings will be posted at all school sites in Claremore Schools. Reassignments within the building are the responsibility of the building principal.

Postings shall include open and closing dates.

Positions for the following school year will have a ten (10) calendar day application period **if posted before the end of school. Those positions posted after the closing of school through June 30 will have a five (5) calendar day filing period. The district reserves the right to post closing date as "until filled" on vacancies that occur after July 1.**

All applicants from within the Claremore School system will be granted an interview. **The district can interview applicants before the closing day listed on the job posting.** In all cases, the applicant considered to be the best qualified for the position will be hired.

2018, 2004, 2000, 1998, 1997, 1975

#### **W-7 Athletic Events**

Teachers who work at athletic events will do so on a strictly voluntary basis. No teacher shall be required to work at any athletic event without compensation.

2018, 1980

#### **W-8 Teacher Lunch Period**

Every effort shall be made to guarantee each teacher a 30-minute

uninterrupted lunch period without the supervision of students.

2018, 1991, 1979, 1978

**W-9 Within System Transfer Policy : Voluntary**

Standard forms for requesting teacher transfer will be made available. Transfer requests from teachers must be on file by April 1.

There will be four (4) forms submitted: one for the teacher, one for the current principal, one for the future principal, and one for the superintendent

Nothing in the transfer shall preclude transfers based on the needs in the District for placement of qualified personnel in positions within the District. Completing a transfer request does not guarantee the transfer.

2018, 2000, 1989, 1987

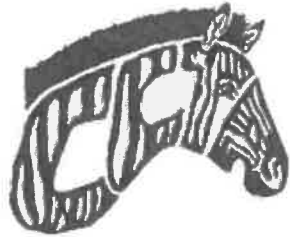
**W-10 Duties For Shared Teachers**

NOTATION ON THIS - FOR FUTURE DISCUSSION

Full-time teachers assigned to more than one school site during the student day who are required to travel between sites during their plan period or lunch shall not be required to perform any duty before or after the school day. (Note: The athletic facilities of the school district are extensions of any and all sites.)

2018, 1993, 1992, 1991

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## CLAREMORE CLASSROOM TEACHERS' ASSOCIATION

### **GF-1            Paycheck Deduction Summary**

The Claremore Public Schools will generate by computer a separate itemized summary of all items deducted from fringe benefits and paychecks issued to each employee.

This summary will be available on the employee portal.

2018, 1990

### **GF-2            Testing Program**

In an effort to coordinate and improve testing procedures district-wide, an Advisory Testing Committee will be established composed of teachers, students, principals, parents, and others deemed necessary. In addition to the district-wide committee, each individual building will establish its own Advisory Testing Committee. This can be addressed as an item of concern each year.

2018, 1991, 1990