

**2015 - 2016**  
**NEGOTIATED CONTRACT**  
**BETWEEN**  
**NOWATA CLASSROOM**  
**TEACHERS' ASSOCIATION**  
**AND**  
**NOWATA BOARD OF**  
**EDUCATION**

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## ***Scope of Contract*** **Procedural Agreement**

The Nowata Board of Education (herein referred to as the Board) and the Nowata Classroom Teachers Association, a member of Oklahoma Education Association, and the National Education Association (herein referred to as NCTA or the Association) hereby enter into the following agreement governing negotiations between the two entities.

### **A. Recognition**

NCTA is hereby recognized as the bargaining agent for all teachers of the district. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian or school nurse, or in any instructional capacity; an administrator shall be considered a teacher only with regard to service in an instructional, non-administrative capacity.

### **B. Scope of Bargaining**

The scope of bargaining shall be limited to issues affecting salary, fringe benefits, and other terms and conditions of employment as stated by law. The Board and NCTA agree it is their responsibility to negotiate in good faith.

### **C. Negotiating Teams**

No more than three (3) designated representatives of the Board will meet with no more than three (3) designated representatives of NCTA for the purpose of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Each party shall designate a chairperson who shall serve as the spokesperson for their respective party. Each party shall be allowed up to three (3) additional persons in attendance, which may include legal counsel, observers or consultants. Meetings shall be closed to all with the above exceptions.

### **D. Exchange of Information**

Upon reasonable specific requests, the parties shall provide each other with available information regarding negotiations.

### **E. Meetings**

- 1. Written requests for negotiations shall be submitted by the Association to the superintendent, or by the superintendent to the Association, not later than March 15 for implementation in the academic year thereafter.**
- 2. Upon request of either party to commence negotiations, a mutually agreed upon meeting date and place shall be set no more than fifteen (15) working days following the request to meet.**
- 3. All meetings shall be mutually arranged by both parties.**
- 4. Negotiating sessions shall not exceed two (2) hours in length unless the extension of time is mutually agreed to by both parties.**
- 5. Either team may, at any time during a session, request a recess for the purpose of caucus. Caucus time shall be limited to fifteen (15) minutes and shall not be charged against the total session time; provided however, the chairperson of either party may adjourn the meeting at any time after three (3) hours duration.**
- 6. All negotiating sessions shall be held outside regular school working hours and shall be scheduled so as not to interfere with educational programs of the school.**
- 7. All proposals shall be presented in writing at the first meeting. No additional items shall be presented by either party once negotiations have begun, without the consent of both parties.**

#### **F. The Agreement**

- 1. When agreement is reached between the negotiating teams on any proposal, the proposal shall be reduced to writing or recorded to the adjournment of the meeting at which such agreement was reached, signed by both parties, and marked “tentative agreement”.**
- 2. When final, total agreement is reached, it shall be submitted by NCTA to teachers for ratification. NCTA will notify the superintendent of the results of the vote not later than ten (10) working days after the final agreement has been reached by the bargaining teams.**
- 3. After ratification by the NCTA, the superintendent will present the agreement to the Board at the next regularly scheduled meeting. Upon approval and necessary action by the Board, the terms of agreement shall be implemented at the appropriate time.**

**4. All agreements shall be reduced to a written contract between NCTA and the Board.**

#### **G. Impasse Procedure**

**In the event that agreement cannot be reached on items being negotiated by the first teaching day of the next school year, impasse shall exist. Any meeting beyond this date must be mutually agreed upon by both parties.**

#### **H. Fact Finding**

**1. The items causing the impasse shall be referred to a three-member committee as directed by law.**

**2. Cost of services for the fact finding committee shall be borne as follows:**

- a. Board to pay the direct cost of its representative's services.**
- b. Association to pay the direct costs of its representative's service.**
- c. All other costs, including the cost of the chairperson's services and expenses directly related to negotiations, will be shared equally between the Board and the Association.**

#### **I. Responsibility**

**Nothing in the aforementioned written statements of this agreement shall be construed as an abrogation or delegation of the legal responsibilities, powers and duties of the Board, including its right to make final decisions.**

#### **J. Severability**

**If any provision (s) of this contract or any application of this contract to any employee or group of employees is held, by a court of complete jurisdiction, to be contrary to law, now or hereinafter enacted or ensured, then such provisions or applications shall be inoperative but the remaining provisions hereof shall continue to be in effect. Upon request of the Association or the Board, within ten (10) working days after such finding(s), the parties will meet solely for the purpose of negotiating the provision(s) affected.**

## **II Employment Provisions**

### **2.01 Posting of Vacancies**

- A. The superintendent shall supply notice of all new positions and vacancies, as they become known.**
- B. When school is in session, these notices shall be posted.**
- C. These notices shall include job title, job qualifications, salary application deadline, and person to whom application is to be made.**
- D. Currently employed personnel may apply and be considered for all new positions and/or vacancies for which they qualify.**

### **2.02 Reduction in Staff**

#### **A. Introduction**

**In the event it becomes necessary to reduce the professional staff because of diminished resources, decline in enrollment, consolidation of programs or positions, elimination of programs or other circumstances determined by the Board, the following rationale will be used.**

#### **B. Rationale**

**Nowata Public Schools exists to provide the best possible education for the students, provide for the best interest of the students, and not to provide employment for individuals. Therefore, the Board of Education and the administrative staff will determine the curricular area, subject level, or programs which will lose positions and which staff members can best serve the needs of the students.**

#### **C. Classes by Certification**

**If a reduction in certified staff becomes necessary, certified staff members will be placed in one of the following classes, and reduction will be made within each class.**

1. Elementary certification, actually teaching in an elementary assignment.
2. Secondary certification, actually teaching in a secondary assignment, and;
3. Certified personnel holding non-administrative, non-teaching assignment.

**D. Reclassification**

If a person holding certification in one or more classes is to be non-renewed, that person may request placement in the class of his/her choice and then will be considered for renewal or non-renewal within the new class. It will not be considered contrary to this policy to accept volunteers for a change in assignment, with the agreement of the administrator involved.

**E. Reduction in Staff**

If reduction in staff becomes necessary, the certified position or program will be the determining factor for what will be eliminated, not the individuals who occupy the positions. Provided, that individuals, programs or positions will be considered within the aforementioned classes. The Board will attempt to reduce staff first by normal attrition, unless the position is one which must be filled in order to achieve educational goals. If normal attrition is not sufficient to accomplish necessary reduction, the following procedures will be used.

1. Certified temporary teachers will be dismissed before certified career teachers, provided a career teacher is available, certified and competent, according to district evaluation for the position.
2. If there is more than one certified teacher in a position to be reduced, and all are temporary, or all are career, then following criteria, in this order will be utilized:
  - a. Certification (those holding standard certification will be given preference over those holding provisional or temporary)
  - b. Seniority, ie., years of continuous service with Nowata Public Schools
  - c. Years of teaching experience in position in Nowata Public Schools
  - d. Academic degree

3. In the event of a reduction in Federal programs or categorical grants, those affected certified teachers will be placed on the same reduction in force list as all general fund teachers.

**F. Reemployment**

Reemployment of certified individuals reduced under this policy will be in reverse order of dismissal, provided that individual is certified, available, and such reemployment is agreeable with all administrators involved. Employees not offered reemployment in the course of the school year following their non-renewal must make application for employment in accordance with current policy for any year beyond the school year following their non-renewal.

### **2.03 Evaluation Procedure**

For the school year 2013-2014 Nowata Public Schools will utilize the Tulsa Model for evaluations. All requirements and procedures for the TLE will be implemented for evaluation purposes.

- A. All career teachers will receive a yearly evaluation by April 15, of each school year. All temporary teachers will receive an evaluation prior to the first semester ending. The second observation for the first evaluation must occur on or before November 15<sup>th</sup>. The second observation for the second semester evaluation must occur on or before April 15<sup>th</sup>, with the evaluation being completed prior to the second semester ending.
- B. All teachers will be appraised by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of each school year which administrator(s) has been designated as his/her appraiser, will be provided with a copy of the detailed appraisal criteria, and will participate in a meeting with his/her appraiser for the purpose of reviewing the district's appraisal process and appraisal criteria.
- C. All teachers, in their first year of employment in the district, shall participate in a September conference with their appraiser for the purpose of orientation and review of the district's appraisal process and appraisal criteria.
- D. The annual appraisal of a teacher's performance shall include at least four (4) formative review observations.

- E. Formative review observations for the purpose of appraisal shall be conducted openly with full knowledge of the teacher.**
- F. All appraisals shall be made in writing on the jointly approved forms attached as appendix to this Agreement. These forms will be the Teacher Leader Effectiveness Model (TLE).**
- G. A copy of the Summative Appraisal shall be given to the teacher at a conference held between the teacher and the appraiser. The teacher shall acknowledge receipt of the appraisal by placing his/her signature thereon.**
- H. The teacher may, within 10 working days of the appraisal conference, respond to the appraisal in writing, and said response will be attached to the Summative Appraisal.**

#### **2.04 Suspension, Non-reemployment, or Dismissal**

- A. “Suspension” means the temporary discontinuance of a teacher’s services.**

**If the superintendent has reason to believe that cause exists for dismissal of a teacher and is of the opinion that immediate suspension of the teacher is in the best interest of the children of the district, the superintendent may suspend that teacher without notice of hearing. The suspended teacher will not be deprived of any teaching compensation or other benefits to which he/she would otherwise be entitled.**

- B. “Non-reemployment” means the non-renewal of a teacher’s contract upon expiration of the contract.**
- C. “Dismissal” means the discontinuance of the teaching services of a teacher during the term of a written contract.**
- D. “Temporary Teacher” means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written teaching contract. A temporary teacher may be dismissed or not re-employed for cause.**
- E. “Career Teacher” means a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written teaching contract. A career teacher may be dismissed or not re-employed for the following reasons:**

- 1. Willful neglect of duty.**
- 2. Repeated negligence in performance of duty.**
- 3. Mental or physical abuse to a child.**
- 4. Incompetency.**
- 5. Instructional ineffectiveness.**
- 6. Unsatisfactory teaching performance.**
- 7. Any reason involving moral turpitude.**

**F. Teachers may contact their NCTA building representative for further information.**

### **III. Individual Rights**

#### **3.01 Personnel File**

- A. The Board shall maintain a central personnel file at the Board office for each teacher.**
- B. Upon request, a teacher may inspect his personnel file subject to the following:**
  - 1. Inspection shall occur during the teacher's non-working hours, including lunch and break periods.**
  - 2. Upon request, a teacher may have an NCTA representative present during the inspection.**
  - 3. A teacher may reproduce any of the contents of his/her personnel file.**
  - 4. A copy of all evaluation materials shall be maintained in the teacher's file. No evaluation material will be placed in a teacher's file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she has reviewed the material by affixing his/her signature to the copy to be filed, with the express understanding that each signature in no way indicates agreement with the contents.**
  - 5. The teacher shall have the right to submit a written response to such material and have it attached to the file copy.**
  - 6. If there is no recurrence of an incident, a reprimand and/or admonishment shall be removed from the teacher's personnel file two calendar years from the date of entry, upon the request of the teacher.**
  - 7. Except by order of a court of competent jurisdiction evaluation documents and responses thereto shall be available only to the evaluated teacher, Board of Education, administrative staff of the district schools, or the board and administrative staff of any school to which the teacher applies for employment, and such other persons as are specified by the teacher in writing.**

### **3.02 Right to Representation**

**Teachers shall, upon their request, have the right to be accompanied by the Association at all conferences with administrators and/or the Board. The Association representative's primary role shall be as a witness. If documentation of a disciplinary conference is to be made, the administrator shall:**

- A. Give reasonable notice of said scheduled conference (s);**
- B. Inform the teacher of the subject to be discussed.**

### **3.03 Rights**

**No teacher shall be discriminated against by the Board, superintendent or any other administrative officer of the district or by an organization, its officers or any member thereof because of his exercise or non-exercise of constitutional rights. It shall be prohibited for an organization, teacher, or employer to impede, restrain, or coerce a teacher in the exercise of the rights guaranteed by the state law or this contract.**

### **3.04 Grievance Procedures**

- A. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the claim of the grievant.**
- B. A "grievance" is a claim in writing by a member that there has been a violation of building policy, Board policy, negotiated contract, or state law which affects the terms and conditions of employment. (See Appendix 9.04 for form.)**
- C. Nowata Classroom Teachers Association and or a Teacher may file grievances.**

#### **D. General Provisions**

- 1. Both the grievant and the person against whom the claim is made, may be represented at any level of the proceedings by representation of his choice. Either party may be represented by counsel at his option.**
- 2. The number of days indicated at each level should be considered maximums. Efforts should be made to deal with claims as soon as possible.**

3. Time limits may be extended by mutual agreement.
4. The procedure may start at level 2 if the building principal is not involved.

#### **E. Procedure**

**Level 1 – Any teacher may present a written grievance to the building principal within ten (10) working days after the event on which the grievance is based comes to the attention of the teacher. The teacher and the principal shall agree upon a date within five (5) working days when the grievance will be heard. Following the hearing, the principal shall give the teacher a decision and a rationale within five (5) working days.**

**Level 2 – If the teacher is not satisfied with the decision of the principal, the teacher may appeal in writing to the superintendent within five (5) working days of the receipt of the principal's decision. The superintendent will set a date within five (5) working days which is mutually agreeable with the teacher for a hearing of the grievance. At this hearing shall be present the superintendent, the grievant, a representative of the grievant, if desired, and the building principal. Following the hearing, the superintendent shall, if necessary, initiate an investigation of the matter. The superintendent shall give the grievant a written decision, rationale, suggestions and/or recommendations within ten (10) working days following the hearing.**

**Level 3 – If the grievant feels that the issue (s) is/are not resolved by the decision of the superintendent, he/she may appeal to the decision of the Board. Such appeal shall be made in writing at least five (5) working days before the next scheduled meeting of the Board. The superintendent shall place the item on the agenda. The Board shall direct its decision following the hearing or not later than the conclusion of their next regular meeting. The Board may provide or direct the superintendent to provide the grievant written notification as to the decision and rationale of the Board.**

## **IV Organizational Rights**

### **4.01 Use of School Buildings and Services**

**A. School facilities may be used by NCTA for informal meetings, building meetings, or association meetings before or after work hours. Such use shall be scheduled with building principals.**

**B. Teacher's boxes, outgoing correspondence except postage, and school bulletin boards may be used by NCTA for routine communications and announcements.**

**C. NCTA may have access to printing and copy equipment when it does not interfere with the regular instructional program.**

### **4.02 Board Meeting Information**

**A. The superintendent shall provide a copy of the Board meeting agenda when it is posted, to the NCTA president.**

**B. The superintendent shall provide the NCTA president with a copy of the complete packet provided to the Board members at the time it is distributed to the Board.**

**C. The superintendent shall provide the NCTA president with copies of the minutes of each Board meeting at the same time copies are made available to the administrative staff.**

### **4.03 Developing the School Calendar**

**A. NCTA will provide a committee that will be contacted by the superintendent to meet annually for input on the development of the school calendar.**

**B. The Board, the administration, and NCTA recognize the importance of not scheduling extra-curricular activities during nine weeks and semester testing. Every effort will be made to keep these dates open for testing purposes.**

### **4.04 Association Leave**

A pool of ten (10) days shall be provided to the Association for the purpose of legislative visits, OEA Delegate Assembly, Association related professional meetings, and Association business. No more than five (5) days will be used from this pool on a given day. No individual member, other than the NCTA president and president-elect, shall use more than five (5) days from the pool during the school year. Days from the pool may not be approved for use by individual members who have exhausted all other sources of leave. Association leave may be granted on an hourly basis. Written request for use of Association leave shall be made to the superintendent or designee through the President of NCTA twenty-four (24) hours in advance of the anticipated absence. Substitute salary will be paid for by the Association.

#### **4.05 Printing and Distribution of Contract**

The superintendent's office shall be responsible for printing the contract. The contract shall be printed in sufficient quantity to provide a copy for each teacher, administrator and Board member. Copies of the contract shall be distributed by NCTA. Copies shall be available for distribution within thirty (30) working days from the date of ratification. Additional copies shall be available upon request.

#### **4.06 Teacher Survey**

NCTA will have the option to conduct bi-yearly surveys to be completed by the teachers as an effective communication tool to discuss progress and or relevant issues in all buildings. Surveys created and managed by NCTA; however, all results will be confidentially submitted to the superintendent.

## V Leave Provisions

### 5.01 Sick Leave

Each employee is allowed a minimum of ten (10) days of sick leave per year, provided that eleven (11) and twelve (12) month employees are allowed eleven (11) and twelve (12) days respectively. Sick leave is cumulative. The right to such leave shall vest at the beginning of the school year for teachers. Each employee may use sick leave for serious illness, hospitalization or death of immediate members of their family without the loss of salary, not to exceed their total number of days accumulated. The term "immediate family" is defined as parent, sibling, grandparent, children, grandchildren, stepchildren, or spouse of the employee or any other member of the immediate household. If extreme or unusual circumstances exist, an employee may request additional sick leave from the Board upon recommendation of the superintendent.

### 5.02 Personal Leave

All certified employees shall be granted a total of three (3) days per year for personal leave at no substitute deduct, and one (1) day per year with substitute pay deducted.

Any of these three (3) days remaining as unused shall be cancelled on June 30 and an equivalent number of sick leave days added to the employee's leave accrual.

Written notification shall be submitted to the building principal one (1) day prior to the expected absence. In the event of an extreme case, notification of Personal Leave may be made by telephone to the appropriate official.

Personal leave may be used at the discretion of the certified employee with the exception of the following times: **first or last week of school**; the day immediately preceding or following a holiday or vacation period; or on staff development days. However, if extenuating circumstances occur that make it necessary to request one of the above listed days, a leave form must be submitted to the principal at least five (5) working days in advance of the date(s) taken.

### 5.03 Emergency Leave

An emergency is defined as an unexpected catastrophe involving damage or danger to the teacher's personal well-being, family, or property, or the attendance for no more than one (1) day, to no more than one (1) funeral per year, not provided by the school sick leave policy. One (1) day of emergency leave may be authorized upon request of the teacher to the superintendent. No payment will be

deducted when emergency leave is granted. Additional days may be granted by superintendent.

#### **5.04 Professional Leave**

Teachers may be absent to attend professional meetings or assignments of school business when approved by the principal of the building and/or superintendent without a deduction of pay.

#### **5.05 Maternity Leave**

Existing sick leave policy shall prevail and teachers can use their sick leave for absences relating to maternity leave. Pregnancy shall be regarded the same as a disability. The teacher's personal doctor shall recommend when the teacher should leave and return to her assignment.

#### **5.06 Other Leaves of Absences**

When a teacher's absence exceeds his/her sick leave and personal leave accumulations combined, the Board shall then determine what compensation, if any he/she shall receive in accordance with provisions of Oklahoma law. Provisions for military leave, jury duty and other leave shall comply with Oklahoma State Law.

#### **5.07 Sick Leave Bank**

**A. PURPOSE:** The purpose of the sick leave bank is to provide a bank of sick leave days from which qualifying members or their immediate family may request donations for extraordinary or severe illness, catastrophic injury or impairment that has caused or will cause the employee to exhaust all accumulated sick leave earned.

**B. MEMBERSHIP:** All full-time and part-time employees (certified, support, and administrative) may become members of the sick leave bank upon employment, provided they contribute days to the bank. All donated sick leave must be given voluntarily.

Days contributed become the property of the sick leave bank and no longer count toward the individual member's accumulated or current sick leave. Days contributed shall remain in the sick leave bank until exhausted.

The opportunity to enroll in the sick leave bank will begin September 9, 2013. Employees will have thirty (30) days in which to enroll. Enrollment will then be

**closed. At the beginning of each school year enrollment will be open for new and existing employees for thirty days.**

**Employees who wish to become members of the sick leave bank will contribute one (1) day of sick leave. During enrollment an employee may contribute more than one sick day to the bank as long as at the time of donation they do not go below 20 personal sick days. It will be the responsibility of an NCTA Representative in each building to distribute and gather the membership forms. Representatives will then pass them on to the superintendent's office.**

**If at any time the number of days in the bank drops below fifty (50), contributions will be solicited from all members.**

**C. OPERATION: The operation and administration of the sick leave bank shall be by three (3) NCTA members (one each from the elementary, middle school and high school) and the Superintendent or his or her appointee. These individuals shall constitute the Sick Leave Bank Committee. An employee requesting donated days must first provide the sick leave bank committee with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition. Requests for sick leave bank benefits shall be made to the Committee in writing. Once the committee meets their recommendations will then be taken to the superintendent for review. Once the superintendent has reviewed the recommendations the information will be placed on the next scheduled board meetings agenda for board consideration. The board will be asked to approve, deny, or table action on the committee's request. The board has the right to request further information from the employee or the committee.**

**Application for use of the sick leave bank shall be made only after all other applicable leave is exhausted, including: all sick leave, personal leave, and applicable emergency leave.**

**The maximum number of sick leave bank days that can be used in (1) school year shall not exceed forty-five (45) days per person.**

**The receiving employee may only utilize the donated days for which he/she qualifies by virtue of the employee's condition or a household member for which the donation was specifically made. The bank will retain days not utilized by the receiving employee.**

**Any exception to these provisions may be reviewed upon written request to the Committee, the Superintendent, or the Board.**

## **VI Compensation**

### **6.01 Payroll Deductions**

**A. In addition to those deductions required by state and federal law, each teacher may, upon request, initiate the following payroll deductions:**

- 1. School approved health, hospital, life, cancer, dental and vision insurance, annuities, and salary protection.**
- 2. Tulsa Teachers Credit Union.**
- 3. NCTA/OEA/NEA Dues.**
- 4. Other items as approved by the Board.**

**B. Teachers wishing to voluntarily cancel any part of their payroll deduction options may do so by giving notice in writing to the clerk at least two (2) weeks prior to the next payroll date unless that deduction is a Cafeteria Plan deduction.**

**C. NCTA will be notified of the cancellation of NCTA/OEA/NEA dues as soon as the request is received by the administration. The form for dropping such membership will be provided by NCTA.**

### **6.02 Salary Adjustment**

**A. Each teacher hired prior to contract ratification in a school year shall be placed on the salary schedule commensurate with the returning teachers. Upon ratification, they will be moved to the placement or which they are qualified for the current contract year. (The salary schedule is found under Appendix 9.10 and 9.11.)**

**B. In order for salary adjustment to be figured and received by the teachers at the beginning of the school year, an official letter of confirmation or transcript must be received by the clerk on or before August 1 for all certified personnel. The official letter of confirmation must include the following information:**

- 1. Number of hours above degree or,**
- 2. Degree earned**

### **6.03 Teacher Retirement Contributions**

**Teacher retirement contributions are not paid on base salary.**

#### **6.04 Retirement Requirements and Bonus**

Teachers who retire from the Nowata Public School District may qualify for a retirement bonus of up to a maximum of 5% of their last contracted annual salary. The actual bonus a teacher will receive will be based on four criteria: age, accumulated sick leave, seniority, and longevity. The bonus is calculated by taking 5% of the last contract amount as the maximum dollar number and using the chart (Appendix 9.13) as a guide. The teacher's age, number of unused sick leave days, years of service in Nowata Schools, and years of total service are located on the chart and each of the corresponding percentages totaled. This percentage of the maximum dollar amount is the retirement bonus for which that teacher qualifies.

#### **6.05 Unemployment/Worker's Compensation**

The Nowata School District shall maintain unemployment/worker's compensation coverage for each teacher.

**6.06 Extra Duties – “Any duty that directly relates to educational activities that require time beyond teaching duties or requires time when school is not in session and for which pay above the basic salary schedule is given.”**

##### **A. Extra duty assignments**

Pay schedules for coaching sponsorships, and similar extra duties are found in Appendix 9.12.

##### **B. Ball game workers**

Employees shall be assigned to work ball games (take gate, keep clock, etc.) and be compensated at each season's end according to the schedule found in Appendix 9.12. If enough volunteers aren't available, middle and high school teachers will be assigned to complete the schedule.

#### **6.07 Insurance Fringe**

**6.08 A \$500.00 step will be awarded to teachers with thirty plus years teaching experience. This will be determined yearly, based on all certified staff receiving a step.**

## **VII. Work Year/Work Day**

### **7.01 Length of Work Day / Work Year**

**A. Work year for teachers is defined as not less than 1080 instructional hours each school year; including 2 Parent/Teacher conference days, 5 professional meeting days and 1 teacher work day.**

**B. Work day for teachers is defined as 8:00 a.m. to 3:30 p.m.**

**C. It is the intent of this agreement to provide each teacher a minimum of 30 minutes daily preparation time.**

**D. There will be times that routine staff meetings will occur outside the contract working hours, principals and the superintendent will adhere to not taking more than one hour of time outside working contract hours per month. However, if situations arise that require additional meetings teachers would be required to attend (this would be deemed an emergency meeting or one called to discuss extensive issues). The hour does not include child find meetings, parent requested conferences or IEP meetings.**

**In an effort to keep all routine staff meetings short principals and the superintendent will send out regular e-mails for communication purposes. It is the responsibility of the teachers to check their e-mails often and to alert the office if there is an issue with their e-mail (a work order would be need to be put on for tech if there is an issue with the computer and the e-mail).**

## **VIII. Duration of Contract**

**This contract will take effect September 14, 2015 and will remain in effect until a successor contract has been ratified by both parties.**