

**Bartlesville Public Schools**  
(Oklahoma Independent School District Number 30)  
**2016-2017 Procedural and Negotiated Agreements**

**CONTENTS**

PROCEDURAL AGREEMENT

- I. Purpose
- II. Recognition
- III. Scope of Bargaining
- IV. Negotiations Procedures
- V. Impasse
- VI. Savings Clause
- VII. Duration of Agreement

NEGOTIATED AGREEMENT

- I. Conditions of the Workplace
  - 1.1 Work Time Schedule
  - 1.2 Planning Time
  - 1.3 Duty Free Lunch
  - 1.4 Assignments
  - 1.5 Vacancies and Transfers
  - 1.6 Reduction in Force
  - 1.7 Teacher Appraisal
  - 1.8 Personnel Files
  - 1.9 Teaching Facilities
  - 1.10 Teaching Materials
  - 1.11 Teacher Contracts
- II. Salary and Fringe Benefits
  - 2.1 2016-2017 Compensation Schedule
  - 2.2 Calculations for Salary of Less-Than-Fulltime Teachers
  - 2.3 Salary Schedule Documentation
  - 2.4 Payroll Deductions
  - 2.5 Warrants
  - 2.6 Insurance Fringe Benefits
  - 2.7 Flexible Benefits Plan
  - 2.8 Retirement Benefit
  - 2.9 Athletic Passes
  - 2.10 Special Increments for Additional Duties & Responsibilities
  - 2.11 Extra Duty Increment Committee
  - 2.12 Job Related Certification Testing

(continued on next page)

III. Leave Provisions

3.1 Sick Leave

3.2 Sick Leave Sharing Policy

3.3 Sick Leave Accumulation Reimbursement

3.4 Leave of Absence

3.5 Emergency Leave

3.6 Legal Process Leave

3.7 Personal Business Leave

3.8 Professional Leave

3.9 Leave Without Pay and Unauthorized Absences

3.10 Family and Medical Leave

IV. Association Rights

V. Grievance Procedure

VI. Duration

**APPENDICES**

A. Definitions

B1. Memorandum of Understanding: Leave Usage Tracking

B2. Memorandum of Understanding: Incentive Grants to Teachers

B3. Memorandum of Understanding: Teacher Appraisal Committee

C. Grievance Form

D. September Conference for First Year Teacher

E. Personal Development Plan (Sample Forms)

F. Minimum Criteria for Effective Teaching Performance

G. Standards of Performance and Conduct for Teachers

H. TLE Appraisal Forms & Methods

# **PROCEDURAL AGREEMENT**

## **I. PURPOSE**

- 1.1 The Board of Education of the Bartlesville Public Schools and the Bartlesville Education Association recognize the need for a positive, orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 05-70-509.1 through 05-70-509.10.

## **II. RECOGNITION**

- 2.1 This Agreement is made and entered into by and between the Bartlesville Education Association, hereinafter termed the "Association" and the Board of Education of the Bartlesville Public Schools, hereinafter termed the "Board".
- 2.2 The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certificated and licensed employees, excluding administrators, of the Bartlesville Public Schools. The Board agrees not to recognize any other employee organization as the representative of the members of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.
- 2.3 The Board and Association agree not to retaliate against any member of the bargaining unit because of his/her exercise or non-exercise of rights under Oklahoma Statute, 70-509.

## **III. SCOPE OF BARGAINING**

- 3.1 The Board and Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- 3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.
- 3.3 There shall be no negotiations on inherent managerial policy.

## **IV. NEGOTIATIONS PROCEDURES**

### **4.1 Negotiation Teams**

4.1.1 The Board and the Association shall each designate in writing, at the first negotiation session, the names of not more than six (6) persons who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each team may also designate up to three (3) alternates who may attend meetings in the place of regular team members. Each party shall also designate the person on its team who will serve as spokesperson.

### **4.2 Opening Negotiations**

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

4.2.2 The first negotiations session shall occur on a mutually agreeable date not more than forty-five (45) days from the date of the written request to open negotiations.

4.2.3 The Association and the Board shall submit all negotiation proposals at the first session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

### **4.3 Negotiations Sessions**

4.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The spokesperson may designate any other person to speak.

- 4.3.2 No official recordings or official transcripts shall be made. An unofficial recording may be made by either party for informational purposes only. These recordings may only be listened to by the Association Executive Committee, Negotiation Team and alternates, and the Board, its Negotiation Team and alternates, and the Superintendent's Executive Staff.
- 4.3.3 Negotiations will be conducted at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.
- 4.3.4 Negotiations meetings shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.
- 4.3.5 News releases shall be mutually agreed upon by the Board and the Association.
- 4.3.6 Each party is free to caucus at any time.
- 4.3.7 All items under negotiations shall be disposed of in one of the following manners:
- (1) tentative agreement;
  - (2) withdrawal of items;
  - (3) submission to impasse.
- 4.4 Tentative Agreement
- 4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.
- 4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification.

## V. IMPASSE

- 5.1 If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.
- 5.2 Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.
- 5.3 If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:
  - 5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.
  - 5.3.2 The committee shall meet with the Board's duly designated representatives and with the Association's representatives for the purpose of fact finding.
  - 5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

- 5.3.4 The cost for the services of the fact finding committee, including per diem expenses, if any, and actual necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.
- 5.3.5 The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 5.3.6 All hearings by the fact finding committee shall be conducted in closed session.
- 5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representative of both parties and, within twenty (20) days after the fact finding hearing, shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.
- 5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section either party may discontinue such effort.

5.3.9 The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

## **VI. SAVINGS CLAUSE**

6.1 If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

## **VII. DURATION OF AGREEMENT**

7.1 This agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. Negotiations shall be disposed of within thirty (30) days in one of the following manners:

- (1) tentative agreement;
- (2) withdrawal of items;
- (3) submission to impasse.

7.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on that date of such disbanding or cessation of representation.

**Adopted:**

\_\_\_\_\_  
President of the Board      Date

\_\_\_\_\_  
President of the Association      Date



# NEGOTIATED AGREEMENT

## I. CONDITIONS OF THE WORKPLACE

### 1.1 Work Time Schedule

- A. All Teachers shall follow the Board adopted School Calendar.
  
- B. Teacher Work Year
  - 1. The 2016-2017 teacher *work* year shall consist of one hundred and eighty-one (181) days. At least two (2) professional days shall be non-student, preschool days scheduled immediately prior to the first day of instruction. The remaining professional days will be used for site and/or district professional development and departmental meetings. One (1) non-student workday will be scheduled on the last day of the contract year.
  - 2. Teachers required by the District to work days beyond their normal contract year shall be compensated at their daily rate of pay for each additional day worked (this provision shall be effective upon ratification of the negotiated agreement by the Association and the Board of Education, and shall not be retroactive).
  
- C. Unless professional responsibilities or assigned duties require otherwise, the 2016-2017 standard teacher work day shall be a contiguous 7 hours and 25 minutes. Flexibility of scheduling may be done within the 7 hours and 25 minute work day. Teachers may be required to stay beyond the work day for faculty meetings, parent/teacher conferences, open house, departmental meetings, grade level meetings, professional growth, collaborative planning, and/or other uses as determined by the principal or requested by the Site Improvement Committee or teachers.

## 1.2 Planning Time

- A. Full-time classroom teachers in grades six (6) through twelve (12) shall be scheduled for preparation time of one (1) class period each day.
- B. Full-time classroom teachers in grade pre-kindergarten (Pre-K) through five (5) shall be scheduled for a minimum of one hundred eighty (180) minutes, or two hundred ten (210) minutes when possible, of preparation time each week during the student day. Preparation time shall be scheduled in thirty (30) consecutive minute segments whenever possible. This time shall be provided so long as the district is able to employ sufficient numbers of specialized teachers, including but not limited to music, media specialists, art, physical education, foreign language, and computer specialists to provide such preparation time to classroom teachers.
- C. When necessary, teachers may be required to forego scheduled planning time to accept responsibilities related to the proper functioning of the school.
- D. Teachers accepting an assignment which requires that they forego scheduled planning time for a semester or more shall be compensated at the rate of the 18% of their "Total Salary" as shown on the compensation schedule.

## 1.3 Duty Free Lunch

- A. Teachers shall be scheduled for a minimum of thirty (30) minutes of duty free lunch each day.
- B. When necessary, teachers may be required to forego duty free lunch time to accept responsibilities related to the proper functioning of the school.

## 1.4 Assignments

- A. General Principle  
When assigning teachers, the primary responsibility will be to best meet the needs of the students and the overall responsibilities of the district. All procedures that follow will be guided by the above principle. In addition, individual teacher preferences will also be considered.
- B. Teachers shall be assigned within the scope of their certification as prescribed or authorized by the State Department of Education.

- C. When assigning teachers to extra duties not covered by their teaching or supplemental contracts, the administration shall first attempt to secure volunteers. If a sufficient number of volunteers are not secured, the administration shall assign teachers on an equitable basis.

## **1.5 Vacancies and Transfers**

### **A. Voluntary Transfer**

1. Teachers currently employed in the district who request a transfer to a vacant position shall have their requests reviewed before teachers from outside of the district are hired.
2. Vacancies shall be posted as they occur during the school year. Vacancy announcements shall include certification requirements, subject area and anticipated grade levels. Vacancies shall be posted on the district website. Vacancies arising during the school year will normally be filled by temporary hires for the balance of the school year, and then posted for the ensuing school year if the position continues.
3. Teacher transfer request forms shall be submitted, in writing, to the site principal, who will forward the request to the Executive Director of Human Resources, who will send a copy of the request to each immediate supervisor who may be affected by the transfer.
4. To be considered for transfer during the summer, teachers shall notify the personnel office in writing and include their summer addresses, telephone numbers and areas of interest.  
The personnel office will attempt to notify teachers of vacancies that occur in the stated areas of interest as they arise between the close of the school year and August 13.
5. When a teacher applies for a transfer, the request shall be considered on the basis of the following criteria:
  - a. Contribution which the teacher could make in the new position.
  - b. Opportunity for professional growth.
  - c. Preference of the teacher and of the immediate supervisors.
  - d. Seniority.

6. Qualified teachers who request a transfer to a vacant position:
  - a. May be interviewed by the immediate supervisor and/or other appropriate personnel.
  - b. Shall be notified, in writing, within two (2) weeks after the final decision has been made.

B. Involuntary Transfer

1. Teachers who must be transferred to another school or to another position within the same school, as a result of curriculum reorganization, enrollment decline, closing schools and/or other district reorganization, shall be provided with written notification within ten (10) days of the decision which includes reasons for the transfer and shall be placed in position before new applicants are hired to fill vacancies for the ensuing school year.
2. The selection of teachers to be transferred shall be made by the immediate supervisor in conjunction with the Superintendent or his/her designee. When practicable the principal will discuss with the teacher before the final decision is made. If in the judgment of the administration, the qualifications of the teachers being considered for transfer are equal, the teacher with the least seniority shall be transferred.
3. Teachers who are being transferred for reasons other than stated in B.1. above shall be provided with written notification which includes reasons for the transfer by June 30, if possible.
4. Once a teacher has been notified of an involuntary transfer, the teacher shall have the options to request an interview with appropriate administrative personnel and/or provide a written response to the notice of involuntary transfer.
5. Teachers who are being involuntarily transferred shall be provided with notice of all vacancies for which they are qualified as those vacancies occur.
6. When teachers are transferred the school district will assist the teachers with the moving of materials.

## 1.6 Reduction In Force

### A. Needs of the School District and Students

1. When it becomes necessary for the Board to reduce the total number of certificated and/or licensed employees in the bargaining unit, the student and program needs of the district will be the primary priorities. Refer to section B.1 below for the criteria used for a reduction in force.
2. When the Board of Education determines reduction in force is possible, it will notify the Association president in writing that reduction in force is being considered.
3. In implementing a reduction in force, the Board will attempt first to reduce staff by attrition. Thereafter, the position or positions to be eliminated will be determined by the Board first and, thereafter, the following procedures will be used to determine the teacher or teachers to be non-renewed as a result thereof.

### B. Displacement and Reassignment and Non-Renewal Sequences

1. The following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and reassigned or non-renewed.
  - a. Average ratings on the TLE over the past three years of available TLE data calculated to the nearest one hundredth (1/100) of a percent.
  - b. Seniority: defined as continuous service under a teaching contract with the district beginning with the earliest official date of hire of this continuous service.
  - c. Total district teaching experience.
  - d. Total teaching experience.
  - e. Superintendent's recommendation.
2. Teachers must have on file in the Personnel Office, at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for displacement to occur.

C. Recall

1. Teachers who have been released because of a reduction in force, who have at least an average effective rating (2.8+), will be offered positions, for which they are certified and qualified, during the school year following the date of release. Such teachers will be offered reemployment in reverse order of non-renewal in accordance with the provisions of this policy.
2. Throughout the school year following the date of release, teachers who have been released because of a reduction in force will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they are certified and qualified and for which they have priority in accordance with the provisions of this policy. A teacher shall remain on the recall list unless the teacher:
  - a. does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
  - b. waives recall in writing; or
  - c. resigns
3. It shall be the teacher's responsibility to see that the district has the teacher's current address on file, and that address will be used for recall purposes.
4. A teacher who has been recalled shall have restored all benefits which had accrued to the date of release.

**1.7 Teacher Appraisal**

A. Appraisals of teachers shall be based upon the criteria of the Tulsa Model of the Teacher and Leader Effectiveness (TLE) system attached to this Agreement.

B. Career Teachers

All career teachers will receive an Evaluation at least once, by April 30, of each school year, except as noted below. It will be based on at least two observations, one conducted in the first semester and another in the second semester. Each of those observations must be followed by an observation conference with the teacher within five (5) work days of the observation.

An appraiser must conduct a third observation as part of any evaluation cycle if the teacher requests it promptly after the second such observation. As with other observations, the appraiser must conference with the teacher within five (5) work days of the observation.

If a teacher is put on a Personal Development Plan, an additional observation, in addition to the two standard ones, will be required to assess progress on the targeted indicator(s).

For the 2016-2017 school year, the annual Evaluation is NOT required for a career teacher who received a “Superior” or “Highly Effective” rating on the TLE through an Evaluation which was conducted in the prior school year. However, the annual Evaluation will be conducted if either the teacher or his/her evaluator opts to begin the Evaluation process before the end of the first quarter of the school year.

#### Probationary Teachers

All probationary teachers will receive an Evaluation at least once per semester. Each Evaluation will be based on at least two observations. Both of those observations must be followed by an observation conference with the teacher within five (5) work days of the observation.

An appraiser must conduct a third observation as part of any Evaluation cycle if the teacher requests it within three (3) work days after the second conference. As with other observations, the appraiser must conference with the teacher within five (5) work days of the observation.

- C. 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.

- D. 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.
- E. The annual appraisal of a teacher's performance shall include at two (2) observations. An appraiser must conduct a third observation if the teacher requests it within three (3) work days after the second conference.
- F. Observations for the purpose of appraisal shall be conducted openly with the full knowledge of the teacher.

Principals may issue a Personal Development Plan (PDP) to a teacher as a stand-alone plan in response to a work-related incident or problem occurring outside the context of an observation or evaluation. In such cases, the principal's PDP will still follow the SMART Goals framework and the timeframes of the PDP described in the Tulsa Model of TLE.

- G. All appraisals shall be using the state-approved rubrics and forms of the Tulsa Model of the Teacher and Leader Effectiveness system.
- H. A teacher has the option to have another Bartlesville Public Schools teacher present as an observer at an Evaluation conference or Personal Development Plan conference with at least twenty-four (24) hours advance notice to the evaluator. The observer may participate in the conference with the approval of both the teacher being evaluated and the evaluator. Observers, in the same capacity as above, may be present at observation conferences with the approval of the evaluator.
- I. On an observation form, any indicator marked Ineffective or Needs Improvement will include comments and suggestions for improvement. However, a Personal Development Plan with admonishment is allowed for indicators marked Ineffective or Needs Improvement.

On an Evaluation form, Ineffective or Needs Improvement shall not be marked without having been marked on one or more observation form(s) and the concern was not satisfied. Any indicator marked Ineffective or Needs Improvement on an Evaluation form will require a Personal Development Plan with admonishment.



- J. A copy of the Evaluation shall be given to the teacher at a conference held between the teacher and the appraiser. The teacher shall acknowledge receipt of the Evaluation by placing his/her signature thereon.
- K. The teacher may, within 10 working days of the Evaluation conference, respond to the Evaluation in writing, and said response will be attached to the Evaluation.

## **1.8 Personnel Files**

- A. An official personnel file and an official evaluation file shall be maintained in the Personnel office. Unofficial working files may be maintained in the office of each principal.
- B. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material.
- C. A teacher, or upon written authorization, the teacher's designee, may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher or designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.
- D. Access to a teacher's files will be limited to: the teacher or the teacher's designee, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request only as allowed by law.
- E. Any allegation or anonymous charge which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.

## **1.9 Teaching Facilities**

- A. Teachers shall have access to a workroom/lounge and dining area at each school provided that space is available that does not conflict with the needs of the students.
- B. Teachers shall be provided with access to a private telephone at each school.

- C. The District will strive to provide and maintain a clean, safe, healthy work environment, and will notify staff of any known hazards.

### **1.10 Teaching Materials**

Teachers may request necessary teaching materials from the principal. The Board will provide materials as soon as it is practicable within budgetary and distribution guidelines and restraints.

### **1.11 Teacher Contracts**

Individual teacher contracts shall be prepared by the Board. Teachers shall be provided with their individual contracts within sixty (60) days of the completion of the negotiation process. Teachers employed after the sixty (60) day period above will receive their contracts within thirty (30) days of employment.

## II. SALARY AND FRINGE BENEFITS

### 2.1 2016-2017 Compensation Schedule

Teachers who qualify by experience shall advance one (1) step on the 2016-2017 schedule.

#### Bartlesville Public Schools 2016-2017 Salary Compensation Schedule

Bachelors						
Year	Salary	District Paid Retirement	TOTAL SALARY	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	31,674.87	2,384.13	34,059.00	57.96	31.20	34,148.16
1	32,023.62	2,410.38	34,434.00	57.96	31.20	34,523.16
2	32,372.37	2,436.63	34,809.00	57.96	31.20	34,898.16
3	32,721.12	2,462.88	35,184.00	57.96	31.20	35,273.16
4	33,069.87	2,489.13	35,559.00	57.96	31.20	35,648.16
5	33,441.87	2,517.13	35,959.00	57.96	31.20	36,048.16
6	33,813.87	2,545.13	36,359.00	57.96	31.20	36,448.16
7	34,185.87	2,573.13	36,759.00	57.96	31.20	36,848.16
8	34,557.87	2,601.13	37,159.00	57.96	31.20	37,248.16
9	34,929.87	2,629.13	37,559.00	57.96	31.20	37,648.16
10	35,720.37	2,688.63	38,409.00	57.96	31.20	38,498.16
11	36,115.62	2,718.38	38,834.00	57.96	31.20	38,923.16
12	36,510.87	2,748.13	39,259.00	57.96	31.20	39,348.16
13	36,906.12	2,777.88	39,684.00	57.96	31.20	39,773.16
14	37,301.37	2,807.63	40,109.00	57.96	31.20	40,198.16
15	37,696.62	2,837.38	40,534.00	57.96	31.20	40,623.16
16	38,091.87	2,867.13	40,959.00	57.96	31.20	41,048.16
17	38,673.12	2,910.88	41,584.00	57.96	31.20	41,673.16
18	39,254.37	2,954.63	42,209.00	57.96	31.20	42,298.16
19	39,835.62	2,998.38	42,834.00	57.96	31.20	42,923.16
20	40,416.87	3,042.13	43,459.00	57.96	31.20	43,548.16
21	40,998.12	3,085.88	44,084.00	57.96	31.20	44,173.16
22	41,579.37	3,129.63	44,709.00	57.96	31.20	44,798.16
23	42,160.62	3,173.38	45,334.00	57.96	31.20	45,423.16
24	42,741.87	3,217.13	45,959.00	57.96	31.20	46,048.16
25	43,323.12	3,260.88	46,584.00	57.96	31.20	46,673.16
26	43,904.37	3,304.63	47,209.00	57.96	31.20	47,298.16
27	44,485.62	3,348.38	47,834.00	57.96	31.20	47,923.16
28+	45,066.87	3,392.13	48,459.00	57.96	31.20	48,548.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Bachelors + 15</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	32,176.14	2,421.86	34,598.00	57.96	31.20	34,687.16
1	32,524.89	2,448.11	34,973.00	57.96	31.20	35,062.16
2	32,873.64	2,474.36	35,348.00	57.96	31.20	35,437.16
3	33,222.39	2,500.61	35,723.00	57.96	31.20	35,812.16
4	33,571.14	2,526.86	36,098.00	57.96	31.20	36,187.16
5	33,943.14	2,554.86	36,498.00	57.96	31.20	36,587.16
6	34,315.14	2,582.86	36,898.00	57.96	31.20	36,987.16
7	34,687.14	2,610.86	37,298.00	57.96	31.20	37,387.16
8	35,059.14	2,638.86	37,698.00	57.96	31.20	37,787.16
9	35,431.14	2,666.86	38,098.00	57.96	31.20	38,187.16
10	36,221.64	2,726.36	38,948.00	57.96	31.20	39,037.16
11	36,616.89	2,756.11	39,373.00	57.96	31.20	39,462.16
12	37,012.14	2,785.86	39,798.00	57.96	31.20	39,887.16
13	37,407.39	2,815.61	40,223.00	57.96	31.20	40,312.16
14	37,802.64	2,845.36	40,648.00	57.96	31.20	40,737.16
15	38,197.89	2,875.11	41,073.00	57.96	31.20	41,162.16
16	38,593.14	2,904.86	41,498.00	57.96	31.20	41,587.16
17	39,174.39	2,948.61	42,123.00	57.96	31.20	42,212.16
18	39,755.64	2,992.36	42,748.00	57.96	31.20	42,837.16
19	40,336.89	3,036.11	43,373.00	57.96	31.20	43,462.16
20	40,918.14	3,079.86	43,998.00	57.96	31.20	44,087.16
21	41,499.39	3,123.61	44,623.00	57.96	31.20	44,712.16
22	42,080.64	3,167.36	45,248.00	57.96	31.20	45,337.16
23	42,661.89	3,211.11	45,873.00	57.96	31.20	45,962.16
24	43,243.14	3,254.86	46,498.00	57.96	31.20	46,587.16
25	43,824.39	3,298.61	47,123.00	57.96	31.20	47,212.16
26	44,405.64	3,342.36	47,748.00	57.96	31.20	47,837.16
27	44,986.89	3,386.11	48,373.00	57.96	31.20	48,462.16
28+	45,568.14	3,429.86	48,998.00	57.96	31.20	49,087.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Masters</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	33,582.30	2,527.70	36,110.00	57.96	31.20	36,199.16
1	33,931.05	2,553.95	36,485.00	57.96	31.20	36,574.16
2	34,279.80	2,580.20	36,860.00	57.96	31.20	36,949.16
3	34,628.55	2,606.45	37,235.00	57.96	31.20	37,324.16
4	34,977.30	2,632.70	37,610.00	57.96	31.20	37,699.16
5	35,349.30	2,660.70	38,010.00	57.96	31.20	38,099.16
6	35,721.30	2,688.70	38,410.00	57.96	31.20	38,499.16
7	36,093.30	2,716.70	38,810.00	57.96	31.20	38,899.16
8	36,465.30	2,744.70	39,210.00	57.96	31.20	39,299.16
9	36,837.30	2,772.70	39,610.00	57.96	31.20	39,699.16
10	38,023.05	2,861.95	40,885.00	57.96	31.20	40,974.16
11	38,418.30	2,891.70	41,310.00	57.96	31.20	41,399.16
12	38,813.55	2,921.45	41,735.00	57.96	31.20	41,824.16
13	39,208.80	2,951.20	42,160.00	57.96	31.20	42,249.16
14	39,604.05	2,980.95	42,585.00	57.96	31.20	42,674.16
15	39,999.30	3,010.70	43,010.00	57.96	31.20	43,099.16
16	40,394.55	3,040.45	43,435.00	57.96	31.20	43,524.16
17	40,975.80	3,084.20	44,060.00	57.96	31.20	44,149.16
18	41,557.05	3,127.95	44,685.00	57.96	31.20	44,774.16
19	42,138.30	3,171.70	45,310.00	57.96	31.20	45,399.16
20	42,719.55	3,215.45	45,935.00	57.96	31.20	46,024.16
21	43,300.80	3,259.20	46,560.00	57.96	31.20	46,649.16
22	43,882.05	3,302.95	47,185.00	57.96	31.20	47,274.16
23	44,463.30	3,346.70	47,810.00	57.96	31.20	47,899.16
24	45,044.55	3,390.45	48,435.00	57.96	31.20	48,524.16
25	45,625.80	3,434.20	49,060.00	57.96	31.20	49,149.16
26	46,207.05	3,477.95	49,685.00	57.96	31.20	49,774.16
27	46,788.30	3,521.70	50,310.00	57.96	31.20	50,399.16
28+	47,369.55	3,565.45	50,935.00	57.96	31.20	51,024.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Masters + 15</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	34,047.30	2,562.70	36,610.00	57.96	31.20	36,699.16
1	34,396.05	2,588.95	36,985.00	57.96	31.20	37,074.16
2	34,744.80	2,615.20	37,360.00	57.96	31.20	37,449.16
3	35,093.55	2,641.45	37,735.00	57.96	31.20	37,824.16
4	35,442.30	2,667.70	38,110.00	57.96	31.20	38,199.16
5	35,814.30	2,695.70	38,510.00	57.96	31.20	38,599.16
6	36,186.30	2,723.70	38,910.00	57.96	31.20	38,999.16
7	36,558.30	2,751.70	39,310.00	57.96	31.20	39,399.16
8	36,930.30	2,779.70	39,710.00	57.96	31.20	39,799.16
9	37,302.30	2,807.70	40,110.00	57.96	31.20	40,199.16
10	38,488.05	2,896.95	41,385.00	57.96	31.20	41,474.16
11	38,883.30	2,926.70	41,810.00	57.96	31.20	41,899.16
12	39,278.55	2,956.45	42,235.00	57.96	31.20	42,324.16
13	39,673.80	2,986.20	42,660.00	57.96	31.20	42,749.16
14	40,069.05	3,015.95	43,085.00	57.96	31.20	43,174.16
15	40,464.30	3,045.70	43,510.00	57.96	31.20	43,599.16
16	40,859.55	3,075.45	43,935.00	57.96	31.20	44,024.16
17	41,440.80	3,119.20	44,560.00	57.96	31.20	44,649.16
18	42,022.05	3,162.95	45,185.00	57.96	31.20	45,274.16
19	42,603.30	3,206.70	45,810.00	57.96	31.20	45,899.16
20	43,184.55	3,250.45	46,435.00	57.96	31.20	46,524.16
21	43,765.80	3,294.20	47,060.00	57.96	31.20	47,149.16
22	44,347.05	3,337.95	47,685.00	57.96	31.20	47,774.16
23	44,928.30	3,381.70	48,310.00	57.96	31.20	48,399.16
24	45,509.55	3,425.45	48,935.00	57.96	31.20	49,024.16
25	46,090.80	3,469.20	49,560.00	57.96	31.20	49,649.16
26	46,672.05	3,512.95	50,185.00	57.96	31.20	50,274.16
27	47,253.30	3,556.70	50,810.00	57.96	31.20	50,899.16
28+	47,834.55	3,600.45	51,435.00	57.96	31.20	51,524.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Masters + 30</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	34,512.30	2,597.70	37,110.00	57.96	31.20	37,199.16
1	34,861.05	2,623.95	37,485.00	57.96	31.20	37,574.16
2	35,209.80	2,650.20	37,860.00	57.96	31.20	37,949.16
3	35,558.55	2,676.45	38,235.00	57.96	31.20	38,324.16
4	35,907.30	2,702.70	38,610.00	57.96	31.20	38,699.16
5	36,279.30	2,730.70	39,010.00	57.96	31.20	39,099.16
6	36,651.30	2,758.70	39,410.00	57.96	31.20	39,499.16
7	37,023.30	2,786.70	39,810.00	57.96	31.20	39,899.16
8	37,395.30	2,814.70	40,210.00	57.96	31.20	40,299.16
9	37,767.30	2,842.70	40,610.00	57.96	31.20	40,699.16
10	38,953.05	2,931.95	41,885.00	57.96	31.20	41,974.16
11	39,348.30	2,961.70	42,310.00	57.96	31.20	42,399.16
12	39,743.55	2,991.45	42,735.00	57.96	31.20	42,824.16
13	40,138.80	3,021.20	43,160.00	57.96	31.20	43,249.16
14	40,534.05	3,050.95	43,585.00	57.96	31.20	43,674.16
15	40,929.30	3,080.70	44,010.00	57.96	31.20	44,099.16
16	41,324.55	3,110.45	44,435.00	57.96	31.20	44,524.16
17	41,905.80	3,154.20	45,060.00	57.96	31.20	45,149.16
18	42,487.05	3,197.95	45,685.00	57.96	31.20	45,774.16
19	43,068.30	3,241.70	46,310.00	57.96	31.20	46,399.16
20	43,649.55	3,285.45	46,935.00	57.96	31.20	47,024.16
21	44,230.80	3,329.20	47,560.00	57.96	31.20	47,649.16
22	44,812.05	3,372.95	48,185.00	57.96	31.20	48,274.16
23	45,393.30	3,416.70	48,810.00	57.96	31.20	48,899.16
24	45,974.55	3,460.45	49,435.00	57.96	31.20	49,524.16
25	46,555.80	3,504.20	50,060.00	57.96	31.20	50,149.16
26	47,137.05	3,547.95	50,685.00	57.96	31.20	50,774.16
27	47,718.30	3,591.70	51,310.00	57.96	31.20	51,399.16
28+	48,299.55	3,635.45	51,935.00	57.96	31.20	52,024.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)



**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Masters + 45</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	34,990.32	2,633.68	37,624.00	57.96	31.20	37,713.16
1	35,339.07	2,659.93	37,999.00	57.96	31.20	38,088.16
2	35,687.82	2,686.18	38,374.00	57.96	31.20	38,463.16
3	36,036.57	2,712.43	38,749.00	57.96	31.20	38,838.16
4	36,385.32	2,738.68	39,124.00	57.96	31.20	39,213.16
5	36,757.32	2,766.68	39,524.00	57.96	31.20	39,613.16
6	37,129.32	2,794.68	39,924.00	57.96	31.20	40,013.16
7	37,501.32	2,822.68	40,324.00	57.96	31.20	40,413.16
8	37,873.32	2,850.68	40,724.00	57.96	31.20	40,813.16
9	38,245.32	2,878.68	41,124.00	57.96	31.20	41,213.16
10	39,431.07	2,967.93	42,399.00	57.96	31.20	42,488.16
11	39,826.32	2,997.68	42,824.00	57.96	31.20	42,913.16
12	40,221.57	3,027.43	43,249.00	57.96	31.20	43,338.16
13	40,616.82	3,057.18	43,674.00	57.96	31.20	43,763.16
14	41,012.07	3,086.93	44,099.00	57.96	31.20	44,188.16
15	41,407.32	3,116.68	44,524.00	57.96	31.20	44,613.16
16	41,802.57	3,146.43	44,949.00	57.96	31.20	45,038.16
17	42,383.82	3,190.18	45,574.00	57.96	31.20	45,663.16
18	42,965.07	3,233.93	46,199.00	57.96	31.20	46,288.16
19	43,546.32	3,277.68	46,824.00	57.96	31.20	46,913.16
20	44,127.57	3,321.43	47,449.00	57.96	31.20	47,538.16
21	44,708.82	3,365.18	48,074.00	57.96	31.20	48,163.16
22	45,290.07	3,408.93	48,699.00	57.96	31.20	48,788.16
23	45,871.32	3,452.68	49,324.00	57.96	31.20	49,413.16
24	46,452.57	3,496.43	49,949.00	57.96	31.20	50,038.16
25	47,033.82	3,540.18	50,574.00	57.96	31.20	50,663.16
26	47,615.07	3,583.93	51,199.00	57.96	31.20	51,288.16
27	48,196.32	3,627.68	51,824.00	57.96	31.20	51,913.16
28+	48,777.57	3,671.43	52,449.00	57.96	31.20	52,538.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

**Bartlesville Public Schools  
2016-2017 Salary Compensation Schedule**

<b>Doctorate</b>						
Year	Salary	District Paid Retirement	<b>TOTAL SALARY</b>	District Paid Long Term Disability	District Paid Group Life Ins.*	Total District Compensation
0	36,209.55	2,725.45	38,935.00	57.96	31.20	39,024.16
1	36,558.30	2,751.70	39,310.00	57.96	31.20	39,399.16
2	36,907.05	2,777.95	39,685.00	57.96	31.20	39,774.16
3	37,255.80	2,804.20	40,060.00	57.96	31.20	40,149.16
4	37,604.55	2,830.45	40,435.00	57.96	31.20	40,524.16
5	37,976.55	2,858.45	40,835.00	57.96	31.20	40,924.16
6	38,348.55	2,886.45	41,235.00	57.96	31.20	41,324.16
7	38,720.55	2,914.45	41,635.00	57.96	31.20	41,724.16
8	39,092.55	2,942.45	42,035.00	57.96	31.20	42,124.16
9	39,464.55	2,970.45	42,435.00	57.96	31.20	42,524.16
10	41,440.80	3,119.20	44,560.00	57.96	31.20	44,649.16
11	41,836.05	3,148.95	44,985.00	57.96	31.20	45,074.16
12	42,231.30	3,178.70	45,410.00	57.96	31.20	45,499.16
13	42,626.55	3,208.45	45,835.00	57.96	31.20	45,924.16
14	43,021.80	3,238.20	46,260.00	57.96	31.20	46,349.16
15	43,417.05	3,267.95	46,685.00	57.96	31.20	46,774.16
16	43,812.30	3,297.70	47,110.00	57.96	31.20	47,199.16
17	44,393.55	3,341.45	47,735.00	57.96	31.20	47,824.16
18	44,974.80	3,385.20	48,360.00	57.96	31.20	48,449.16
19	45,556.05	3,428.95	48,985.00	57.96	31.20	49,074.16
20	46,137.30	3,472.70	49,610.00	57.96	31.20	49,699.16
21	46,718.55	3,516.45	50,235.00	57.96	31.20	50,324.16
22	47,299.80	3,560.20	50,860.00	57.96	31.20	50,949.16
23	47,881.05	3,603.95	51,485.00	57.96	31.20	51,574.16
24	48,462.30	3,647.70	52,110.00	57.96	31.20	52,199.16
25	49,043.55	3,691.45	52,735.00	57.96	31.20	52,824.16
26	49,624.80	3,735.20	53,360.00	57.96	31.20	53,449.16
27	50,206.05	3,778.95	53,985.00	57.96	31.20	54,074.16
28+	50,787.30	3,822.70	54,610.00	57.96	31.20	54,699.16

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2016 it is \$526.88 per month; \$6,322.56 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

\*Single Premium; if employee has dependents the amount is \$42.36

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

## 2.2 Calculations for Salary of Less-Than-Fulltime Teachers

### A. Half-time Teachers

A ½ time teacher is by definition .60 FTE which includes pay for a planning period

A ½ time teacher works 4.45 hours per day

### B. Less than full-time teachers

FORMULA:

Annual Salary/181 days = Daily Rate

Daily Rate/7.4166667 (7hours and 25 minutes) = Hourly Rate

Hourly Rate X # of hours worked = New Daily Rate

New Daily Rate X # of days worked = Annual Salary/Year

e.g.

\$36000/181 days = \$198.89503 Daily Rate

\$198.89503/7.4166667 hrs = \$26.817295 Hourly Rate

\$26.817295 X 1 Hour per day = \$26.817295 New Daily Rate

\$26.817295 X 181 Days Worked per Year = Annual Salary/Year

## 2.3 Salary Schedule Documentation

Horizontal movement on the salary schedule shall be in accordance with the following procedures:

- A. A teacher who has earned additional hours or an advanced degree must file a request along with appropriate documentation by September 1 in order to receive movement on the salary schedule for the current school year. Once coursework hours have been earned and granted for the purpose of movement between degree lanes, the teacher shall be moved to the appropriate interim salary lane on the Compensation Schedule. Once an advanced degree has been completed, the teacher shall be moved to the appropriate salary lane on the Compensation Schedule. Additional movement to another interim salary lane will occur when a teacher has earned additional hours after the last degree held and credited on the Compensation Schedule.

- B. Course work for which a teacher plans to request movement on the salary schedule must be approved in advance by the Executive Director of Human Resources unless such course work is part of an advanced degree program from an accredited college or university. Upon application for movement on the salary schedule, the Executive Director of Human Resources will evaluate the course work submitted and approve it, if it meets the following criteria: courses within the teacher's content area, courses related to educational methods, or other courses which are deemed to be of benefit to the teacher's job performance.
  
- C. To meet the fifteen (15) credit hour requirement for movement between degree lanes, a teacher may substitute approved in-service training credits earned at the rate of fifteen (15) points per credit hour for up to five (5) of the fifteen (15) credit hours required.

#### **2.4 Payroll Deductions**

- A. Upon written authorization, teachers shall be provided with payroll deductions for the following purposes:
  - 1. Credit Union
  - 2. District approved insurance programs
  - 3. Annuities
  - 4. Professional Organization dues
  - 5. OEA-PAC/NEA-PAC contributions
  - 6. Other items as approved by the Board
  
- B. Guidelines for the use of payroll deductions shall be determined by the Executive Director of Human Resources and made available to all teachers.

#### **2.5 Warrants/Checks**

Teachers shall be paid monthly, on or before the fifteenth (15th) day of each month. All compensation shall be paid before the end of the fiscal year in which it is earned.

## 2.6 Insurance Fringe Benefits

### A. Health Insurance

#### 1. State Payment

##### **Teachers who choose to participate in Major Medical Coverage purchased through the district-sponsored Cafeteria Plan.**

For the 2016-2017 school year, each teacher who purchases major medical health coverage through the District's Health Insurance plan shall receive the monthly Flexible Benefit Allowance (FBA) required by State Law. The District will apply the FBA toward the total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical coverage purchased by the teacher may be used to purchase additional benefits through the District's Section 125 Cafeteria Plan or may be taken as taxable compensation as provided by law. Part-time teachers shall receive benefits as provided for by state law. If the State mandates FBA changes during the 2016-2017 school year, teachers will receive the appropriate payment as required by law.

#### 2. **Teachers who choose not to participate in Major Medical Coverage offered through the district-sponsored Cafeteria Plan.**

For the 2016-2017 school year, teachers who choose not to participate in the District Health Insurance Plan shall receive, as part of Total Compensation, sixty-nine dollars and seventy-one cents (\$69.71) per month which may be applied to options in the District's Section 125 Cafeteria Plan or may be taken as taxable compensation, in lieu of the flexible benefit allowance provide for in part 1 above.

### B. Group Life Insurance

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with the following insurance coverage and pay a forty-two dollar and thirty-six cents (\$42.36) annual premium for those employees with dependents or a thirty-one dollar and twenty cent (31.20) premium for those employees without dependents as part of total compensation on behalf of the teacher.

1. Group Term Life and Accidental Death Insurance of \$10,000 for the teacher.

- a. The plan will also allow the teacher the option to purchase additional coverage at the teacher's expense.
2. Dependent Group Term Life insurance of \$2,000 for the teacher's spouse and \$1,000 for each dependent child.

C. Long Term Disability

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with coverage under the district's group plan.

**2.7 Flexible Benefits Plan**

The Board shall provide teachers with an opportunity to select before tax benefits, up to the maximum allowable by the Internal Revenue Code, for participation in a Section 125 Program.

**2.8 Retirement Benefit**

For the 2016-2017 school year, the Board shall pay, as part of Total District Compensation, on the Teacher Compensation Schedule, the required teacher's contribution to the Oklahoma Teachers' Retirement System.

**2.9 Athletic Passes**

Teachers shall utilize their school identification badge as the official pass that will admit only the teacher to all Bartlesville athletic events within the district at no charge. Teachers will be able to purchase advance tickets at a discount for their spouse and/or dependent school age children.

**2.10 Special Increments for Additional Duties and Responsibilities**

The following amounts are the total amount which will be allotted for each position. The positions in category I below may be divided or shared with the amount of money assigned proportionally to the amount of responsibility performed. All teachers assigned to a position included on the Extra Duty Increment Schedule shall receive a separate additional compensation contract. Job descriptions shall be created by the administration for each position.

## I. Academic Special Increments

<b>DESCRIPTION</b>	<b>2016-2017 Increment</b>
<b>Secondary Department Chairpersons</b> (6-12; 12 positions, 1 per department in district: Language Arts, Mathematics, Science, Social Studies, Foreign Language, Business, Physical Education, STEM, Guidance, Library, Visual Art, Fine Arts [vocal music/instrumental music/drama])	
3-8 dept. members	2,100.00
9-14 dept. members	2,450.00
15-20 dept. members	2,750.00
21 dept. members	3,050.00
26-30 dept. members	3,350.00
31 or more dept. members	3,650.00
<b>North Central Site Chair</b>	1,000.00
<b>Building Coordinators</b> (6-12; at buildings with 3 or more members in the following departments but no on-site department chair: Foreign Language, Business, Special Education; also at buildings with 3 or more members in the following departments in addition to any on-site department chair: Language Arts, Mathematics, Science, Social Studies, STEM)	
3-8 building dept. members	970.00
9 or more building dept. members	1,220.00
<b>Elementary Grade Level Coordinators</b> (7 PreK-5 positions in the district, 1 per grade level; 2 Instructional Coaching positions in the district)	1,500.00
<b>Elementary Coordinators</b> (PreK-5; 9 positions, 1 per area in district: Art, Music, Physical Education, Librarians, Counselors, Gifted/Talented, Special Education, Reading Remediation, Speech Pathologists)	1,050.00
<b>Vocal Music Supervisor</b>	1,700.00
<b>Music Supervisor (6-12)</b>	2,670.00
<b>Newspaper (Sr. High)</b>	1,460.00
<b>Yearbook (Sr. High)</b>	2,530.00
<b>Yearbook (Middle School)</b>	970.00
<b>Competitive Speech (9-12)</b>	3,460.00
<b>Drama (9-12)</b>	4,710.00
<b>Drama (6-8)</b>	1,000.00
<b>Student Council (Sr. High)</b>	2,500.00
<b>Student Council (Middle School)</b>	970.00
<b>Varsity Academic Bowl</b>	1,940.00
<b>Junior Varsity Academic Bowl</b>	1,460.00
<b>MathCounts (Middle Schools)</b>	1,020.00
<b>Secondary Site Technology Assistant</b>	2,000.00
<b>Instructional Technology Assistant</b>	1,400.00
<b>National Honor Society (Sr. High)</b>	1,110.00
<b>Future Business Leaders of America/Junior Achievement (Sr. High)</b>	970.00
<b>National Junior Honor Society (Middle Schools)</b>	800.00
<b>Spanish Honor Sponsor</b>	350.00
<b>Counselors</b>	1,760.00

## **II. Vocal and Instrumental Music Salary Schedules**

<b>DESCRIPTION</b>	<b>2016-2017 Increment</b>
Senior High Band Director <small>(includes Middle School and/or Elementary assignments)</small>	9,830.00
Associate Senior High Band Director <small>(includes Middle School and/or Elementary assignments)</small>	7,550.00
Assistant Senior High Band Director <small>(includes Middle School and/or Elementary assignments)</small>	6,070.00
Orchestra Director (6-12)	6,530.00
Assistant Orchestra Director (6-12)	3,400.00
Orchestra Assistant (6-12)	2,430.00
Vocal Music Director (Senior High)	6,000.00
Vocal Music Director (Middle School)	2,400.00
Assistant Vocal Music Director	3,400.00
Assistant Vocal Music Director (Middle School)	2,000.00
Winter Guard	4,530.00
Color Guard	4,530.00

## **III. Athletic Salary Schedule**

<b>DESCRIPTION</b>	<b>2016-2017 Increment</b>
<b>Baseball</b>	
Head Varsity	5,760.00
Assistant Varsity	2,860.00
Head 9 <sup>th</sup> Grade	2,400.00
Assistant 9 <sup>th</sup> Grade	1,700.00
<b>Basketball (Boys &amp; Girls)</b>	
Head Varsity	9,650.00
Assistant Varsity	4,100.00
Head 9th Grade	3,300.00
Head 8th Grade	2,350.00
Mentor Coach Girls Basketball	2,000.00
Mentor Coach Boys Basketball	2,000.00
<b>Cross Country (Boys &amp; Girls)</b>	
Head Varsity	3,500.00
Assistant Varsity	2,500.00
Head Middle School	2,000.00
Assistant Middle School	1,200.00
<b>Football</b>	
Head Varsity	10,380.00
First Assistant Varsity	4,600.00
Assistant Varsity	3,800.00
Head 9th Grade	3,300.00
Assistant 9th Grade	2,750.00
Head 8th Grade	2,400.00
Assistant 8th Grade	1,750.00



<b>Athletic Salary Schedule (continued)</b>	
<b>DESCRIPTION</b>	<b>2016-2017 Increment</b>
<b>Golf (Boys &amp; Girls)</b>	
Head Varsity	2,710.00
Head Middle School Boys Golf	1,400.00
Head Middle School Girls Golf	1,400.00
<b>Soccer (Boys &amp; Girls)</b>	
Head Varsity	4,470.00
Assistant Varsity	1,990.00
<b>Softball</b>	
Head Varsity	5,760.00
Assistant Varsity	2,860.00
Head Junior High	2,400.00
Assistant Junior High	1,700.00
<b>Softball (Slow Pitch)</b>	
Head Varsity	4,000.00
Assistant Varsity	2,500.00
<b>Swimming (Boys &amp; Girls)</b>	
Head Varsity	5,500.00
Assistant Varsity	2,500.00
<b>Tennis (Boys &amp; Girls)</b>	
Head Varsity	3,030.00
Assistant Varsity	1,200.00
Head Middle School	1,300.00
<b>Track (Boys &amp; Girls)</b>	
Head Varsity	4,440.00
Assistant Varsity	2,150.00
Head 8th Grade	2,000.00
Assistant 8th Grade	1,200.00
<b>Volleyball</b>	
Head Varsity	4,750.00
Assistant Varsity	2,670.00
Head 9 <sup>th</sup> Grade	2,200.00
Head 8 <sup>th</sup> Grade	2,000.00
<b>Wrestling</b>	
Head Varsity	7,150.00
Assistant Varsity	3,500.00
Head Middle School	3,000.00
Assistant Middle School	2,400.00
<b>Spirit Squads</b>	
Head High School	5,280.00
Head 9 <sup>th</sup> Grade	3,000.00
Head Middle School	2,500.00

**2.11 Extra Duty Increment Review**

Annually the Association and the District will each review extra duty increments for adequacy and equity. The parties will share the results of their reviews with each other by the end of the first semester. At the time the parties exchange bargaining issues, as provided in the Procedural Agreement, the parties will present specific increments to be adjusted, added, or deleted, with specific dollar amounts to be determined through negotiations.

**2.12 Job Related Certification Testing**

If directed by the Executive Director of Human Resources to obtain additional certification, the district will reimburse the cost of the certification exam upon proof of successful completion and assignment to the new certification area.

Grievance Procedure

The BEA may act as the “grievant” to alleged violations of the extra-duty process.

### III. LEAVE PROVISIONS

#### 3.1 Sick Leave

- A. Regular full-time teachers who are under contract to work twenty (20) hours or more per week are eligible for sick leave with pay.
- B. Teachers on ten (10) month contracts shall receive ten (10) days of sick leave. Teachers on eleven (11) month contracts shall receive eleven (11) days of sick leave. Teachers on twelve (12) month contracts shall receive twelve (12) days of sick leave. Such leave shall be granted at the beginning of each school year.
- C. Unused sick leave shall accumulate up to a maximum of one hundred twenty (120) days for use purposes should a teacher qualify for sick leave as provided for in D below. The district will also keep records of the days above the maximum accumulation, for the sole purpose of reporting those days to the Oklahoma Teachers' Retirement System.
- D. A teacher shall be eligible for sick leave with pay for personal illness, pregnancy, or accidental injury, or illness or accidental injury in the immediate family.
- E. Up to five (5) days of sick leave with pay may be used for bereavement in the instance of a death in the immediate family. Up to five (5) days of additional leave for bereavement purposes shall be provided to a teacher who has fewer than five (5) days of sick leave remaining when there is a death in the teacher's immediate family (1 extra day if 4 days of sick leave remain, 2 extra days if 3 days remain, etc.). Additional days may be granted upon approval of the superintendent or his/her designee. The superintendent or his/her designee may also grant paid bereavement leave days for deaths outside the immediate family.
- F. Immediately following the birth or adoption of a newborn, a teacher may use up to a maximum of six weeks (30 days) of paid leave in a combination of accumulated sick leave and the days provided by law with substitute deduction.
- G. Up to five (5) days of sick leave with pay may be used for the adoption of a child who is over six (6) weeks of age.

- H. A teacher desiring to use sick leave shall report his/her anticipated absence to his/her immediate supervisor at the earliest possible time.
- I. Upon request of the immediate supervisor, teachers shall be required to provide appropriate evidence that their absence was necessitated by reasons allowable under the sick leave policy.
- J. After exhausting all accumulated and any shared sick leave, teachers shall be granted twenty (20) additional sick leave days for personal illness or accidental injury with the cost actually or normally paid to a certified substitute teacher deducted from their salary.
- K. Sick leave may be granted in full or half day increments.

### **3.2 Sick Leave Sharing Policy**

- A. If a teacher has exhausted or will likely exhaust only sick leave earned pursuant to 70 O.S. §6-104 of Oklahoma statutes (annual allocation and accumulated sick leave balance) due to pregnancy or recovery from childbirth, or an extraordinary or severe illness or injury, or an extraordinary or severe illness or injury of the teacher's spouse, child, parent, grandparent, grandchild, stepchild, stepparent or household member as these terms are defined in state law, documented as such by a physician, the teacher may request the use of sick leave days to be donated by other teachers. Each year teachers may donate up to one (1) day each, per requesting teacher, from their accumulated sick leave for use by the requesting teacher in accordance with the following procedures:
  - 1. Teachers desiring to donate days shall complete a written authorization transferring days to the ill or injured teacher.
  - 2. Teachers must have a balance of 60 unused sick leave days before they may donate a day.
  - 3. A teacher may initially request up to twenty (20) days from donating teachers. If needed, the teacher may reapply for one additional twenty (20) day period. After that the district personnel office must meet with the teacher to review the long-term disability options available to the teacher.
  - 4. Teachers may only request access to sick leave sharing for no more than two different documented qualifying conditions during any fiscal year.

5. Consecutive year access shall be limited to no more than two consecutive years for the same documented qualifying condition.
6. Solicitations for donated leave shall only made through designated administrative channels.

### **3.3 Sick Leave Accumulation Reimbursement**

- A. Upon retirement, reduction in force, or death, teachers with at least five (5) years of continuous service in the district shall be compensated for accumulated sick leave. In the instance of death, said compensation shall be paid to the teacher's estate.
- B. The rate of compensation shall be computed at 0.2% of the base salary at the bachelors step zero (0) for each day of accumulated sick leave, provided that:
  1. No teacher shall be compensated for more days of accumulated sick leave than twice the number of total years of service the teacher has in the district.
  2. No teacher who willfully abrogates a valid contract of employment with the district shall receive any such compensation.
  3. No qualified teacher shall receive compensation for fewer than four (4) days of accumulated sick leave.

### **3.4 Leave of Absence**

- A. Teachers may, upon application to and approval of the superintendent or his/her designee, be granted an unpaid leave of absence of up to one (1) year for personal illness, illness in the immediate family, rearing a child, military service or professional study. Documentation from a physician is required for personal illness or illness in the immediate family. A copy of official orders is required for military service. Extensions of leave beyond one (1) year may be granted in exceptional cases.

1. During a period of a Leave of Absence no benefits will be provided by the District, unless otherwise required by law and only to the extent required by law. A teacher on an approved Leave of Absence is permitted to participate in district-sponsored fringe benefit insurance programs, with the teacher paying the full cost of the premiums.
  2. During the period of a Leave of Absence a teacher will not gain or lose any accumulated benefits or employment status. The amount of accumulated sick leave days will remain constant, without increase or decrease, and will be available to the teacher upon return from the Leave of Absence. During the Leave of Absence seniority status and compensation schedule placement will neither accrue nor be lost. A teacher returning from a Leave of Absence will be placed on the same step of the compensation schedule as the teacher was on at the time the Leave of Absence was granted.
- C. Requests for reinstatement following a one year leave of absence shall be filed with the superintendent or his/her designee by March 1 during the year of the leave of absence. Requests for reinstatement following a leave of absence for less than a one year period shall be filed with the superintendent or his/her designee no later than thirty (30) days prior to the expiration of the leave of absence. A teacher who fails to submit a request for reinstatement within the timelines above, or who declines an offered position for which the teacher is qualified, shall be deemed to have resigned his/her position with the district effective on the last day of the leave of absence.
- D. A teacher will be granted the right to return from a leave of absence and shall be reinstated without loss of professional or financial status if there is a vacancy for which the teacher is qualified. Sick leave shall not accrue, nor shall accumulated sick leave be lost during the time of the leave.

### **3.5 Emergency Leave**

Upon approval of the immediate supervisor and the superintendent, or his/her designee, teachers may be granted up to five (5) days of paid leave each year for situations or occurrences of a serious nature that develop suddenly and unexpectedly and demand immediate attention. This leave is non-accumulative and may not be used for any reason allowable under another leave category.

### **3.6 Legal Process Leave**

- A. Teachers shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding.
- B. The teacher serving as a juror or subpoenaed witness shall be paid his/her full, current contract salary.

### **3.7 Personal Business Leave**

Teachers shall be granted three (3) days each year to conduct personal business that demands the teacher's presence at times that school is in session. This leave is noncumulative.

Personal business leave may be used for family obligations but may not be utilized for entertainment, recreation, seeking or participating in other employment, or providing a service for compensation. When directed by administration to attend an activity of the teacher's own special needs child, personal business leave will not be charged.

One (1) day may be taken at full pay. Two (2) days may be taken with the actual cost of a substitute teacher if one is hired, or fifty dollars (\$50.00) if one is not hired, deducted for the days utilized. If unused, these days shall be added to the teacher's accumulated sick leave balance.

Requests for personal business leave must be made to the immediate supervisor at least twenty-four (24) hours in advance, if possible. If advanced request was not possible, the request must be completed within twenty-four (24) hours after the teacher has returned to work. The request will be approved for a date that is the least disruptive of the efficient operation of the district.

Except upon approval of the immediate supervisor and the superintendent, or his/her designee personal business leave will not be granted on days immediately before or after holidays or vacation periods, or during the last two (2) weeks of school.

### **3.8 Professional Leave**

Upon approval of teacher's immediate supervisor and the Superintendent or his/her designee, a teacher shall be granted professional leave with pay to attend local, state, or national meetings of organizations that represent his/her specific assignment in the Bartlesville Schools.

Days absent for the attendance at professional meetings shall be reported as "School Business."

### **3.9 Leave Without Pay and Unauthorized Absences**

A. If a teacher finds it necessary to be absent for any reason not allowable under any leave policy, or if a teacher has exhausted all days in an allowable leave category, the teacher may request unpaid leave from his/her immediate supervisor and the superintendent or his/her designee. If such leave is granted, the teacher shall have an amount equal to 1/181<sup>st</sup> of his/her annual salary deducted for each day of absence.

B. A teacher who is absent as described in A. above, but without the approval of the immediate supervisor and the superintendent or his/her designee, or abuses the leave policies of the district in any other manner, shall be subject to disciplinary action up to and including dismissal.

### **3.10 Family and Medical Leave**

#### **A. Reasons for Leave**

Eligible teachers may apply for this leave for the following reasons:

1. In the event of a birth of a child of the teacher, to take care of that child;
2. In the event of placement of a child with the teacher for adoption or foster care;
3. In order to care for the spouse, a child, or parent of the teacher, due to a serious health condition (see A.4. below for a definition of "serious health condition");



4. In the event of a serious health condition of the teacher that makes the teacher unable to perform the functions of the teacher's job. The term "serious health condition" means one which requires either in-patient care, or continuing treatment by health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District's sick leave policies. (A more detailed definition can be found in the full text of the Family and Medical Leave Act.)
5. Because the employee's circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress. Qualifying exigencies for this leave include short-notice deployment (leave limited to seven calendar days or less prior to the date of deployment), military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation (leave limited to 5 or fewer days per exigency), post-deployment activities, and additional activities agreed to by the District and employee. Employees should refer to the U.S. Department of Labor's Final Rule on Family and Medical Leave for details on these exigencies.
6. For military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces. "Seriously ill or injured" refers to an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. Eligible Teachers

An eligible teacher is one who has (1) been employed by the District for at least one year; (2) is eligible for District benefits; and (3) has worked at least 1,250 hours during the previous twelve-month period. Leave requested under A.1. or A.2. must begin and end within twelve months of the birth or placement.

C. Nature of Leave

If a teacher qualifies for Family and Medical Leave, concurrent use of that leave and the teacher's sick leave would begin on the first day of the Family and Medical Leave. All teachers who meet the Act's requirements may be granted no more than a total of 12 work weeks (60 work days) of unpaid family leave and paid sick leave combined and used concurrently during any ~~year~~ twelve month period. Additional accrued sick leave may be used after FMLA leave has been exhausted. In the case of military caregiver leave, these same rules apply except that the limitation is changed to no more than a total of 26 work weeks in any twelve month period.

D. Procedures

1. A teacher shall apply for Family/Medical Leave by requesting it from his/her supervisor. Upon verification by the District, the leave requested shall be granted. Provided,
  - a. A teacher may not take more than twelve weeks of Family and Medical Leave in any twelve month period; provided, spouses both employed by the District will be limited to a combined total of 15 work weeks of Family and Medical Leave if requested for the following purposes: 1) for the birth and care of a child; 2) for the placement of a child for adoption or foster care, and to care for the newly placed child; or 3) to care for an employee's parent who has a serious health condition. In the case of military caregiver leave, these same rules apply except that the limitation is changed to no more than a total of 26 work weeks in any twelve month period.

- b. While on leave, the teacher shall suffer no loss in benefits, but neither shall benefits accrue during the period the teacher is on leave, except for coverage the District offers under a group health plan.
- 2. Leave may be taken intermittently throughout the year. Provided,
  - a. For leave requested under A.1. or A.2., leave may be taken intermittently only with the agreement of the District;
  - b. For leave requested under A.3., A.4., or A.6., leave may be taken intermittently only when medically necessary;
  - c. If planned medical treatment is the basis for the leave, then the District may require the teacher to transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.
- 3. For leave requested under A.3., A.4., or A.6. that is based upon planned medical treatment, if the teacher would be on leave intermittently more than twenty percent of the semester, the District reserves the right to require the teacher either
  - a. to take leave for periods of a particular duration not to exceed the duration of the treatment, or
  - b. to transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.
- 4. If a leave of at least three weeks duration begins more than five weeks prior to the end of the semester and the return to employment would occur during the three week period before the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration;

5. If a leave of more than two weeks duration begins five weeks or less prior to the end of the semester and the return to employment would occur during the two week period before the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration;
6. If a leave of more than five working days begins three weeks or less prior to the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration.

E. Verification

In the case of leave requested under A.3., A.4., and A.6., the District retains the right to require verification by the appropriate health care provider. It is the responsibility of the teacher to provide a copy of such verification to the District when requested.

Proper verification shall state:

1. date on which the condition began;
2. the probable duration of the condition;
3. the medical opinion of the health care provider;
4. for leave requested under A.3. or A.6., a statement that the teacher is needed to care for the appropriate individual;
5. for leave requested under A.4., a statement that the teacher is unable to perform the functions of the position.

At District expense, the District may require the teacher to obtain a second opinion of a health care provider designated or approved by the District.

If the two opinions differ, the District may require at District expense that the teacher obtain a third opinion of a health care provider designated or approved jointly by the District and the teacher. The opinion of the third health care provider shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless 1) the employee requests an extension of leave, 2) changed circumstances occur regarding the illness or injury, or 3) the District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph – employees should refer to the United States Department of Labor’s Final Rule on Family and Medical Leave in such cases.

In the case of leave requested under A.5. or A.6., the District may require certification as designated in the U.S. Department of Labor’s Final Rule on Family and Medical Leave.

F. Notice

Teachers should apply for leave as soon as the teacher is aware of the need for the leave.

In the case of the birth or placement of a child, application should be made at least thirty days in advance of the day the leave is requested to begin.

In the case of a serious health condition as defined in A.3., A.4., or the case of military caregiver leave in A.6., if planned medical treatment is the basis for the leave the teacher should schedule the treatment in a manner that will not be disruptive to the efficient operation of the District. Application should be made at least thirty days before the date the leave is to begin or as soon as practicable.

G. Return to Work

Upon returning to work from the leave, the teacher shall be guaranteed either the same position previously held by the teacher or an equivalent position.

For leave requested under A.4., the District requires appropriate certification that the teacher is able to resume work.

If the teacher fails to return to work, and the reason is not a serious health condition or other circumstance beyond the teacher's control, then the District may recover from the teacher the premium paid for maintaining the teacher's group health coverage during the leave.

The District may require certification that the teacher is unable to return to work, either that the teacher is unable to perform the functions of the position or that the teacher is needed to care for a spouse, child or parent.

## IV. ASSOCIATION RIGHTS

- 4.1. Upon written request by the Association, the Board shall provide any compiled public information requested.
- 4.2. The Association may distribute information related to the official business of the Association by placing such information in the individual physical or electronic mail boxes of teachers and/or posting it on a designated bulletin board at each school.
  - A. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement, Board policy or administrative regulation.
  - B. Political campaign or election material distributed by the Association may only be related to the official internal business of the Association.
- 4.3 After scheduling with the building principal, the Association may use school facilities for meetings of the Association. The Association shall reimburse the district for any additional expenses incurred by the district as a result of the usage of such facilities.
- 4.4 Association representatives may visit teachers for the purpose of transacting official business of the Association before and after the student day, provided that teachers are not interrupted or hindered in the performance of their assigned duties and/or professional responsibilities.
- 4.5 The Association shall receive a copy of the School Board Agenda at the same time as it is posted.
- 4.6 Whenever district-wide committees are formed that require teacher participation, the Association will be asked to provide a list of teachers eligible to serve on such committees, except for the district Professional Improvement/Development Committee which will be selected in accordance with state statutes. Teachers serving on such committees during the school day shall not lose any pay as a result of such service.
- 4.7 The Association shall be provided leave to attend Association related activities. For each day of leave utilized, the Association shall reimburse the District for the actual cost of a substitute teacher if one is hired, or fifty dollars (\$50.00) if one is not hired.

## V. GRIEVANCE PROCEDURE

### 5.1 Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

### 5.2 Definitions

- A. A "grievance" is a claim by a teacher or teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.
- B. The "grievant" is the teacher or teachers making the claim.
- C. The "party in interest" is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
- D. "Days" except when otherwise indicated shall mean working days.

### 5.3 Procedure

- A. Level I - A teacher with a grievance shall first discuss the grievance individually with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.
- B. Level II
  - 1. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.
  - 2. The immediate supervisor shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.



C. Level III

1. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance within five (5) days of the level two response with the superintendent.
2. The Superintendent shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

D. Level IV

1. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file the grievance within five (5) days of the level three response for transmittal to the Board.
2. The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

E. Right to Representation

The grievant and the administration may each be represented by a person of their own choosing at levels II, III, and IV of this procedure.

F. General Provisions

1. The grievant and the administration may include, at levels II, III, and IV of this procedure, such witnesses and evidence as each deems necessary to develop facts pertinent to the grievance. No witnesses or evidence may be presented at any level by the grievant unless such was presented at all previous levels. No witnesses or evidence may be presented at level IV by the administration unless such was presented at level III.
2. Decisions rendered at levels II, III and IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
3. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.

5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate chronological grievance file and will not be kept in the personnel files of any of the participants.
6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by any reason of such participation.
7. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
8. Failure by the administration to respond within the required time limits to any level shall permit the grievant to immediately advance his/her appeal to the next level.
9. All meetings and hearings, with the exception of those at level IV, under this procedure shall not be conducted in public and shall include only parties in interest and their selected representatives.
10. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.
11. The Association may file a grievance as the "grievant" for alleged violations of Article IV, Association Rights, of this Agreement. If the action causing the grievance arose from a decision of an authority higher than the immediate supervisor, the grievance shall be filed at Level III, provided that informal resolution shall be attempted before the grievance is filed.
12. If a grievance arises from an action of an authority other than the immediate supervisor, the grievance may be initiated at Level III of this procedure.

## VI. DURATION

- 6.1 This Agreement represents the full and complete agreements of the parties.
- 6.2 This Agreement shall remain in full force and effect and bind the parties during the 2016-2017 school year and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

### **Adopted:**

\_\_\_\_\_  
President of the Board                      Date

\_\_\_\_\_  
President of the Association                      Date

## **APPENDIX A**

### **Definitions**

Immediate Family - spouse, child, parent, sibling, and corresponding relationships as established by marriage.

Non-Student Operational Work Day - A day designated for teachers to address instructional responsibilities. On such days, it is intended that required meetings would be kept to a minimum.

Site Professional Day - A day designated for staff development activities planned and developed through the collaboration of the principal, site improvement committee and the site staff development committee to support District goals.

District Professional Day - A day designated for staff development activities planned and developed by the District Professional Improvement Committee to support District goals.

Retirement – Satisfying the age and service requirements for retirement under Title 70 O.S. Section 17-105 as defined in OAC 715:10-15-2 (rules and regulations of the Oklahoma Teacher Retirement System).

Career Teacher – A teacher who teaches three consecutive, complete school years under a written contract to this district.

Probationary Teacher – A teacher who has taught less than three consecutive, complete school years under a written contract to this district.

## Appendix B1: Memorandum of Understanding

The Board and Association representatives decided that the District Personnel and Business Finance departments will categorize and track leave usage during the 2016-2017 school year for the purpose of providing data for consideration during the bargaining for the 2017-2018 school year. The categories to be tracked include:

1. Sick Leave
2. School Business
3. 1<sup>st</sup> day paid personal business
4. Personal business at sub deduct
5. Non-use of both sick leave and personal business leave each semester
6. Other categories

The District Personnel and Business and Finance departments will report the tracking results to the Board and Association negotiation representatives prior to bargaining and updated if needed by June 30, 2017.

### Adopted:

---

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

---

\_\_\_\_\_  
President of the Association

\_\_\_\_\_  
Date

## Appendix B2: Memorandum of Understanding

### Incentive Grants to Teachers

An Incentive Grant Committee comprised of BEA, Board, and Administration members will convene if private, state, or federal funding becomes available for incentive grants or similar opportunities, provided (in accordance with HB 1521; 2015) that one-time incentive pay and one-time retention incentive pay for returning a second year shall not be subject to a negotiated agreement, and thus shall not be subject to the committee process.

### Adopted:

---

\_\_\_\_\_  
President of the Board      Date

---

\_\_\_\_\_  
President of the Association      Date

## Appendix B3: Memorandum of Understanding

### Teacher Appraisal Committee

A Teacher Appraisal Committee (e.g. teachers, counselors, librarians, psychologists, nurses) comprised of BEA, Board, and Administration members will convene during the 2016-2017 school year for the purpose of studying and recommending implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE). The committee membership shall include five teachers designated by the BEA and five members, including Board of Education Members, designated by the Superintendent. The committee may recommend a course of action to the bargaining teams for the 2017-2018 negotiations.

### Adopted:

---

\_\_\_\_\_  
President of the Board      Date

---

\_\_\_\_\_  
President of the Association      Date

**APPENDIX C**

INDEPENDENT SCHOOL DISTRICT NO. 30  
Bartlesville, Oklahoma

**GRIEVANCE FORM**

Level (check one):      Two \_\_\_\_\_,      Three \_\_\_\_\_,      Four \_\_\_\_\_

Name of Grievant \_\_\_\_\_ Assignment \_\_\_\_\_

Date of Occurrence giving rise to the Grievance \_\_\_\_\_

Citation of Negotiated Agreement Article(s) and/or Section(s) alleged to have been violated: \_\_\_\_\_

\_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

.....

.....

Decision and Supporting Reason(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

.....

(If additional space is needed to complete any segment(s) of this form, attach and properly identify additional pages.)

All parties involved should refer to the Grievance Procedure Article in the current Negotiated Agreement for timelines and procedures in executing this form.



**APPENDIX D**

INDEPENDENT SCHOOL DISTRICT NO. 30  
Bartlesville, Oklahoma 74003

SEPTEMBER CONFERENCE FOR FIRST YEAR TEACHER

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher Comments Concerning Needs (materials, curriculum guides, classroom management, etc.):

Administrator Comments and Suggestions:

Action To Be Taken:

By Teacher:

By Administrator:

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of Teacher  
(Signifying receipt of copy.)

TO THE TEACHER: Your signature indicates you have read and received a copy of this conference report. You may, if you desire, submit a statement of your own.

# APPENDIX E: Personal Development Plan (Sample Forms)



## TLE System's Personal Development Plan and Follow-Up Report

### Personal Development Plan (PDP)

**Name** <Click here and insert name of educator.>  
**Building Name** OT  
**Date of PDP** <Click here and select date from drop-down menu.>  
**Type of PDP** <Required for all PDPs: click and choose the type of PDP from the drop-down menu>  
**Stand-Alone PDP Detail** OT  
**Expectations and Action Plans** OT

The evaluator and the educator will review this PDP on the following date and time:

OT at \_\_\_\_\_ [time] at \_\_\_\_\_ [location].

If additional reviews are necessary, insert the date(s), time(s) and location of those meetings: \_\_\_\_\_

Educator's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* The educator's signature is an acknowledgement that he or she received the PDP on the date indicated.

#### Important Notes for Evaluator:

- When creating a PDP and Follow-Up Report, the evaluator must rename the PDP template file via the "Save As" function within Word using the following format:  
Site Code.Lastname.Firstname.Employee ID#.PDP.Date of Original PDP  
*When this document is accessed to add notes within the follow-up section, save the entire document without renaming the file.*
- If more than one page is needed to complete the PDP, continue the document onto one or more additional pages. However, ensure that the educator's name, the building name and the date of the PDP are on each additional page.
- Evaluators are responsible for writing the PDP. If appropriate, an evaluator may write the PDP in collaboration with the educator receiving the PDP. The evaluator may seek assistance from outside sources when necessary—human capital partners, curriculum and instruction staff, legal counsel, etc. A PDP should support and assist the educator so that he or she becomes an effective educator. A PDP is typically issued when failure to comply with the directive(s) in the PDP may affect the educator's continued employment with the District. It may be issued in conjunction with an observation, an evaluation or as a stand-alone document.

**Personal Development Plan Follow-Up Report**

**Name** <Click here and insert name of educator.>  
**Building Name** OT  
**Date of Follow-Up** <Click here and select date from drop-down menu.>

Select one or more of the following descriptors, as appropriate, to organize the progress notes regarding the issues identified in the educator’s PDP:

- 1. **Issues that have been addressed to an “effectiveness” level (if any)** OT
  
- 2. **Issues that have been addressed, but not to the level of “effectiveness” (if any)\*\*** <Click here and describe any issues making progress but not yet to the level of “effectiveness.”>
  
- 3. **Issues that have not experienced any level of progress (if any)\*\*** <Click here and describe any issues not exhibiting any progress.>
  
- Follow-Up Steps (if any)** <If there are follow-up steps, click here and enter the required actions.>

Educator’s Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\*The educator’s signature is an acknowledgement that he or she received the PDP Follow-Up Report on the date indicated.

- Important Notes for Evaluator:**
- If additional follow-up meetings are necessary, the evaluator shall attach one or more additional pages to this file. Such pages shall (1) be dated, with the names of the educator and building site identified; (2) include all of the information requested on this page, including the signature information.
  
  - If the educator has any issues identified within category 2 or 3 as described below, the PDP can be continued with a statement of continuation and the identification of a new time line for growth and subsequent review. This information should be included within the “follow-up steps”

## APPENDIX F

### MINIMUM CRITERIA FOR EFFECTIVE TEACHING PERFORMANCE

#### I. Practice

##### A. Teacher Management Indicators

###### 1. Preparation

The teacher plans for delivery of the lesson relative to short-term and long-term objectives.

###### 2. Routine

The teacher uses minimum class time for non-instructional routines, thus maximizing time on task.

###### 3. Discipline

The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).

###### 4. Learning Environment

The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

##### B. Teacher Instructional Indicators

###### 1. Establishes Objectives

The teacher communicates the instructional objectives to students.

###### 2. Stresses Sequence

The teacher shows how the present topic is related to those topics that have been taught or that will be taught.

###### 3. Relates Objectives

The teacher relates subject topics to existing student experiences.

###### 4. Involves All Learners

The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.

###### 5. Explains Content

The teacher teaches the objectives through a variety of methods.

###### 6. Explains Directions

The teacher gives directions that are clearly stated and related to the learning objectives.

###### 7. Models

The teacher demonstrates the desired skills.

###### 8. Monitors the teacher checks to determine if students are progressing toward stated objectives.

9. Adjusts Based on Monitoring  
The teacher changes instruction based on the results of monitoring.
10. Guides Practice  
The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
11. Provides for Independent Practice  
The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
12. Establishes Closure  
The teacher summarizes and fits into context what has been taught.

## II. Products

### A. Teacher Product Indicators

1. Lesson Plans  
The teacher writes daily lesson plans designed to achieve the identified objectives.
2. Student Files  
The teacher maintains a written record of student progress.
3. Grading Patterns  
The teacher utilizes grading patterns that are fairly administered.

### B. Student Achievement Indicators

Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

## APPENDIX G

### Standards of Performance and Conduct for Teachers

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S. Supp. 1990 - 6-101, 21 & 22.

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their profession.

#### **PRINCIPLE I: COMMITMENT TO THE STUDENTS**

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall treat all students fairly and shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student,
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

## **PRINCIPLE II: COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the teacher:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications,
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute,
3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position,
4. Shall not assist an unqualified person in the unauthorized practice of the profession,
5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.
6. Shall not knowingly make false or malicious statements about a colleague,
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

## APPENDIX H

### TLE Appraisal Forms & Methods

Composite Weighted Averages for Annual Evaluations

***The 2014-2015 versions of these TLE rubrics remain in effect and are posted as attachments on the district website under Staff Links > TLE Appraisals***

[Teachers Observation and Evaluation Rubric](#)

[Counselors Observation and Evaluation Rubric](#)

[Librarians Observation and Evaluation Rubric](#)

[Speech/Language Pathologists & School Psychologists Observation and Evaluation Rubric](#)

[Nurses Observation and Evaluation Rubric](#)



Composite Weighted Averages for Annual Evaluations

The appropriate rubric is used to rate an employee’s effectiveness in the TLE system dimensions on a 1-to-5 scale on the two or more **Observations** made during the school year, with 1 = Ineffective, 2 = Needs Improvement, 3 = Effective, 4 = Highly Effective, and 5 = Superior.

The **Observation** ratings are averaged into domains, weighted as follows:

<b>Teacher</b>	<b>Counselor</b>	<b>Librarian</b>	<b>Nurse</b>	<b>Speech-Lang Path / School Psychologist</b>
Classroom Management 6 / 30%	Counselor Center Management 3 / 20%	Library Management 8 / 35%	Program Management 4 / 35%	Organization and Management 4 / 30%
Instructional Effectiveness 10 / 50%	School Counseling Effectiveness 5 / 30%	Instructional Effectiveness 7 / 40%	Instructional Skills 1 / 10%	Instructional Support 5 / 45%
-	-	-	Prof. Services 3 / 35%	-
Professional Growth / Continuous Improvement 2 / 10%	Professional Growth / Continuous Improvement 2 / 10%	Professional Growth / Continuous Improvement 2 / 10%	Professional Growth / Continuous Improvement 2 / 10%	Professional Growth / Continuous Improvement 2 / 10%
Interpersonal Skills 1 / 5%	Interpersonal Skills 2 / 10%	Interpersonal Skills 2 / 10%	Interpersonal Skills 1 / 5%	Interpersonal Skills 1 / 10%
Leadership 1 / 5%	Leadership 2 / 20%	Leadership 2 / 5%	Leadership 1 / 5%	Leadership 1 / 5%
<b>20 Dimensions</b>	<b>14 Dimensions</b>	<b>21 Dimensions</b>	<b>12 Dimensions</b>	<b>13 Dimensions</b>

A **Composite Weighted Average** is calculated from the above dimension/domain ratings for the annual **Evaluation** to assign an overall rating as follows:

- average < 1.8      Ineffective
- 1.8 ≤ average < 2.8      Needs Improvement
- 2.8 ≤ average < 3.8      Effective
- 3.8 ≤ average < 4.8      Highly Effective
- 4.8 ≤ average      Superior

- Any rating of 1 or 2 in the annual Evaluation, on any of the dimensions, requires a Personal Development Plan.
- Any rating of 4 or 5 in the annual Evaluation, on any of the dimensions, requires a supporting narrative comment in the Evaluation.