

NEGOTIATED AGREEMENT

Between the

OWASSO BOARD OF EDUCATION

and the

OWASSO EDUCATION ASSOCIATION

2017-2018

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***Reflects dated items**

ARTICLE I – GENERAL CONDITIONS OF EMPLOYMENT

Section 1. Teacher Duty Day and Work Year

- A. Teachers shall report to work a combined total of fifty (50) minutes before and after the student day for a total of seven (7) hours and twenty (20) minutes or until assigned duties have been completed, whichever is later.
- B. Teachers may be required to stay later for staff meetings. Each building principal shall designate a specific weekday for said meetings. When staff meetings are necessary on other days, all teachers will be required to attend unless excused by the principal.
- C. Effort shall be made to schedule staffing/parent conferences during the teacher's planning period. The teacher may be required to stay later when this is not possible.
- D. Teachers may be required to attend other school functions
- E. The standard contractual work year for teachers shall be 180 days unless mutually agreed to by the Board and Association.

Section 2. Duty Free Lunch

- A. Teachers shall be scheduled for a minimum of fifteen (15) minutes of duty-free lunch each day.
- B. When necessary, the principal may require teachers to forego their duty-free lunch in order to accept responsibilities related to the function of the school. Such assignments shall be made in an equitable manner.
- C. Teachers shall be permitted to leave school during lunch after checking out in the principal's office. If the practice is abused by teachers it shall be dealt with on an individual basis. When necessary the principal may require teachers to remain in the school during lunch.
- D. An extra duty position will consist of a person or persons to perform duty during the lunch period for grade levels K through 12. The person or persons hired for this position may not perform any other duties during this time period.

The Extra Duty Lunch Time Position will be posted and offered to teachers before anyone else. Teachers will have first choice to accept or refuse the Extra Duty. This position will be offered to other applicants only if no teacher or teachers accept the position.

Certified personnel volunteering to perform lunch duty will receive annual extra duty compensation in the amount of two thousand, one hundred fifty dollars (\$2,150.00).

Non-certified persons employed in the Extra Duty Lunch Time position will receive a minimum of ten dollars (\$10.00) per hour. The two (2) hours may be broken up into small periods of time.

Section 3. Planning Period

- A. Secondary classroom teachers shall be scheduled for a duty-free planning period each day.
- B. Elementary classroom teachers shall be scheduled for a minimum of two hundred (200) minutes of duty-free planning time during the student workday each week.
- C. Teachers may be required to forego planning time to accept responsibilities related to the school.
- D. In the event a teacher, during his/her planning is required to cover another teacher's class for a school function or chargeable absence the teacher will be compensated at the current hourly substitute rate.

Section 4. Posting of Vacancies

- A. Notice of vacant certified and extra duty positions for the ensuing school year shall be posted on the website, internal Email, and at the Board office for a minimum of five (5) consecutive workdays prior to the filling of the position.
- B. Teachers interested in receiving notice of a vacancy for a specific position, which may become vacant shall, prior to the last day of the school year, submit an Email notification to the Superintendent and/or building principal, specifying the position of interest. This Email shall provide the teacher's summer contact information. Once notified of a vacancy for which he/she has expressed an interest, a teacher will have five (5) days from postmark to apply for said position.

Section 5. Assignments and Transfer

A. Assignments

- 1. Teachers shall be assigned by the principals within the scope of their certification and the rules and regulations of the State Department of Education.
- 2. Teachers currently employed in the district shall have an opportunity to apply and shall be considered for vacancies before outside applicants are employed.
- 3. An initial site vacancy will be e-mailed to all site faculty and the position will be posted on a site bulletin board. If the position is filled within site, any resulting vacancy (ies) may be filled within site without posting. If a vacancy remains after an initial site vacancy and any resulting subsequent vacancies are filled within the site that vacancy shall be posted district wide.
- 4. When considering applicants for a vacant position, the principal shall consider teachers who have requested a transfer as well as outside applicants.
- 5. If a principal decides to fill the vacancy with a currently employed teacher and more than one teacher has requested such a transfer, the principal will consider the following criteria: qualifications of candidates compared to those of all other candidates being considered for the position. Such qualifications shall include certification, length of service in the district, training, experience, and special skills.

6. The principal will select the teacher that the principal believes will best meet the needs of the students and the district.
7. Teacher who may be interested in a transfer may send an e-mail notification to the appropriate principal(s).

B. Involuntary Transfer

1. When an involuntary transfer is deemed necessary, a conference shall be held between the teacher and the principal. At the conference, the reasons for the transfer will be explained and discussed to afford the teacher an opportunity to understand all factors involved in making the decision.
2. When a reduction in the number of teachers in school is deemed necessary, the principal will consider the needs of the students and determine the grade level and/or subject area where the transfer can best be made.
3. When selecting the teacher to be transferred, the principal will consider the following criteria: qualifications of teachers compared to those of all other teachers being considered for transfer. Such qualifications shall include: certification, length of service in the district, training, experience and special skills.
 - a. The principal will select the teachers for transfer that the principal believes will best meet the needs of the students and the district. Qualified teachers who volunteer for transfer shall be transferred first.

Section 6. Reduction In Force Policy – Certified Personnel

General

1. Reasons for a Reduction in Force: Any teacher in the district may be non-reemployed for the following fiscal year when the board decides that due to (a) a financial necessity or (b) a program change or (c) a decline in enrollment or (d) other business inevitability as determined by the board, a reduction in the teaching staff for the following fiscal year is necessary.
2. Definitions: For the purpose of this section, the following terms have the stated meanings:
 - “Financial necessity” means a reduction in the district’s financial resources that in the sole judgment of the board of education will result in a reduction in the district’s current or future operating budget.
 - “Program change” means any elimination, curtailment or reorganization of a curricular/instructional offering, program or school operation or a reorganization or closing of a school or a consolidation of two or more individual schools or school districts.
 - “Declining enrollment” means a decrease in the district’s total enrollment or enrollment in a particular program or curricular/instructional offering which in the sole judgment of the board of education may adversely affect the district’s current or future funding and/or the necessity of maintaining certain current or future class sections or curricular/instructional offerings.
3. Criteria for Eliminating Positions: The primary standard in implementing any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and

responsibilities of the district. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, instructional focus and the unique/multi-dimensional needs of students. Natural attrition will always be used as the first means of reducing the force.

4. Criteria for Non-reemployment of Teachers in Affected Positions: Once a determination has been made as to which positions should be eliminated then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the composite evaluation rating of the teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the district's Teacher and Leader Effectiveness Evaluation System (TLE) for each year in which the TLE has been in effect. If the composite ratings of the teachers in the affected positions are identical then the following, in this order, shall control:

- Seniority in the district
- The number of certifications held
- Total years of teaching experience
- A lot drawing made by the Superintendent in the presence of a member of the current OWEA negotiations team.

5. Bumping Rights:

- Only those teachers who have an average three year ranking that falls at the effective rating of 2.80 or above will be given bumping rights. If three years of rankings are not available, the district will use an average of available years. In order to bump, a teacher must be certified in the position they seek to move into and must meet all state and federal requirements necessary to hold that position.
- In the event a teacher eliminated through RIF is certified to hold a position other than the one being eliminated, said teacher may bump another teacher in that position, as long as the teacher has seniority over that person and has an average composite ranking score that is greater than the other teacher as measured to the nearest hundredth of a decimal point.
- If the composite ratings of the teachers in the affected positions are identical then the following, in this order, shall control bumping:
 - Seniority in the district
 - The number of certifications held
 - Total years of teaching experience
 - A lot drawing made by the Superintendent in the presence of a current member of the OWEA negotiations team.

6. Procedures for Reduction in Force

- Action by Superintendent: The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own decision, shall submit to the board the superintendent's written recommendations for eliminating particular teaching positions. In making recommendations, the superintendent shall not be limited to considering only positions in the areas or programs designated by the board and shall consult with each relevant principal or other district administrator in whose school or unit a position elimination is proposed and shall take into consideration the criteria set out herein.
- Action by Board: In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this Reduction in Force Agreement.
- Notice and Hearing Procedures: Prior to taking any action to non-reemploy a teacher due to reduction in force, whether acting on a recommendation of the superintendent or on its own decision, the board shall provide written notice and an opportunity for hearing to the affected

teacher; provided however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures for teachers other than temporary teachers shall be the same as those provided by Oklahoma law regarding non-reemployment of teachers. Notice of a recommendation of non-reemployment shall be given to the teacher prior to the applicable deadline set by law.

- Board hearing: At the board hearing, evidence may be presented by the administration and the teacher as to whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the district and whether the recommendation to not renew the specific teacher is being made in good faith under this Reduction in Force Agreement.
- Effect of the board decision: The decision of the board based on the evidence presented at the hearing shall be final and non-appealable.

7. Re-employment or Other Employment

- Recall: For one school year after the effective date of non-reemployment due to a reduction in force, the board of education shall not fill positions eliminated through reduction in force without first offering such positions to the non-reemployed and eligible teachers. In order to be an "eligible teacher" for recall, the teacher, at the time of the reduction in force, must have had an overall composite evaluation rating, for the time period used, of at least 2.80 on a scale of 5.00 and be certified and qualified to teach in the open position. Recall shall be in the reverse order of the reduction in force. In the event one or more teachers eligible for recall are equal in all criteria used in the reduction procedure, the superintendent/superintendent designee shall have authority to select the teacher believed to best fit the needs of the district.
- Recall Procedures: The offer of reemployment shall be made personally and by certified mail, return receipt requested, and the teacher shall be notified in such notice that if the teacher wishes to accept, the teacher must do so in writing within five (5) calendar days of his receipt of notice. It is the responsibility of the teacher to keep full, accurate and current mailing addresses/phone numbers up-to-date with the payroll office. Failure to receive acceptance within five (5) calendar days or rejection of the offer of reemployment eliminates all reemployment rights of the teacher.
- Status after Recall: A career teacher who has been non-reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

Section 7. Personnel Files

- A. Teacher personnel files shall be maintained as follows:
1. A working file in the principal's office.
 2. An official file in the superintendent's office.
 3. A medical file, if applicable to a particular teacher.
 4. Any reference to "file" or "files" in this section shall refer to the official file referenced in number 2 above.
- B. Information from sources other than the personnel files may not be used in any action that adversely affects the teacher's employment status.
- C. Material that may adversely affect a teacher's employment status shall not be placed in a teacher's files until the teacher has had an opportunity to read and sign and date the material to be filed. The teacher's signature shall signify that the teacher has read the material to be filed but not that the teacher necessarily agrees with its content. The teacher shall receive a copy of said material at the time of signing, at no cost to the teacher.
- D. Teachers shall have the right to submit a written response to any material placed in their files within ten (10) days after viewing such material and such response shall be attached to original material.
- E. Copies of disciplinary materials placed in the official personnel file shall be provided to the affected teacher. The teacher shall be given an opportunity to sign and date the material. The teacher's signature and date of receipt of the materials shall indicate that the teacher received the material and date upon which the teacher received the material, and is not for the purpose of showing agreement or disagreement with the disciplinary material.
- F. Upon presentation of written and notarized authorization by the teacher, the teacher or the teacher's designee may review the contents of the teacher's official personnel file or medical file, excluding confidential letters of reference or any other information precluded by law. The teacher may, upon request, receive copies of any material contained in his/her official file subject to payment of the cost of reproduction of the material. The cost shall be determined by the District's policy related to charges for open records.
- G. The examination of a teacher's official file by persons other than the teacher or those authorized by the teacher as provided above is limited to District employees or board members who have a need for the information to complete their job duties and functions or others as authorized by law. Individuals authorized by law includes member of the public who make an open records request for the inspection or copying of records which are public records located in the teacher's official personnel file. A teacher shall be given a minimum of 24 hours notice of an Open Records Act request related to the teacher's official file.
- H. Upon mutual agreement of the teacher and the Superintendent or his/her designee, any materials related to discipline or reemployment shall be removed from the official personnel file after a period of two years from the date of placement of the material in the file. No material shall be removed if adverse disciplinary action has occurred within two years prior to the request for removal. In the event the request to remove is denied, the teacher may place a letter into the file addressing the reason for the request for removal of the material.

Section 8. Right to Representation

- A. If documentation of a disciplinary conference is to be made, teachers shall be informed prior to the conference of the right to have a representative, either association (if applicable) or district certified teacher, present at the conference. If district certified teacher is from another school site, the conference will be scheduled outside the school day.
- B. During an administrative conference, except for disciplinary or evaluation conference, the teacher may have a witness from within the building present.

Section 9. Working Conditions

- A. The board shall provide healthy and safe working conditions. Public information regarding health and safety related issues and status of work orders will be made available to the teacher.
- B. A teacher may report, in writing, any perceived inadequacy in health or safe working conditions to the principal.
 - 1. The principal will respond, in writing, as to any action taken, within a reasonable time.
 - 2. If the teacher is not satisfied with the principal's response, the teacher may forward the written request to the superintendent's office.

Section 10. Teacher Evaluation

- A. Evaluations shall be based upon the Tulsa Model as approved by the State Board of Education.
- B. All career teachers will be evaluated at least once each school year. All probationary teachers will be evaluated at least twice each school year, once in the fall semester and once in the spring semester, no later than April 30.
- C. Any teacher who is assigned to more than one site will be evaluated by the designated certified administrator.
- D. Formal classroom observations shall be conducted openly with the full knowledge of the teacher for the purpose of evaluation.
- E. A copy of the evaluation will be available electronically and reviewed with each teacher at a conference to be held between the teacher and evaluating administrator. The evaluation conference shall be held within a reasonable time after the final observation conference. Teachers shall receive one (1) day prior notice of the evaluation conference. A teacher shall be permitted to have a representative of his/her own choosing at the evaluation conference. The teacher shall acknowledge the evaluation by his/her signature.
- F. The teacher may respond to the evaluation and have the response attached to the evaluation which is placed in the personnel file. Such response shall be submitted by the teacher within ten (10) school days of receipt of the evaluation.

- G. Beginning with the 2017-2018 school year, each certified employee will develop a Professional Learning Focus component as part of the TLE process. The PL Focus is based on each certified employees' qualitative evaluation. The PL Focus should be developed by the certified employee in conjunction with his/her TLE evaluator. The PL Focus component is aimed at supporting the constant learning and growth of all educators and must be completed annually regardless of exemption status. The PL Focus must be selected, documented in writing, and tied to a TLE indicator or element appropriate to the particular individual. The PL Focus may be modified as needed during the school year and should be accomplished through education and training related to the identified area of focus. The PL Focus goal documentation and evidence of completion of the goal must be attached to the evaluation or placed in the personnel file.
- H. Evaluation documents will be found on the school district website, www.owassops.org, then at the top of the screen, click on STAFF – on the drop down and then click on TLE Tulsa Model.

Section 11. Activity Pass

Each teacher shall be provided an activity pass, which shall admit the teacher and one (1) guest to school sponsored events.

Section 12. Extra Duty Employment

A. GENERAL

Teachers interested in extra duty employment (including, but not limited to teaching summer or night school, working athletic events, and working during the summer in maintenance) should contact the appropriate site administrator indicated in the posting in writing within the posting period. All extra duty positions shall be posted for not less than five (5) days.

B. SUMMER/NIGHT SCHOOL

For all 2017-2018 summer/night school positions, the teaching rate, with a list of anticipated summer/credit recovery teaching positions will be sent via Email to all OPSUSERS. Teachers anticipating summer/credit recovery employment will be offered a written extra duty contract stipulating the salary and terms of the teaching assignment. Teachers will be paid a flat rate determined annually by the board and listed on the Extra Duty Assignment Schedule.

ARTICLE II – GRIEVANCE PROCEDURE

A. 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. Alleged violations of board policy or administrative actions are not covered by this grievance procedure, however; teachers may utilize the complaint procedure and related forms as established and provided by board policy for alleged violations in these areas.

B. DEFINITIONS

1. A “grievance” is a claim by a teacher, a group of teachers or the O.W.E.A, that there has been a violation, misinterpretation or misapplication of the terms of this negotiated agreement that has affected that teacher with the exception that the term “grievance” shall not apply to any matter as to the method of review prescribed by law or where the board is without authority to act.
2. The “grievant” is a teacher, a group of teachers, or the O.W.E.A. making the claim.
3. The term “teacher” includes all members of the bargaining unit.
4. The term “days” shall mean working days of the teacher; except that outside of the contract year of the teacher, “days” shall mean the working days of the supervisor involved at the level that the grievance is being processed.

C. PROCEDURE

1. Level I

A teacher with a grievance shall first discuss the grievance, individually, with the principal within ten (10) days of knowledge 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.

1. Level II

The grievant shall submit a written grievance to the principal within five (5) days of the informal discussion, citing the article and section alleged to have been violated and the specific remedy sought.

- a. The principal shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance.
- b. The principal shall transmit a written decision to the grievant within five (5) days of the meeting.

2. Level III

The grievant may submit a written appeal of the Level II decision to the superintendent within (5) days after receipt of the Level II decision.

- a. The superintendent shall schedule and hold a hearing within five (5) days after receipt of the appeal.

- b. The superintendent shall transmit a written decision to the grievant within five (5) days of the hearing.

3. Level IV

The grievant may submit a written appeal of the Level III decision to the board within five (5) days after receipt of the Level III decision.

- a. The board shall conduct a hearing at the next regularly scheduled board meeting or at a special meeting which has been called for that purpose. In all cases, the hearing shall occur within thirty (30) days.
- b. The board shall transmit a written decision to the grievant within five (5) days of the hearing. The decision of the board shall be final.

D. GENERAL PROVISIONS

1. 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.
2. Grievances arising from acts of an authority higher than Level II shall be initiated at Level III. Prior to formal written grievance, the grievance shall be discussed as provided in Level I.
3. The grievant shall have sole responsibility for presenting and pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Failure at 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.
5. Failure to communicate the decision at any level of this procedure within the specified time limit shall permit the grievant to proceed to the next level.
6. No reprisals shall be taken against the grievant, any witness or other participant in the grievance procedures by reason of such participation.
7. Copies of official grievances by the grievant shall not be placed in the personnel file of the grievant.
8. Necessary forms for the filing of grievances shall be mutually agreed upon by the association and the board and made a part of this agreement.
9. 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.
10. When grievance meetings or hearings are held during the workday, the grievant and the grievant's representative and witnesses shall be released from duty with no loss in pay.
11. The association may file grievances on all alleged violations of Article IV, Association Privileges.

12. The board will provide the association with a copy of all grievances and written decisions at each level.
13. All written decisions shall set forth reasons supporting such decisions.
14. Neither party shall be permitted to insert in the board proceedings at Level IV any evidence which was not submitted to the other party before the completion of the Level III hearing.
15. The board, administration, and the association will cooperate with each other in the investigation of any grievance, and further, upon request, will furnish each other with all public information.
16. When grievance meetings or hearings are held during the teacher's workday, the date, time and place shall be established by the appropriate administrator. When grievance meetings or hearings are held outside the teacher's work day, the date and time shall be mutually agreed upon by the teacher and the appropriate administrator.

GRIEVANCE FORM
STEP TWO

DATE: _____

TO: PRINCIPAL

I. AGGRIEVED PERSON _____

II. PRINCIPAL INVOLVED _____

III. ARTICLE AND SECTION OF CONTRACT OF ALLEGED VIOLATION

IV. SUMMARY OF GRIEVANCE:

V. RELIEF SOUGHT:

VI. DISPOSITION OF PRINCIPAL

DIRECTIONS: MAKE TWO COPIES. ONE TO PRINCIPAL, ONE TO GRIEVANT

**GRIEVANCE FORM
STEP THREE**

DATE: _____

TO: SUPERINTENDENT

I. AGGRIEVED PERSON _____

II. PRINCIPAL INVOLVED _____

III. SUMMARY OF PROCEDURE AT STEP TWO:

IV. RELIEF SOUGHT:

V. SUPERINTENDENT'S DISPOSITION

DIRECTIONS: MAKE TWO COPIES. ONE TO GRIEVANT, ONE TO SUPERINTENDENT ALONG WITH COPY OF STEP TWO FORM

GRIEVANCE FORM
STEP FOUR

DATE: _____

TO: BOARD OF EDUCATION

I. AGGRIEVED PERSON _____

II. SUMMARY OF PROCEDURE AT STEP THREE
(Superintendent's Level)

III. RELIEF SOUGHT:

IV. DISPOSITION OF BOARD:

DIRECTIONS: MAKE TWO COPIES. ONE TO GRIEVANT, ONE TO SUPERINTENDENT ALONG WITH COPY OF STEP TWO AND STEP THREE FORMS

ARTICLE III – LEAVE PLAN

Section 1. Sick Leave

- A. **Sick Leave.** Teachers are entitled to ten (10) days of paid leave for personal illness, accidental injury or pregnancy, or illness or accidental injury in the immediate family. For the purposes of this policy, adoption will be treated the same as a live birth. Immediate family for purposes of this leave included the teacher's spouse, children, and any dependents (as that term is used for purpose of the regulations of the Internal Revenue Service) who reside in the employee's home. And this sick leave may also be used in the case of hospitalization, surgery, or home care involving brothers, sisters, parents, and parents-in-law. A maximum of five (5) days may be used for extended family members not included in this section.
- B. **Twenty Days With Substitute Deduction.** If, after exhausting all sick leave days, a teacher is absent from his/her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive his/her full contract salary less the rate paid to a substitute for a period not to exceed twenty (20) days.
- C. **Accumulation of Sick Leave.** Teachers may accumulate unused sick leave to a maximum of one hundred twenty (120) days.
- D. **Medical/Dental Appointments.** Sick leave may be used for medical or dental appointments, but its use for this purpose is discouraged.
- E. **Certification of Illness.** Teachers may be required to provide certification of illness by a physician or other health care professional or other evidence of illness.
- F. **Donated Sick Leave.** The District's Sick Leave Donation Policy is designed to solicit sick leave donations for a full-time teacher who has exhausted his/her accumulated sick leave. A teacher covered by the District's Policy shall be eligible for shared sick leave if he/she is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Severe or extraordinary also means temporary disability resulting from pregnancy, miscarriage, childbirth and recovery from childbirth. The recipient of shared sick leave is limited to a maximum donation of sixty (60) days over the course of a school year (July 1 – June 30) and a teacher/recipient shall not be eligible for more than two opportunities for donated sick leave over the entire period of the employee's employment with the School District.

The teacher/recipient may accept one (1) day of donated leave from each teacher who wishes to voluntarily donate leave. And no employee may, by the donation of sick leave days, reduce his/her own accumulated sick leave below ten (10) days of sick leave. Also, no employee may donate leave in anticipation of termination of employment.

Any exception to this policy will be subject to administrative review.

Further information regarding the application for donated leave, the attendant requirements for qualification and eligibility and the coordination of donated sick leave with family and medical and other leave is found in the District's *Sick Leave Donation Policy*.

G. FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the Owasso School District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (the "Act"). This Act requires that a covered employer provide up to twelve (12) work weeks of unpaid leave to eligible employees. "Eligible employees" are those employees who: (1) have been employed for at least one year by the Owasso School District; and (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested appropriate leave for a reason covered by the Act.

REASONS FOR LEAVE

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) work weeks [i.e., sixty (60) work days] or up to twenty six (26) work weeks for military (item 4 below) of unpaid family and medical leave and available, appropriately applied paid sick, vacation and personal leave combined (during any year as defined below) for the following family and medical leave reasons:

- 1) For the birth of a child and to care for such child, or placement for adoption or foster care of a child;
- 2) To care for a spouse, child or parent with a serious health condition; or
- 3) For a serious health condition of the employee that makes the employee unable to perform his or her job functions.
- 4) To care for a covered family service member with a serious illness or injury incurred in the line of duty on active duty; or
- 5) To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a 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 or 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.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

The term "qualifying exigency" means the most common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, arranging for alternative childcare, attending counseling, rest and recuperation leave during deployment, and attending to certain post-deployment activities. Only family members of National Guard and Reserves, and certain retired military are eligible for qualifying exigency leave.

The term "covered military member" means that employee's spouse, son, daughter, or parent, or next of kin of a covered service member who is on active duty or call to active duty status and suffers a serious injury or illness as a result of active duty status or service. It includes members undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary

disability retired list for a serious injury or illness incurred in the line of duty on active duty. Military caregiver leave extends to those serious injured or ill members of both the regular Armed Forces and the National Guard or Reserves.

AVAILABILITY OF LEAVE

In determining the availability of leave the District will consider the leave available to a person (whether paid or unpaid) by virtue of existing employment conditions. The intent of the District is to insure that each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of the District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by the Act. Thus, an eligible employee, when accessing leave for family and medical purposes must use any accrued paid vacation leave, personal leave and applicably applied sick leave for any part of the twelve (12) week period. It is the policy of the District that all appropriate paid non-Act leave will be used concurrently.

An employee requesting leave for one of the reasons authorized by the Act will be entitled to the leave available by virtue of existing leave policies. In the event the application of these policies results in less leave than is required by the Act an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in the Act for covered individuals.

Where the employee's spouse is also employed by the District, the total number of work weeks of Act leave to which both spouses are entitled is limited to twelve (12) work weeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

APPLICATION FOR LEAVE

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application can be obtained from the office of the Superintendent.

The application for leave must be submitted at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than thirty (30) days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "Reasons for Leave" provisions.

LEAVE BASED ON A SERIOUS HEALTH CONDITION

A "Medical Certification Statement" must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

The statement must be submitted within fifteen (15) days of application. Failure to submit medical certification will initiate denial of leave and other applicable consequences for failure to be at work without proper authorization.

If the employee has a serious health condition the certification must state that the employee cannot perform the functions of his or her position. The District reserves the right to require the employee to obtain a second medical opinion at the District's expense. If the opinions of the first and second health care provider differ, the District may require a third opinion from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every thirty (30) days unless the employee: (1) 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.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will need.

When the employee is prepared to return to work, he or she must provide certification by his or her health care provider that the employee is able to resume work.

INTERMITTENT LEAVE OR LEAVE ON A REDUCED LEAVE SCHEDULE

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or his or her immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the District.

In either instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, the employee must try to schedule the leave so as not to unduly disrupt the District's operations. In the event the employee takes intermittent leave or reduced leave the District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than twenty percent (20%) of the total number of working days in the period during which the leave would be used, the District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the District may deny the taking of

leave until thirty (30) days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

LEAVE TAKEN NEAR THE END OF AN ACADEMIC TERM

If an instructional employee begins any type of covered leave more than five (5) weeks before the end of a term, and if the leave will last at least three (3) weeks and the employee would otherwise return to work during the three (3) weeks before the end of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the five (5) weeks before the end of the term, and if the leave will last more than two (2) weeks and the employee would otherwise return to work during the last two (2) weeks of the term, the District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last three (3) weeks of the term, and if the leave will last more than five (5) working days, the District may require the employee to take leave until the end of the term.

For the purposes of this Policy, the word "term" means the first term or Fall semester term of each academic year and the second term or Spring semester term of each academic year.

THE EFFECT OF LEAVE ON BENEFITS

During a period of family or medical leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

REINSTATEMENT TO FORMER POSITION

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a

“highly compensated” employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the District.

An employee who is ready to return from leave must complete a "Notice of Intention to Return from Family or Medical Leave" before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

INTERPRETATION OF ACT

The District intends to remain faithful to the requirements of the Act. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the FMLA and its interpretive regulations. Where relevant, the District will also consider its policies, rules, practices, and negotiated agreements.

DONATED SICK LEAVE REQUEST

A teacher or certified employee, covered by the Negotiated Agreement with the Owasso Education Association, shall complete a leave request for donated leave. The employee may accept one (1) day of donated leave from each teacher who wishes to voluntarily donate from his or her accumulated sick leave. The maximum number of days which can be available to any one teacher shall be established by the Board of Education.

All requests for donated leave from fellow teachers shall be the responsibility of the teacher requesting donated leave. The teacher shall be responsible for showing that all of the conditions which attach to donated leave has been met. The following information must be submitted:

NAME _____ BLDG _____ DATE _____

ASSIGNMENT _____

NUMBER OF DAYS REQUESTED _____

ANTICIPATED LENGTH OF TOTAL LEAVE _____

PERSONAL PHYSICIAN (name, address and phone)

SPECIAL PHYSICIAN (name, address and phone)

EXPLANATION OF BASIS FOR THE DONATION OF LEAVE REQUEST

REQUIRED MEDICAL INFORMATION

_____ HAS BEEN SUBMITTED BY TEACHER

_____ WILL BE SUBMITTED BY TEACHER WITHIN NEXT FEW DAYS

DONATION OF SICK LEAVE

NAME OF DONOR _____

BUILDING OF DONOR _____

ASSIGNMENT OF DONOR _____

IDENTIFICATION OF INDIVIDUAL TO WHOM THE DONATION IS MADE:

I hereby request one (1) day of my accumulated sick leave to be donated to the above individual. This donation is voluntary and will not reduce my personal accumulated sick leave below 80 hours. I further understand that one (1) day of my accumulated sick leave will be deducted pursuant to my authorization and that, as a result of the donation, that leave is no longer available to me for any purpose.

Date: _____ Signature: _____

Return in inner office mail to the Payroll Benefits Coordinator

Section 2. Personal Leave

- A. Teachers shall be granted, without loss of pay, three (3) days per year for personal leave.
1. An electronic notification via Aesop to use personal leave must be submitted to the building principal at least two (2) days in advance, except in emergency situations, which require personal contact (face to face or phone call) to building principal.
 2. Except when approved by the immediate supervisor, personal leave will not be granted in the following cases:
 - a. The first or last day of school.
 - b. The day before or after a holiday or school break.
 - c. During the times of inclement weather when school remains in session.
 - d. During school calendar scheduled parent/teacher conferences.
 - e. During the last two weeks of school, the only exception for approved personal leave will be for teachers to attend the weddings, graduations and/or school sanctioned competitions for their own spouse, siblings, children and/or grandchildren.
- B. Personal leave days not used at the end of the year shall be added to the sick leave accumulation up to a maximum of one hundred twenty (120) days.
- C. Teachers may be granted, at a cost of a certified substitute, one (1) day per year for personal leave when the following conditions are met.
- 1) All criteria of Section 2, Part A
 - 2) Sick leave balance of 50 days at a time of request
- The day may not be used consecutively with another personal day and will not be added to accumulated sick leave.

Section 3. Bereavement Leave

- A. Teachers shall be granted leave for bereavement purposes without loss of pay for the reasons listed below. Bereavement leave shall be completed within four (4) **consecutive** days after the funeral excluding weekends.
1. Up to five (5) days, per occurrence, for spouse, children, mother or father.
 2. Up to three (3) days, per occurrence, for father-in-law, mother-in-law, son-in-law, daughter-in-law, or siblings.
 3. Up to two (2) days, per occurrence, for uncles, aunts, grandparents, grandchildren, nieces, nephews, and siblings-in-law.
 4. Up to two (2) days per school year may be used for persons not mentioned in 1, 2, or 3 above.

5. Bereavement days in addition to those provided in 1, 2, 3, or 4 above shall be charged as personal leave.

Section 4. Emergency Leave

- A. Teachers shall be granted, without loss of pay, up to two (2) days for unforeseen circumstances related to the household and/or family (spouse or children) not covered by any other leave.
- B. In the event of a natural disaster (i.e. tornado, flood, fire, or earthquake), where the teachers personal dwelling is not livable, a teacher may apply to receive up to three (3) days, in addition to those provided in A. above, without loss of pay, upon approval by the superintendent's designee.

Section 5. Extended Leave of Absence

- A. A teacher may, upon application and approval, be granted an extended leave of absence, without pay, for the following reasons:
 1. Personal illness.
 2. Illness or medical need in the family (spouse, child, or parent).
 3. Professional study for the purpose of improving upon current certification or working toward a new area of certification in the field of education.
 4. Rearing a pre-school child.
 5. Temporary re-location of spouse.
- B. A teacher, except as may be required by law, shall be eligible for an extended leave after completing at least three (3) years of service in the district.
- C. All leaves, except as may be required by law, shall be for one (1) complete school year or remainder of the current school year.
- D. A teacher returning from a leave shall be assigned a position. It may be at the teacher's previous site and position, or another position for which the teacher is certified and qualified.
- E. Requests for reinstatement must be made on or before May 1st. If a request for reinstatement is not made by the above date, the teacher will be deemed to have resigned and the teacher's contract will be terminated at the end of the school year.
- F. Employees on a leave of absence shall not receive credit for time based on the District's salary schedule or for purposes of accumulating leave or for any other purpose.
- G. Employees on an approved extended leave of absence shall not be employed by any other public or private school unless approved by the Superintendent or designee.

Section 6. Professional Leave

- A. Upon written request by the teacher and approval by the superintendent or his/her designee, a teacher shall be provided, at no loss in pay, leave for professional purposes in his/her teaching area.

Section 7. 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 receive his/her full contract salary.

Section 8. Other Employment

- A. No leave shall be granted to a teacher if the teacher is paid for their services on a school day, except for meals, lodging and travel expenses incurred.

ARTICLE IV – ASSOCIATION PRIVILEGES

Section 1. Use of Facilities

- A. Upon approval of the superintendent or building principal, the association may use school facilities for meetings of members of the bargaining unit.
- B. Such meetings may only be held if they do not interfere with other scheduled activities of the district.
- C. Such meetings may only be held before or after the teacher workday.
- D. If such meetings cause the district to incur any costs, including but not limited to: overtime pay for custodial staff, utility expenses, or additional security, the association agrees to reimburse the district for said costs.

Section 2. Information Distribution

- A. The association shall be permitted to distribute information related to the official business of the association by placing such information in the individual mailbox of each teacher and/or on a designated bulletin board in the teachers' lounge.
- B. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this agreement, administrative regulation or policy.

Section 3. Use of Equipment

- A. Upon approval of the superintendent, the association may use district duplicating and copying equipment.
- B. The use of such equipment may only occur before or after the teacher workday.
- C. The association or its individual members shall reimburse the district for costs of copies of public records requested in accordance with the rates charged to other members of the public who request public records.

Section 4. Access to Information

- A. Upon written request of the association president or spokesperson, the board shall provide access to compiled public information within twenty (20) calendar days.
- B. The board shall make available to the association a copy of the school board agenda at the same time it is delivered to the board. The administration shall attempt to notify the association president when a copy of the board agenda is available.

Section 5. Association Leave

- A. The Board shall provide up to 24 days of leave for attendance at conferences, workshops, lobbying, Delegate Assembly, or meetings of the Association or its affiliates. Nor more than five (5) days may be

used by any one teacher. When lobbying is at the request of the Superintendent or designee, the Board shall not charge the Association for a substitute.

- B. Written request for the use of Association Leave shall be made to the Superintendent or designee by the President of the Association at least forty-eight (48) hours in advance. The President of the Association or designee will notify Human Resources of the use of Association Leave, and absences will be designated as Association Leave in the teacher attendance system.
- C. The Association shall reimburse the District for each day of Association leave used. If a substitute is hired, the amount actually paid to the substitute shall be the amount reimbursed.
- D. No more than two (2) teachers per building may utilize association leave on any given day.
- E. The Board shall provide up to eight (8) days of leave for the OWEA President for association related activities.

Section 6. School Calendar Input

- A. Each year the Association may provide input to the Superintendent regarding the ensuing year's school calendar prior to the adoption of the school calendar. The Superintendent will consider the Association's suggestions before making his/her recommendation to the Board.

ARTICLE V. – COMPENSATION

Section 1. Salary

- A. For the 2017-2018 school year, each teacher who qualifies for an increment shall advance one (1) step from the step they were on during the 2015-2016 school year and shall be placed on the attached salary schedule and paid accordingly.

Hours must be obtained from an accredited college or university and must be in:

1. Education degree program.
 2. Area of current certification.
 3. New education certificate plan.
- B. An official transcript and State Department of Education request form reflecting a degree change must be provided to the State Department of Education and to the Human Resources Office by the first business day in September. Upon receipt of certificate reflecting degree change, an original must be provided to the Human Resource Office.
- C. All additional hours must be submitted via official transcript by the first business day in September to the Human Resource Office.
- D. Teachers with 31 or more years of service will receive a \$1000.00 stipend for 2017-2018 ONLY.

Owasso Public Schools
2017-2018 Salary Schedule
Bachelors Degree

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	33,685.00	2,000.00	35,685.00	33.36	35,718.36	2,500.29	60.15	440.14
1	34,085.00	2,000.00	36,085.00	33.36	36,118.36	2,528.29	103.41	424.88
2	34,485.00	2,000.00	36,485.00	33.36	36,518.36	2,556.29	145.65	410.64
3	34,885.00	2,000.00	36,885.00	33.36	36,918.36	2,584.29	188.15	396.14
4	35,285.00	2,000.00	37,285.00	33.36	37,318.36	2,612.29	233.33	378.96
5	35,685.00	2,000.00	37,685.00	33.36	37,718.36	2,640.29	278.76	361.53
6	36,165.00	2,000.00	38,165.00	33.36	38,198.36	2,673.89	325.26	348.63
7	36,645.00	2,000.00	38,645.00	33.36	38,678.36	2,707.49	372.82	334.67
8	37,125.00	2,000.00	39,125.00	33.36	39,158.36	2,741.09	421.44	319.65
9	37,605.00	2,000.00	39,605.00	33.36	39,638.36	2,774.69	471.12	303.57
10	38,085.00	2,000.00	40,085.00	33.36	40,118.36	2,808.29	521.87	286.42
11	38,565.00	2,000.00	40,565.00	33.36	40,598.36	2,841.89	573.67	268.22
12	39,115.00	2,000.00	41,115.00	33.36	41,148.36	2,880.39	626.54	253.85
13	39,665.00	2,000.00	41,665.00	33.36	41,698.36	2,918.89	680.48	238.41
14	40,215.00	2,000.00	42,215.00	33.36	42,248.36	2,957.39	735.47	221.92
15	40,765.00	2,000.00	42,765.00	33.36	42,798.36	2,995.89	791.53	204.36
16	41,315.00	2,000.00	43,315.00	33.36	43,348.36	3,034.39	848.65	185.74
17	41,865.00	2,000.00	43,865.00	33.36	43,898.36	3,072.89	906.83	166.06
18	42,415.00	2,000.00	44,415.00	33.36	44,448.36	3,111.39	966.07	145.32
19	42,965.00	2,000.00	44,965.00	33.36	44,998.36	3,149.89	1,026.38	123.51
20	43,515.00	2,000.00	45,515.00	33.36	45,548.36	3,188.39	1,087.75	100.64
21	44,065.00	2,000.00	46,065.00	33.36	46,098.36	3,226.89	1,150.18	76.71
22	44,615.00	2,000.00	46,615.00	33.36	46,648.36	3,265.39	1,213.68	51.71
23	45,165.00	2,000.00	47,165.00	33.36	47,198.36	3,303.89	1,278.23	25.66
24	45,715.00	2,000.00	47,715.00	33.36	47,748.36	3,342.39	1,343.85	-1.46
25	46,265.00	2,000.00	48,265.00	33.36	48,298.36	3,380.89	1,410.53	-29.64
26	46,815.00	2,000.00	48,815.00	33.36	48,848.36	3,419.39	1,410.53	8.86
27	47,415.00	2,000.00	49,415.00	33.36	49,448.36	3,461.39	1,410.53	50.86
28	48,015.00	2,000.00	50,015.00	33.36	50,048.36	3,503.39	1,410.53	92.86
29	48,615.00	2,000.00	50,615.00	33.36	50,648.36	3,545.39	1,410.53	134.80
30	49,215.00	2,000.00	51,215.00	33.36	51,248.36	3,587.39	1,410.53	176.86

- (A) Step - Based on total experience.
- (B) 2017-2018 Base Salary - Negotiated base salary.
- (C) District Paid Retirement - The District pays \$2,000.00 of the teacher's contribution to the Oklahoma Teachers' Retirement System.
- (D) Total Compensation - Base Salary + District Paid Retirement
- (E) District Paid Life - Amount paid toward group life insurance coverage on employee.
- (F) Total District Compensation - Total of columns B, C and E
- (G) Total Retirement - Teachers' retirement calculated at 7% of Total District Compensation (Column F)
- (H) State Paid Retirement (TRS Offset) - Statutory required payment to certified staff used to offset a teacher's obligation to the Oklahoma Teachers' Retirement System.
- (I) Teacher Paid Retirement - Amount paid out of Base Salary (Column B) to meet the teacher's obligation to the Oklahoma Teachers' Retirement System **Numbers in bold type** (if any) indicate amount added to Base Salary (Column B)
- (J) Teachers acquiring National Board Certification after 6/30/2013 will receive the amount required by law (currently \$1000) added to the schedule
- (K) Teachers with 31 or more years of experience will receive a \$1,000.00 stipend for the 2017-2018 ONLY
Annual State Flexible Benefit Allowance: Cash in lieu of insurance allowance \$69.71/month or \$836.52/year (applicable if not participating in major medical). Payment for major medical - \$571.04/month or \$6,852.48/year

Owasso Public Schools
2017-2018 Salary Schedule

Bachelors Degree + 15 hours or 5 years in district

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	33,920.00	2,000.00	35,920.00	33.36	35,953.36	2,516.74	60.15	456.59
1	34,330.00	2,000.00	36,330.00	33.36	36,363.36	2,545.44	103.41	442.03
2	34,740.00	2,000.00	36,740.00	33.36	36,773.36	2,574.14	145.65	428.49
3	35,150.00	2,000.00	37,150.00	33.36	37,183.36	2,602.84	188.15	414.69
4	35,560.00	2,000.00	37,560.00	33.36	37,593.36	2,631.54	233.33	398.21
5	35,970.00	2,000.00	37,970.00	33.36	38,003.36	2,660.24	278.76	381.48
6	36,470.00	2,000.00	38,470.00	33.36	38,503.36	2,695.24	325.26	369.98
7	36,970.00	2,000.00	38,970.00	33.36	39,003.36	2,730.24	372.82	357.42
8	37,470.00	2,000.00	39,470.00	33.36	39,503.36	2,765.24	421.44	343.80
9	37,970.00	2,000.00	39,970.00	33.36	40,003.36	2,800.24	471.12	329.12
10	38,470.00	2,000.00	40,470.00	33.36	40,503.36	2,835.24	521.87	313.37
11	38,970.00	2,000.00	40,970.00	33.36	41,003.36	2,870.24	573.67	296.57
12	39,470.00	2,000.00	41,470.00	33.36	41,503.36	2,905.24	626.54	278.70
13	40,020.00	2,000.00	42,020.00	33.36	42,053.36	2,943.74	680.48	263.26
14	40,570.00	2,000.00	42,570.00	33.36	42,603.36	2,982.24	735.47	246.77
15	41,120.00	2,000.00	43,120.00	33.36	43,153.36	3,020.74	791.53	229.21
16	41,670.00	2,000.00	43,670.00	33.36	43,703.36	3,059.24	848.65	210.59
17	42,220.00	2,000.00	44,220.00	33.36	44,253.36	3,097.74	906.83	190.91
18	42,770.00	2,000.00	44,770.00	33.36	44,803.36	3,136.24	966.07	170.17
19	43,320.00	2,000.00	45,320.00	33.36	45,353.36	3,174.74	1,026.38	148.36
20	43,870.00	2,000.00	45,870.00	33.36	45,903.36	3,213.24	1,087.75	125.49
21	44,420.00	2,000.00	46,420.00	33.36	46,453.36	3,251.74	1,150.18	101.56
22	44,970.00	2,000.00	46,970.00	33.36	47,003.36	3,290.24	1,213.68	76.56
23	45,520.00	2,000.00	47,520.00	33.36	47,553.36	3,328.74	1,278.23	50.51
24	46,070.00	2,000.00	48,070.00	33.36	48,103.36	3,367.24	1,343.85	23.39
25	46,620.00	2,000.00	48,620.00	33.36	48,653.36	3,405.74	1,410.53	-4.79
26	47,220.00	2,000.00	49,220.00	33.36	49,253.36	3,447.74	1,410.53	37.21
27	47,820.00	2,000.00	49,820.00	33.36	49,853.36	3,489.74	1,410.53	79.21
28	48,420.00	2,000.00	50,420.00	33.36	50,453.36	3,531.74	1,410.53	121.21
29	49,020.00	2,000.00	51,020.00	33.36	51,053.36	3,573.74	1,410.53	163.21
30	49,620.00	2,000.00	51,620.00	33.36	51,653.36	3,615.74	1,410.53	205.21

- (A) Step - Based on total experience.
- (B) 2017-2018 Base Salary - Negotiated base salary.
- (C) District Paid Retirement - The District pays \$2,000.00 of the teacher's contribution to the Oklahoma Teachers' Retirement System.
- (D) Total Compensation - Base Salary + District Paid Retirement
- (E) District Paid Life - Amount paid toward group life insurance coverage on employee.
- (F) Total District Compensation - Total of columns B, C and E
- (G) Total Retirement - Teachers' retirement calculated at 7% of Total District Compensation (Column F)
- (H) State Paid Retirement (TRS Offset) - Statutory required payment to certified staff used to offset a teacher's obligation to the Oklahoma Teachers' Retirement System.
- (I) Teacher Paid Retirement - Amount paid out of Base Salary (Column B) to meet the teacher's obligation to the Oklahoma Teachers' Retirement System **Numbers in bold type** (if any) indicate amount added to Base Salary (Column B)
- (J) Teachers acquiring National Board Certification after 6/30/2013 will receive the amount required by law (currently \$1000) added to the schedule.
- (K) Teachers with 31 or more years of experience will receive a \$1,000.00 stipend for the 2017-2018 ONLY
Annual State Flexible Benefit Allowance: Cash in lieu of insurance allowance \$69.71/month or \$836.52/year (applicable if not participating in major medical). Payment for major medical - \$571.04/month or \$6,852.48/year

**Owasso Public Schools
2017-2018 Salary Schedule**

Bachelors Degree + 30 hours or 10 years in district

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	34,720.00	2,000.00	36,720.00	33.36	36,753.36	2,572.74	60.15	512.59
1	35,130.00	2,000.00	37,130.00	33.36	37,163.36	2,601.44	103.41	498.03
2	35,540.00	2,000.00	37,540.00	33.36	37,573.36	2,630.14	145.65	484.49
3	35,950.00	2,000.00	37,950.00	33.36	37,983.36	2,658.84	188.15	470.69
4	36,360.00	2,000.00	38,360.00	33.36	38,393.36	2,687.54	233.33	454.21
5	36,770.00	2,000.00	38,770.00	33.36	38,803.36	2,716.24	278.76	437.48
6	37,270.00	2,000.00	39,270.00	33.36	39,303.36	2,751.24	325.26	425.98
7	37,770.00	2,000.00	39,770.00	33.36	39,803.36	2,786.24	372.82	413.42
8	38,270.00	2,000.00	40,270.00	33.36	40,303.36	2,821.24	421.44	399.80
9	38,770.00	2,000.00	40,770.00	33.36	40,803.36	2,856.24	471.12	385.12
10	39,270.00	2,000.00	41,270.00	33.36	41,303.36	2,891.24	521.87	369.37
11	39,770.00	2,000.00	41,770.00	33.36	41,803.36	2,926.24	573.67	352.57
12	40,320.00	2,000.00	42,320.00	33.36	42,353.36	2,964.74	626.54	338.20
13	40,870.00	2,000.00	42,870.00	33.36	42,903.36	3,003.24	680.48	322.76
14	41,420.00	2,000.00	43,420.00	33.36	43,453.36	3,041.74	735.47	306.27
15	41,970.00	2,000.00	43,970.00	33.36	44,003.36	3,080.24	791.53	288.71
16	42,520.00	2,000.00	44,520.00	33.36	44,553.36	3,118.74	848.65	270.09
17	43,070.00	2,000.00	45,070.00	33.36	45,103.36	3,157.24	906.83	250.41
18	43,620.00	2,000.00	45,620.00	33.36	45,653.36	3,195.74	966.07	229.67
19	44,170.00	2,000.00	46,170.00	33.36	46,203.36	3,234.24	1,026.38	207.86
20	44,720.00	2,000.00	46,720.00	33.36	46,753.36	3,272.74	1,087.75	184.99
21	45,270.00	2,000.00	47,270.00	33.36	47,303.36	3,311.24	1,150.18	161.06
22	45,820.00	2,000.00	47,820.00	33.36	47,853.36	3,349.74	1,213.68	136.06
23	46,370.00	2,000.00	48,370.00	33.36	48,403.36	3,388.24	1,278.23	110.01
24	46,920.00	2,000.00	48,920.00	33.36	48,953.36	3,426.74	1,343.85	82.89
25	47,470.00	2,000.00	49,470.00	33.36	49,503.36	3,465.24	1,410.53	54.71
26	48,020.00	2,000.00	50,020.00	33.36	50,053.36	3,503.74	1,410.53	93.21
27	48,620.00	2,000.00	50,620.00	33.36	50,653.36	3,545.74	1,410.53	135.21
28	49,220.00	2,000.00	51,220.00	33.36	51,253.36	3,587.74	1,410.53	177.21
29	49,820.00	2,000.00	51,820.00	33.36	51,853.36	3,629.74	1,410.53	219.21
30	50,420.00	2,000.00	52,420.00	33.36	52,453.36	3,671.74	1,410.53	261.21

- (A) Step - Based on total experience.
- (B) 2017-2018 Base Salary - Negotiated base salary.
- (C) District Paid Retirement - The District pays \$2,000.00 of the teacher's contribution to the Oklahoma Teachers' Retirement System.
- (D) Total Compensation - Base Salary + District Paid Retirement
- (E) District Paid Life - Amount paid toward group life insurance coverage on employee.
- (F) Total District Compensation - Total of columns B, C and E
- (G) Total Retirement - Teachers' retirement calculated at 7% of Total District Compensation (Column F)
- (H) State Paid Retirement (TRS Offset) - Statutory required payment to certified staff used to offset a teacher's obligation to the Oklahoma Teachers' Retirement System.
- (I) Teacher Paid Retirement - Amount paid out of Base Salary (Column B) to meet the teacher's obligation to the Oklahoma Teachers' Retirement System **Numbers in bold type** (if any) indicate amount added to Base Salary (Column B)
- (J) Teachers acquiring National Board Certification after 6/30/2013 will receive the amount required by law (currently \$1000) added to the schedule.
- (K) Teachers with 31 or more years of experience will receive a \$1,000.00 stipend for the 2017-2018 ONLY
Annual State Flexible Benefit Allowance: Cash in lieu of insurance allowance \$69.71/month or \$836.52/year (applicable if not participating in major medical). Payment for major medical - \$571.04/month or \$6,852.48/year

**Owasso Public Schools
2017-2018 Salary Schedule
Masters Degree**

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	35,340.00	2,000.00	37,340.00	33.36	37,373.36	2,616.14	60.15	555.99
1	35,790.00	2,000.00	37,790.00	33.36	37,823.36	2,647.64	103.41	544.23
2	36,240.00	2,000.00	38,240.00	33.36	38,273.36	2,679.14	145.65	533.49
3	36,690.00	2,000.00	38,690.00	33.36	38,723.36	2,710.64	188.15	522.49
4	37,140.00	2,000.00	39,140.00	33.36	39,173.36	2,742.14	233.33	508.81
5	37,590.00	2,000.00	39,590.00	33.36	39,623.36	2,773.64	278.76	494.88
6	38,090.00	2,000.00	40,090.00	33.36	40,123.36	2,808.64	325.26	483.38
7	38,590.00	2,000.00	40,590.00	33.36	40,623.36	2,843.64	372.82	470.82
8	39,090.00	2,000.00	41,090.00	33.36	41,123.36	2,878.64	421.44	457.20
9	39,590.00	2,000.00	41,590.00	33.36	41,623.36	2,913.64	471.12	442.52
10	40,090.00	2,000.00	42,090.00	33.36	42,123.36	2,948.64	521.87	426.77
11	40,590.00	2,000.00	42,590.00	33.36	42,623.36	2,983.64	573.67	409.97
12	41,140.00	2,000.00	43,140.00	33.36	43,173.36	3,022.14	626.54	395.60
13	41,690.00	2,000.00	43,690.00	33.36	43,723.36	3,060.64	680.48	380.16
14	42,240.00	2,000.00	44,240.00	33.36	44,273.36	3,099.14	735.47	363.67
15	42,790.00	2,000.00	44,790.00	33.36	44,823.36	3,137.64	791.53	346.11
16	43,340.00	2,000.00	45,340.00	33.36	45,373.36	3,176.14	848.65	327.49
17	43,890.00	2,000.00	45,890.00	33.36	45,923.36	3,214.64	906.83	307.81
18	44,440.00	2,000.00	46,440.00	33.36	46,473.36	3,253.14	966.07	287.07
19	44,990.00	2,000.00	46,990.00	33.36	47,023.36	3,291.64	1,026.38	265.26
20	45,540.00	2,000.00	47,540.00	33.36	47,573.36	3,330.14	1,087.75	242.39
21	46,090.00	2,000.00	48,090.00	33.36	48,123.36	3,368.64	1,150.18	218.46
22	46,640.00	2,000.00	48,640.00	33.36	48,673.36	3,407.14	1,213.68	193.46
23	47,190.00	2,000.00	49,190.00	33.36	49,223.36	3,445.64	1,278.23	167.41
24	47,740.00	2,000.00	49,740.00	33.36	49,773.36	3,484.14	1,343.85	140.29
25	48,290.00	2,000.00	50,290.00	33.36	50,323.36	3,522.64	1,410.53	112.11
26	48,890.00	2,000.00	50,890.00	33.36	50,923.36	3,564.64	1,410.53	154.11
27	49,490.00	2,000.00	51,490.00	33.36	51,523.36	3,606.64	1,410.53	196.11
28	50,090.00	2,000.00	52,090.00	33.36	52,123.36	3,648.64	1,410.53	238.11
29	50,690.00	2,000.00	52,690.00	33.36	52,723.36	3,690.64	1,410.53	280.11
30	51,290.00	2,000.00	53,290.00	33.36	53,323.36	3,732.64	1,410.53	322.11

- (A) Step - Based on total experience.
- (B) 2017-2018 Base Salary - Negotiated base salary.
- (C) District Paid Retirement - The District pays \$2,000.00 of the teacher's contribution to the Oklahoma Teachers' Retirement System.
- (D) Total Compensation - Base Salary + District Paid Retirement
- (E) District Paid Life - Amount paid toward group life insurance coverage on employee.
- (F) Total District Compensation - Total of columns B, C and E
- (G) Total Retirement - Teachers' retirement calculated at 7% of Total District Compensation (Column F)
- (H) State Paid Retirement (TRS Offset) - Statutory required payment to certified staff used to offset a teacher's obligation to the Oklahoma Teachers' Retirement System.
- (I) Teacher Paid Retirement - Amount paid out of Base Salary (Column B) to meet the teacher's obligation to the Oklahoma Teachers' Retirement System **Numbers in bold type** (if any) indicate amount added to Base Salary (Column B)
Teachers acquiring National Board Certification after 6/30/2013 will receive the amount required by law (currently \$1000)
- (J) added to the schedule.
- (K) Teachers with 31 or more years of experience will receive a \$1,000.00 stipend for the 2017-2018 ONLY
Annual State Flexible Benefit Allowance: Cash in lieu of insurance allowance \$69.71/month or \$836.52/year (applicable if not participating in major medical). Payment for major medical - \$571.04/month or \$6,852.48/year

**Owasso Public Schools
2017-2018 Salary Schedule
Masters Degree + 15 hours or 5 years in district**

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	35,915.00	2,000.00	37,915.00	33.36	37,948.36	2,656.39	60.15	596.24
1	36,415.00	2,000.00	38,415.00	33.36	38,448.36	2,691.39	103.41	587.98
2	36,915.00	2,000.00	38,915.00	33.36	38,948.36	2,726.39	145.65	580.74
3	37,415.00	2,000.00	39,415.00	33.36	39,448.36	2,761.39	188.15	573.24
4	37,915.00	2,000.00	39,915.00	33.36	39,948.36	2,796.39	233.33	563.06
5	38,415.00	2,000.00	40,415.00	33.36	40,448.36	2,831.39	278.76	552.63
6	38,915.00	2,000.00	40,915.00	33.36	40,948.36	2,866.39	325.26	541.13
7	39,415.00	2,000.00	41,415.00	33.36	41,448.36	2,901.39	372.82	528.57
8	39,915.00	2,000.00	41,915.00	33.36	41,948.36	2,936.39	421.44	514.95
9	40,415.00	2,000.00	42,415.00	33.36	42,448.36	2,971.39	471.12	500.27
10	40,915.00	2,000.00	42,915.00	33.36	42,948.36	3,006.39	521.87	484.52
11	41,415.00	2,000.00	43,415.00	33.36	43,448.36	3,041.39	573.67	467.72
12	41,965.00	2,000.00	43,965.00	33.36	43,998.36	3,079.89	626.54	453.35
13	42,515.00	2,000.00	44,515.00	33.36	44,548.36	3,118.39	680.48	437.91
14	43,065.00	2,000.00	45,065.00	33.36	45,098.36	3,156.89	735.47	421.42
15	43,615.00	2,000.00	45,615.00	33.36	45,648.36	3,195.39	791.53	403.86
16	44,165.00	2,000.00	46,165.00	33.36	46,198.36	3,233.89	848.65	385.24
17	44,715.00	2,000.00	46,715.00	33.36	46,748.36	3,272.39	906.83	365.56
18	45,265.00	2,000.00	47,265.00	33.36	47,298.36	3,310.89	966.07	344.82
19	45,815.00	2,000.00	47,815.00	33.36	47,848.36	3,349.39	1,026.38	323.01
20	46,365.00	2,000.00	48,365.00	33.36	48,398.36	3,387.89	1,087.75	300.14
21	46,915.00	2,000.00	48,915.00	33.36	48,948.36	3,426.39	1,150.18	276.21
22	47,465.00	2,000.00	49,465.00	33.36	49,498.36	3,464.89	1,213.68	251.21
23	48,015.00	2,000.00	50,015.00	33.36	50,048.36	3,503.39	1,278.23	225.16
24	48,565.00	2,000.00	50,565.00	33.36	50,598.36	3,541.89	1,343.85	198.04
25	49,115.00	2,000.00	51,115.00	33.36	51,148.36	3,580.39	1,410.53	173.36
26	49,665.00	2,000.00	51,665.00	33.36	51,698.36	3,618.89	1,410.53	215.36
27	50,215.00	2,000.00	52,215.00	33.36	52,248.36	3,657.39	1,410.53	257.36
28	50,765.00	2,000.00	52,765.00	33.36	52,798.36	3,695.89	1,410.53	299.36
29	51,315.00	2,000.00	53,315.00	33.36	53,348.36	3,734.39	1,410.53	341.36
30	51,865.00	2,000.00	53,865.00	33.36	53,898.36	3,772.89	1,410.53	383.36

- (A) Step - Based on total experience.
- (B) 2017-2018 Base Salary - Negotiated base salary.
- (C) District Paid Retirement - The District pays \$2,000.00 of the teacher's contribution to the Oklahoma Teachers' Retirement System.
- (D) Total Compensation - Base Salary + District Paid Retirement
- (E) District Paid Life - Amount paid toward group life insurance coverage on employee.
- (F) Total District Compensation - Total of columns B, C and E
- (G) Total Retirement - Teachers' retirement calculated at 7% of Total District Compensation (Column F)
- (H) State Paid Retirement (TRS Offset) - Statutory required payment to certified staff used to offset a teacher's obligation to the Oklahoma Teachers' Retirement System.
- (I) Teacher Paid Retirement - Amount paid out of Base Salary (Column B) to meet the teacher's obligation to the Oklahoma Teachers' Retirement System **Numbers in bold type** (if any) indicate amount added to Base Salary (Column B)
- (J) Teachers acquiring National Board Certification after 6/30/2013 will receive the amount required by law (currently \$1000) added to the schedule.
- (K) Teachers with 31 or more years of experience will receive a \$1,000.00 stipend for the 2017-2018 ONLY
Annual State Flexible Benefit Allowance: Cash in lieu of insurance allowance \$69.71/month or \$836.52/year (applicable if not participating in major medical). Payment for major medical - \$571.04/month or \$6,852.48/year

**Owasso Public Schools
2017-2018 Salary Schedule
Masters Degree + 30 hours or 10 years in district**

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	37,115.00	2,000.00	39,115.00	33.36	39,148.36	2,740.39	60.15	680.24
1	37,615.00	2,000.00	39,615.00	33.36	39,648.36	2,775.39	103.41	671.98
2	38,115.00	2,000.00	40,115.00	33.36	40,148.36	2,810.39	145.65	664.74
3	38,615.00	2,000.00	40,615.00	33.36	40,648.36	2,845.39	188.15	657.24
4	39,115.00	2,000.00	41,115.00	33.36	41,148.36	2,880.39	233.33	647.06
5	39,615.00	2,000.00	41,615.00	33.36	41,648.36	2,915.39	278.76	636.63
6	40,125.00	2,000.00	42,125.00	33.36	42,158.36	2,951.09	325.26	625.83
7	40,635.00	2,000.00	42,635.00	33.36	42,668.36	2,986.79	372.82	613.97
8	41,145.00	2,000.00	43,145.00	33.36	43,178.36	3,022.49	421.44	601.05
9	41,655.00	2,000.00	43,655.00	33.36	43,688.36	3,058.19	471.12	587.07
10	42,165.00	2,000.00	44,165.00	33.36	44,198.36	3,093.89	521.87	572.02
11	42,675.00	2,000.00	44,675.00	33.36	44,708.36	3,129.59	573.67	555.92
12	43,185.00	2,000.00	45,185.00	33.36	45,218.36	3,165.29	626.54	538.75
13	43,735.00	2,000.00	45,735.00	33.36	45,768.36	3,203.79	680.48	523.31
14	44,285.00	2,000.00	46,285.00	33.36	46,318.36	3,242.29	735.47	506.82
15	44,835.00	2,000.00	46,835.00	33.36	46,868.36	3,280.79	791.53	489.26
16	45,385.00	2,000.00	47,385.00	33.36	47,418.36	3,319.29	848.65	470.64
17	45,935.00	2,000.00	47,935.00	33.36	47,968.36	3,357.79	906.83	450.96
18	46,485.00	2,000.00	48,485.00	33.36	48,518.36	3,396.29	966.07	430.22
19	47,035.00	2,000.00	49,035.00	33.36	49,068.36	3,434.79	1,026.38	408.41
20	47,585.00	2,000.00	49,585.00	33.36	49,618.36	3,473.29	1,087.75	385.54
21	48,135.00	2,000.00	50,135.00	33.36	50,168.36	3,511.79	1,150.18	361.61
22	48,685.00	2,000.00	50,685.00	33.36	50,718.36	3,550.29	1,213.68	336.61
23	49,235.00	2,000.00	51,235.00	33.36	51,268.36	3,588.79	1,278.23	310.56
24	49,785.00	2,000.00	51,785.00	33.36	51,818.36	3,627.29	1,343.85	283.44
25	50,335.00	2,000.00	52,335.00	33.36	52,368.36	3,665.79	1,410.53	255.26
26	50,935.00	2,000.00	52,935.00	33.36	52,968.36	3,707.79	1,410.53	297.26
27	51,535.00	2,000.00	53,535.00	33.36	53,568.36	3,749.79	1,410.53	339.26
28	52,135.00	2,000.00	54,135.00	33.36	54,168.36	3,791.79	1,410.53	381.26
29	52,735.00	2,000.00	54,735.00	33.36	54,768.36	3,833.79	1,410.53	423.26
30	53,335.00	2,000.00	55,335.00	33.36	55,368.36	3,875.79	1,410.53	465.26

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**Owasso Public Schools
2017-2018 Salary Schedule
Masters Degree + 45 hours or 15 years in the district**

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	38,315.00	2,000.00	40,315.00	33.36	40,348.36	2,824.39	60.15	764.24
1	38,815.00	2,000.00	40,815.00	33.36	40,848.36	2,859.39	103.41	755.98
2	39,315.00	2,000.00	41,315.00	33.36	41,348.36	2,894.39	145.65	748.74
3	39,815.00	2,000.00	41,815.00	33.36	41,848.36	2,929.39	188.15	741.24
4	40,315.00	2,000.00	42,315.00	33.36	42,348.36	2,964.39	233.33	731.06
5	40,815.00	2,000.00	42,815.00	33.36	42,848.36	2,999.39	278.76	720.63
6	41,325.00	2,000.00	43,325.00	33.36	43,358.36	3,035.09	325.26	709.83
7	41,835.00	2,000.00	43,835.00	33.36	43,868.36	3,070.79	372.82	697.97
8	42,345.00	2,000.00	44,345.00	33.36	44,378.36	3,106.49	421.44	685.05
9	42,855.00	2,000.00	44,855.00	33.36	44,888.36	3,142.19	471.12	671.07
10	43,365.00	2,000.00	45,365.00	33.36	45,398.36	3,177.89	521.87	656.02
11	43,875.00	2,000.00	45,875.00	33.36	45,908.36	3,213.59	573.67	639.92
12	44,400.00	2,000.00	46,400.00	33.36	46,433.36	3,250.34	626.54	623.80
13	44,925.00	2,000.00	46,925.00	33.36	46,958.36	3,287.09	680.48	606.61
14	45,450.00	2,000.00	47,450.00	33.36	47,483.36	3,323.84	735.47	588.37
15	45,975.00	2,000.00	47,975.00	33.36	48,008.36	3,360.59	791.53	569.06
16	46,500.00	2,000.00	48,500.00	33.36	48,533.36	3,397.34	848.65	548.69
17	47,050.00	2,000.00	49,050.00	33.36	49,083.36	3,435.84	906.83	529.01
18	47,600.00	2,000.00	49,600.00	33.36	49,633.36	3,474.34	966.07	508.27
19	48,150.00	2,000.00	50,150.00	33.36	50,183.36	3,512.84	1,026.38	486.46
20	48,700.00	2,000.00	50,700.00	33.36	50,733.36	3,551.34	1,087.75	463.59
21	49,250.00	2,000.00	51,250.00	33.36	51,283.36	3,589.84	1,150.18	439.66
22	49,800.00	2,000.00	51,800.00	33.36	51,833.36	3,628.34	1,213.68	414.66
23	50,350.00	2,000.00	52,350.00	33.36	52,383.36	3,666.84	1,278.23	388.61
24	50,900.00	2,000.00	52,900.00	33.36	52,933.36	3,705.34	1,343.85	361.49
25	51,500.00	2,000.00	53,500.00	33.36	53,533.36	3,747.34	1,410.53	336.81
26	52,100.00	2,000.00	54,100.00	33.36	54,133.36	3,789.34	1,410.53	378.81
27	52,700.00	2,000.00	54,700.00	33.36	54,733.36	3,831.34	1,410.53	420.81
28	53,300.00	2,000.00	55,300.00	33.36	55,333.36	3,873.34	1,410.53	462.81
29	53,900.00	2,000.00	55,900.00	33.36	55,933.36	3,915.34	1,410.53	504.81
30	54,500.00	2,000.00	56,500.00	33.36	56,533.36	3,957.34	1,410.53	546.81

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**Owasso Public Schools
2017-2018 Salary Schedule
Doctorate**

A	B	C	D	E	F	G	H	I
Step	Base Salary	District Paid Retirement	Adjusted Total Compensation	District Paid Life Ins.	Total District Compensation	Total Retirement	State Paid Retirement (TRS Offset)	Teacher Paid Retirement
0	40,010.00	2,000.00	42,010.00	33.36	42,043.36	2,943.04	60.15	882.89
1	40,590.00	2,000.00	42,590.00	33.36	42,623.36	2,983.64	103.41	880.23
2	41,170.00	2,000.00	43,170.00	33.36	43,203.36	3,024.24	145.65	878.59
3	41,750.00	2,000.00	43,750.00	33.36	43,783.36	3,064.84	188.15	876.69
4	42,330.00	2,000.00	44,330.00	33.36	44,363.36	3,105.44	233.33	872.11
5	42,910.00	2,000.00	44,910.00	33.36	44,943.36	3,146.04	278.76	867.28
6	43,490.00	2,000.00	45,490.00	33.36	45,523.36	3,186.64	325.26	861.38
7	44,070.00	2,000.00	46,070.00	33.36	46,103.36	3,227.24	372.82	854.42
8	44,650.00	2,000.00	46,650.00	33.36	46,683.36	3,267.84	421.44	846.40
9	45,230.00	2,000.00	47,230.00	33.36	47,263.36	3,308.44	471.12	837.32
10	45,810.00	2,000.00	47,810.00	33.36	47,843.36	3,349.04	521.87	827.17
11	46,390.00	2,000.00	48,390.00	33.36	48,423.36	3,389.64	573.67	815.97
12	46,970.00	2,000.00	48,970.00	33.36	49,003.36	3,430.24	626.54	803.70
13	47,550.00	2,000.00	49,550.00	33.36	49,583.36	3,470.84	680.48	790.36
14	48,130.00	2,000.00	50,130.00	33.36	50,163.36	3,511.44	735.47	775.97
15	48,710.00	2,000.00	50,710.00	33.36	50,743.36	3,552.04	791.53	760.51
16	49,290.00	2,000.00	51,290.00	33.36	51,323.36	3,592.64	848.65	743.99
17	49,870.00	2,000.00	51,870.00	33.36	51,903.36	3,633.24	906.83	726.41
18	50,450.00	2,000.00	52,450.00	33.36	52,483.36	3,673.84	966.07	707.77
19	51,030.00	2,000.00	53,030.00	33.36	53,063.36	3,714.44	1,026.38	688.06
20	51,610.00	2,000.00	53,610.00	33.36	53,643.36	3,755.04	1,087.75	667.29
21	52,190.00	2,000.00	54,190.00	33.36	54,223.36	3,795.64	1,150.18	645.46
22	52,770.00	2,000.00	54,770.00	33.36	54,803.36	3,836.24	1,213.68	622.56
23	53,350.00	2,000.00	55,350.00	33.36	55,383.36	3,876.84	1,278.23	598.61
24	53,935.00	2,000.00	55,935.00	33.36	55,968.36	3,917.79	1,343.85	573.94
25	54,510.00	2,000.00	56,510.00	33.36	56,543.36	3,958.04	1,410.53	547.51
26	55,110.00	2,000.00	57,110.00	33.36	57,143.36	4,000.04	1,410.53	589.51
27	55,710.00	2,000.00	57,710.00	33.36	57,743.36	4,042.04	1,410.53	631.51
28	56,310.00	2,000.00	58,310.00	33.36	58,343.36	4,084.04	1,410.53	673.51
29	56,910.00	2,000.00	58,910.00	33.36	58,943.36	4,126.04	1,410.53	715.51
30	57,510.00	2,000.00	59,510.00	33.36	59,543.36	4,168.04	1,410.53	757.51

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Section 2. Extra Duty

Extra duty assignments shall be compensated in accordance with the attached extra duty compensation schedule. Teachers will be notified by letter or Email, by August 1, of any changes to the extra duty assignments.

Section 3. Other Benefits

- A. Life Insurance – For the 2017-2018 school year, the Board shall provide group life insurance coverage for all teachers.

Section 4. Retirement

For the 2017-2018 school year, the Board shall pay one thousand nine hundred fifty dollars (\$1,950.00) of a full-time teachers contribution to the Oklahoma Teachers' Retirement System. The board shall pay eligible part-time teachers for a contribution amount that is based upon a rate pro-rated on the average number of hours the employee is employed. Any overage will be paid to the teacher in their monthly check.

Section 5. Payroll Deductions

- A. The Board shall provide payroll deductions as requested by each teacher as long as payroll slots are available for such deductions. A minimum of twelve (12) teachers is required to initiate a new payroll deduction category.
- B. Requests for payroll deductions or changes in such deductions shall be submitted in writing to the Superintendent's office by the 1st of each month, except where the requirements of a program limits the number of times changes can be made during the year.

Section 6. Teacher Travel

Any certified employee whose primary assignment requires travel between schools on a daily basis will receive travel reimbursement according to the following schedule:

Travel between 2 schools:	\$360.00 annually
Travel between more than 2 schools:	\$630.00 annually

An extra duty contract reflecting the appropriate amount will be provided and the annual dollar amount will be added to the employee's salary. This section is subject to change each school year.

Section 7. Extra Duty Raises

All teachers extra duty pay raises, except those determined by a percentage of base salary, shall be negotiated out of new monies.

Section 8. Compensation for Unused Sick Leave Upon Retirement

Upon retirement from the District, with a minimum of ten (10) years of service in the District, teachers shall be compensated for sick leave earned within the District at a rate of fifty dollars (\$50.00) per day. This rate shall be applied to unused sick leave up to a maximum of one hundred twenty (120) days.

Section 9. Retirement Benefits

A. Retirement Benefits

For the 2017-2018 school year the Owasso Public Schools will offer its certified teaching personnel a retirement benefit of \$5,400.00 annually for four (4) years.

The following guidelines will apply:

1. You must actually retire with the Oklahoma Teachers' Retirement System by having attained either 80 or 90 points or Teacher Retirement System granted disability.
2. You must have completed 15 years in the Owasso System. The immediate 10 years prior to retirement must be spent in the Owasso System.
3. The benefit will be \$450.00 monthly for 48 months subject to all lawful withholdings.
4. Benefits are payable July 30th through June 15th.
5. Amount paid is in lieu of all other benefits such as health, dental, etc.
6. You must notify Owasso Public Schools by April 1st with a letter of resignation effective at the end of the school year.
7. In case of death of retiree, retirement benefit will cease.
8. Retiree must enter into an annual contract with the Owasso Public Schools before retirement benefit will be paid.
9. Retiree agrees that he/she will not be eligible for future re-employment in any capacity by District except on a substitute or short term basis of less than one year. Benefits will permanently cease if he/she accepts employment, except on a substitute basis, with any other public school district in the state of Oklahoma during the contract period. Nothing in the agreement shall prevent him/her from obtaining any other type of employment, and in the event of said employment, the retirement benefits will not be reduced.
10. Nothing contained in this program shall oblige the Owasso School District to make any payments pursuant to any retirement contract in any fiscal year beyond the year in which the contract is ratified nor create or allow the creation of any unfunded liability on the part of the school district.
11. This will be on a fiscal year basis only and is to be negotiated yearly.

- B. Upon accepting full state retirement and with ten (10) years or more service within the Owasso School District, a retired teacher may apply for a lifetime activity pass that will admit him/her and one guest to any school sponsored activity.

ARTICLE VI – GENERAL PROVISIONS

Section 1. Teacher Reference Materials

- A. The Board shall provide each teacher with a copy of all certified personnel policies and the Negotiated Agreement.
 - 1. Each teacher shall sign to acknowledge receipt of web-based policy documents.
 - 2. Instructions for accessing the web-based documents will be provided electronically.
- B. Teachers shall be provided access to all other policies of the Board, copies of which shall be available in the principal's office, media center, and District web-site.
- C. The Board shall provide the Association with a copy of all Board Policies.
- D. An agenda and information packet will be available to the Association on the last working day prior to the board meeting. In the event it is not ready, it will be available by 8:00 a.m. on the next working day.

Section 2. Savings Clause

If any provision(s) of this Agreement is found by a court of competent jurisdiction or the Attorney General, to be in conflict with any Federal or State law, regulation, ruling or order, now or hereinafter exacted or issued, such provision(s) shall be severed from this Agreement. The remaining provisions of this Agreement shall continue in full force and effect.

Section 3. Contract Negotiation

All items of the contract may be negotiated annually. Changes in Federal or State Law, regulation, ruling or order will be negotiated annually.

Section 4. Date Changes

For purposes of printing the negotiated agreement in connection with its publication and distribution, the Board shall be authorized to change those dates that are subject to automatic change based on the parties' negotiated agreements. This includes the change of the period covered by the agreement which appears on the front cover of each agreement as well as dates attached to items which are deemed continuing by virtue of the parties' agreement. This shall not apply to items negotiated for only one year.

Section 5. Communication

Quarterly meetings between district administration and OWEA leadership (president and chief negotiator or designee) will be held. The first meeting will be held within two weeks after Labor Day and will include a discussion of class size.

FOR THE BOARD:

FOR THE ASSOCIATION:

Gail Ballinger
Gail Ballinger
President of the Board

Teressa Blair
Teressa Blair
President of the OWEA

APPROVED BY THE BOARD

APPROVED BY THE OWEA

Date

Date

OWASSO PUBLIC SCHOOLS
PROCEDURAL AGREEMENT

I. PURPOSE

- 1.1 The Board of Education of the Owasso Public Schools and the Owasso Education Association recognize the need for an 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 in to by and between the Owasso Education Association, hereinafter termed the "Association", and the Board of Education of the Owasso 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 employees who are required by the position in which employed to be licensed or certified as teachers or entry year teachers and who do not hold supervisory authority with respect to other teachers in the Owasso Public Schools. The Board agrees not to negotiate with any individual member of the bargaining unit nor 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.

III. SCOPE OF BARGAINING

- 3.1 The Board and the 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 that are not inconsistent with any law or the Negotiated Agreement.
- 3.3 There shall be no negotiations on inherent managerial policy including the function of the Board, the determination of the Board's budget and the selection of personnel.

IV. NEGOTIATIONS PROCEDURES

4.1 Negotiation Teams

The Board and the Association shall each designate in writing the names of not more than five (5) persons who shall serve as their respective representatives for

- 4.1.1 negotiations pursuant to the provisions of this agreement. Each party shall also designate the person on their teams who will serve as spokesperson.
- 4.1.2 Each party may designate, in addition to its team, an alternate who may replace a member who, for any reason, is unable to complete negotiations. Written notice of any change in the composition of the negotiations team shall be promptly delivered to the other side's spokesperson.

4.2 Opening Negotiations

- 4.2.1 During the month of May the Association's and the Board's representatives shall agree on a time to commence negotiations. The first session will be at a date, time and place mutually agreeable to both parties.
- 4.2.2 The District shall, upon request, furnish the OWEA with copies of public records in the District's possession to assist in facilitating negotiations. Documentation requested should ordinarily be made available to the Association within eight (8) working days following the receipt of the request for designated records. However, when the request is for records that are incomplete at the time the request is received by the Board's representative, the period to respond to a request for a record shall not begin until the document is final. For documents that require the approval of the Board of Education, the document is not final until formally approved by the Board.
- 4.2.3 The first negotiation session shall be a meeting to exchange information. During the first or second meeting the Association shall submit its items for negotiations. The Board shall submit its items for negotiation the first meeting following the Association's submission of its items. Subsequent proposals may be submitted upon mutual agreement of the Association and the Board.

4.3 Negotiations Sessions

- 4.3.1 Negotiation meetings shall be closed to all with the exception of the Board and Association negotiations' team members and those consultants who may be requested to attend by either team. No more than one consultant may be present for each team without the agreement of the other team. Other individuals may be permitted to be present only by mutual agreement of the parties and the request to have another individual present must be delivered to the other party at least 24 hours prior to the meeting.
- 4.3.2 Recording or official transcripts may be made with mutual agreement of the parties
- 4.3.3 Negotiations will be conducted at the times, dates, and places mutually agreed to by the parties. The time, date and place 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.

4.4 Tentative Agreement

- 4.4.1 Both parties agree it is their mutual responsibility to empower their respective representatives 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 spokespersons 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 its initial negotiation 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 a three-member fact-finding committee as follows:
 - 5.3.1 One member of the fact-finding committee shall be selected by the representatives of the Association within five (5) days after the reaching of impasse. One member of the committee shall be selected by the Board of Education within five (5) days after the reaching of impasse.
 - 5.3.2 The member of the committee who shall serve as the chairperson of the committee shall be selected from the State Superintendent's list of fact-finders. The State Superintendent of Public Instruction or his/her designee shall provide the names of five potential fact-finders selected at random from a list of appointees who are available to serve as a member and a chairperson of the committee. The Association and the district shall select the fact-finder from the five names.
 - 5.3.3 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.
 - 5.3.4 Within five (5) days after the selection of the chairperson, the chairperson, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged document(s) shall also be furnished by each party to the chairperson and other members of the committee.
 - 5.3.5 The chairperson shall convene the committee for fact-finding. The committee shall meet with representatives of the Board and the Association. Within twenty (20) days after the chairperson is selected, the committee shall submit written recommendations to the Board and to the Association.
 - 5.3.6 If either the Board or the Association decides it must reject one or more of the committee's recommendations, the rejecting 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 for the Association. These representatives shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The respective representatives shall then resume good faith efforts to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.
 - 5.3.7 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 such agreement shall also be

forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the Board of Education shall forward to the State Superintendent of Public Instruction, in writing, its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

- 5.3.8 The cost for the services of the fact-finding committee, including per diem expenses, if any, and actual and 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.
- 5.3.9 The fact-finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute shall be given opportunity to present its case with supporting evidence.
- 5.3.10 All hearings by the fact-finding committee shall be conducted in closed session.

VI. SAVINGS CLAUSE

- 6.1 If any provisions of this agreement or application of the agreement to any employee covered hereby shall be found contrary to law then 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, by January 10 or any year, by either party, that the party desires to modify, amend or terminate this agreement.
- 7.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this procedural agreement shall be null and void on that date of such disbanding or cessation or representation.

FOR THE BOARD:

FOR THE ASSOCIATION:

Gail Ballinger
President of the Board

Teresa Blair
President of the OWEA

APPROVED BY THE BOARD

APPROVED BY THE OWEA

Date

Date