

DUNCAN PUBLIC SCHOOLS

**2018 – 2019
NEGOTIATED AGREEMENT
BETWEEN
DUNCAN EDUCATIONAL
SUPPORT ASSOCIATION
AND**

DUNCAN BOARD OF EDUCATION

Updated & Board Approved October 9, 2018 Item 14
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I. SCOPE OF CONTRACT

I.01 SEVERABILITY

If any provision(s) of this Contract or any application of the provisions of this contract to any person(s), is found by court of competent jurisdiction to be in conflict with any federal or state law, regulation, ruling, or order, now or hereinafter enacted or issued such provision or application shall be inoperative but the remaining provision(s) hereof shall continue in effect. Upon request of the Association or the Board, within ten (10) days after such finding, the parties will meet solely for the purpose of negotiating the provisions(s) affected.

II. EMPLOYMENT PROVISIONS

II.01 JOB DESCRIPTIONS

The board shall establish, as soon as possible, and maintain job descriptions for all support employee positions. A copy of the job description relating to each employee's position will be provided to that employee and the Association.

Any time the job description is updated, a copy of the updated job description will be sent to the affected employee and the Association.

II.02 PROCEDURES FOR RESOLVING SUPPORT EMPLOYEE ISSUES

For the purpose of this policy, a "support employee" is defined as an employee of a school district who provides those services not performed by principal, licensed or certified teacher, superintendent or other administrator, that are necessary for the efficient and satisfactory functioning of a school district. A support employee that is employed for less than one (1) year is a probationary employee. After one (1) year of employment the support employee is a non-probationary employee.

Support employees of Duncan Public Schools may be suspended or recommended for demotion or termination by the support employee's immediate administrator in accordance with contract Articles 2.03, 2.04 and 2.05 respectively. The immediate administrator shall have the approval of the Superintendent of Schools.

Prior to taking action the administrator must: (a) conduct an inquiry into the alleged violation, (b) determine the facts and circumstances, (c) be advised of circumstances drawn and the facts upon which they are based and (d) the employee shall be provided with an opportunity to dispute the allegations and/or provide additional facts.

In deciding upon the course of action, the administrator shall take into consideration the seriousness of the violation, the previous work record, and any extenuating circumstances related to the violation. An action that will become a part of the employee's official personnel file must be reviewed and signed by the employee before it is placed in their official personnel file. The signature on documents filed indicates that the employee has read the document and does not necessarily mean agreement with statements therein. The employee will have the right to submit a written answer or rebuttal to such material and have it attached to the file copy. Documents may be removed from the personnel file at any time by mutual agreement of the affected employee and the administrator who initiated the document or the Superintendent of Schools.

II.03 SUSPENSION

Suspension of three (3) days with or without pay may be used whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06. Suspension with or without pay may also be used as a disciplinary action whenever the administrator is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district. The employee may be suspended and removed from the immediate environment pending the outcome of any investigation, court proceeding, medical evaluation of the employee, or exhaustion of internal appeal procedures.

After any suspension, the non-probationary employee shall receive notice of the right to a hearing by certified mail. **Failure of the employee to request a hearing within ten (10) workdays shall be considered a waiver of the employee's right to a hearing.**

If an employee is to be suspended for a period to exceed ten (10) days, the Superintendent shall initiate proceedings for termination.

Suspension may be appealed to the next higher administrative level.

II.04 DEMOTION

Prior to any demotion, the support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Duncan Board of Education.

Demotion may be recommended whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06 of this agreement.

Demotion may be appealed to the next higher administrative level.

II.05 TERMINATION

Any support employee may be terminated for just cause as provided in Article 2.06 of this agreement. **Prior to termination, the employee shall receive notice of the right to a hearing by certified mail.** If the hearing is requested, it shall be conducted by the Duncan Board of Education.

If the employee requests a hearing, the employee shall put a request in writing directly to the Clerk of the Board within ten (10) working days of said notice. Failure to make such a request for a hearing **within ten (10) working days of such notice shall be considered waiver of the right to a hearing.**

If the employee selects a hearing before the Duncan Board of Education, the hearing shall be conducted at the next, or next succeeding regularly-scheduled meeting, if the request for the hearing was received by the Clerk of the Board at least ten (10) working days prior to aforesaid meeting. Provided, however, at the request of the employee or at the discretion of the School Board, the Board shall call a special meeting to conduct the requested hearing, which shall be held no sooner than ten (10) working days nor later than thirty

(30) working days after receipt of the employee's request. **The decision of the local Board of Education at the hearing shall be final.**

II.06 JUST CAUSE FOR SUSPENSION, DEMOTION, OR TERMINATION

An employee may be suspended, demoted, or terminated during the term of his/her contract for any of the following:

1. Absence from work station or school premises without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Excessive tardiness.
4. Unauthorized possession of weapons on the premises at any time.
5. Falsification and/or removing without authority, district property, records or confidential information.
6. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property of other employees.
7. Theft, misappropriation, or sabotage of property of other employees.
8. Threatening, intimidating, coercing or interfering with support employees or supervision at any time.
9. Creating disturbances on the premises at any time.
10. Reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances, or the consumption of such on the job.
11. Disregard of known safety rules or common safety practices.
12. Failure to satisfactorily perform the required duties of the position.
13. Immoral conduct or indecency including abusive and/or foul language.
14. Insubordination.
15. Violation of any administrative rule or district policy that the support employee knows or should have known.
16. Walking off the job and or failure to report to work without notification or authorization.
17. Conviction of a felony.

18. Unauthorized distribution of literature, written or printed matter of any description on district property.
19. Workers' Compensation Fraud.
20. Use of tobacco of any kind on district property.
21. The making or publishing of false, vicious, or malicious statements concerning any employee of the district.
22. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

2.07 REDUCTION IN FORCE

In the event it is necessary, **due to lack of work or lack of funds**, to have a reduction in staff, the Board of Education shall determine which positions are to be retained. In implementing a reduction in staff, the Board of Education shall follow this procedure:

1. The Board and/or administration shall advise the Association that reduction in staff is necessary.
2. Losses through normal attrition (retirement, resignation, or a position otherwise Vacated) shall, insofar as is practical, not be replaced. Support employees declared to be excess in a building in a given department shall be transferred, when qualified, to fill vacancies in other buildings within their department or another department.
 3. Student employees shall be laid-off.
 4. Probationary employees shall be laid-off.
 5. If the normal attrition and the release of temporary or probationary employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.
 - a. Seniority shall determine any further reduction in force within a department.
 - b. History of good performance, with few or no reprimands.
 - c. Qualifications for the job and experience.
 - d. History of good attendance and punctuality.

All others shall go by class and/or classification.

When an employee has more than one job and the reduction comes in just one of those classifications seniority shall be figured in each classification, or as two different jobs.

SENIORITY

Seniority shall be defined as a support employee's length of uninterrupted service within the bargaining unit since his/her initial date of employment without regard to part-time or

full-time service. If two or more employees subject to layoff within a department have equal seniority, the layoff determined shall be made by lot.

NOTICE OF LAYOFF

Whenever layoffs become necessary, all notices of layoffs shall be in writing (certified mail) and shall specify the reason for layoff. Said notice of layoff shall be given as soon as possible.

RE-EMPLOYMENT

Laid off persons are eligible for re-employment in the department from which they were laid-off for a twelve (12) month period and shall be re-employed, on a regular contract, in the reverse order of layoff. No new support employees in that department shall be hired for positions during the period of support employee layoff, prior to the position being offered to the eligible RIFed employee.

NOTIFICATION OF RE-EMPLOYMENT OPENINGS

Any support employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the Board of an opening. Such notice shall be sent by certified mail to the last address given the Board by the support employee.

NOTIFICATION TO THE BOARD

A support employee shall notify the Board of his/her intent to accept or refuse employment within five (5) working days following receipt of the re-employment notice. If the support employee accepts re-employment, the employee must report to work within the ten (10) days following receipt of the re-employment notice.

RE-EMPLOYMENT IN HIGHEST POSITION

Support employees shall be re-employed in the same position, or a comparable position available, for which they are qualified in the laid off department. When a support employee who was terminated due to reduction in force is re-employed, **all accumulated applicable seniority will be re-instated.** If the re-employed employee worked on a regular contract when RIFed, he/she will be put back on a regular contract when rehired.

II.07 POSTING OF VACANCIES

The administration shall post notice of all vacant positions within the bargaining unit. The vacancies shall be posted in each site where support employees work during the school year and in the Central Office during the summer months. Employees will have minimum of five (5) working days in which to make application for a vacant position. A copy of the posting will also be provided to the Association at the time it is posted.

When filling vacancies and assigning employees to positions, consideration shall be given to seniority, individual qualifications and the overall needs of the District.

For job posting purposes, the last ten (10) working days in July and the month of August, support positions/vacancies will be posted for two working days. The five day job posting procedure will be in effect and followed for all other calendar months. All support positions/vacancies will be electronically (via email) posted in addition to the traditional job posting procedure.

II.08 TRANSFER AND ASSIGNMENT (EFFECTIVE JULY 1, 2006)

When a change of assignment is deemed necessary, a conference shall be held with the affected employee. This conference shall be held as soon as possible after the need is recognized and before final placement has been made and pay addendum shall be part of conference. For purposes of clarification, each salary scale is an individual page; within each salary scale are numbered job classifications.

INVOLUNTARY

The employee involuntarily being transferred to a new assignment, with higher pay, within their original salary scale or to another salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee involuntarily being transferred to a new assignment with lower pay, within their original salary scale or to another salary scale, shall remain on their original salary scale, keep classification and advance on the salary scale as if they had not been moved.

VOLUNTARY

The employee voluntarily changing to a new assignment with higher pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee voluntarily changing to a new assignment with higher pay, on another salary scale, shall take their years of service, and shall move to the appropriate salary on the salary scale and advance.

The employee voluntarily changing to a new assignment with a lower pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary on the scale and advance.

TEMPORARY TRANSFER

In the event that an employee is temporarily transferred to a higher rate position requiring greater responsibility for a period of three (3) weeks or longer they shall receive the higher pay for the number of hours worked in the temporary position, then go back to his/her regular position and pay scale, if the position is available.

Any employee who has been or will be moved into a position, not applied for, shall remain on their salary and move up the pay scale as if they had not been moved. If they move into a position with more responsibility and the salary is higher, then they shall get that salary for the time they are in that position.

II.09 SUMMER EMPLOYMENT

When a support job is open for the summer, a support employee who is qualified for the position will be given consideration for the position prior to it being filled.

II.10 CONTRACT EXTENSION

When an administrator deems it necessary that a support employee work more days than contracted, the administrator with the approval of the Superintendent, may extend said contract with the support employee agreeing to the extension. When an extension is granted, all applicable benefits shall apply.

II.11 TIME CARDS

All support employees will be provided with a time card for each pay period. The time card will define the work month and/or pay period.

1. All time during which an employee is required to be on the employer's premises or at a prescribed work place (except for meals, breaks, etc., when he/she is free of duty) will be recorded daily on the authorized time card. The time card will be signed and dated by the employee and the responsible school administrator. (Signature stamps will not be used.)
2. Release time will be recorded on the time card by the supervisor. The provisions of Article 2.13 (Workweek Adjustment and Compensatory Time) will govern these entries.

2.12 OVERTIME

A. Authorization

Overtime work must be authorized and approved in advance by the superintendent or his/her designee. Any employee who works in excess of forty (40) authorized hours during a work week is entitled to be paid one and one-half (1 ½) times the regular rate of pay. All overtime must be recorded on the employee's time card.

B. Compensatory Time

If release time is not given within the workweek and is carried over into the next week, time and one-half must be paid, or release time at time and one-half must be allowed. Comp time must be taken no later than the pay period immediately following the pay period in which it was earned.

C. Called in to work

Support employees, who are called in to work by their supervisor **only**, during off time hours (ex: paid holidays, vacation, weekends, after work hours) shall be paid at time and one-half (1 ½) for a minimum of two (2) hours.

2.13 NOTIFICATION CONCERNING EMPLOYMENT

A school district, no later than ten (10) days after the effective date of the Education Appropriation Bill, or June 1 whichever is later, shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the subsequent school year.

2.14 WRITTEN NOTICE OF ACCUMULATED VACATION & SICK LEAVE

Employees will be given written notice of their accumulated vacation and sick leave days. The notice will be provided to each support employee with their September pay check of the year.

2.15 EMPLOYEE’S PERSONNEL RECORD:

1. Hearsay, false or unverified material will be removed from the employee’s file.
2. The employee will be notified when any additional material is placed in the file.
3. The employee will be furnished a copy of any material in the personnel file upon request.
4. Any derogatory or reprimand material in a personnel file more than three (3) years of age will be removed from the file at the employee’s request.
5. The evaluation file is accessible only to the employee, the board of education, the evaluator, administrative staff to which the employee applies for employment, the State Department of Education as per court order, and those others designated by the employee.
6. The district will keep a log indicating the persons who examine personnel files as well as the dates such examinations were made. Such log will be available for examination by the employee or the employee’s designated or authorized association representative.
7. Breach of confidentiality of protected material by any party privy to the information in any personnel record without the expressed consent of the employee is prohibited.

2.16 SALARY

All provisions of the 2016-2017 Negotiated Contract shall, upon ratification, be retroactive from July 1, 2016. The negotiated agreement and pay scale shall remain in full force and effect, and bind the parties until replaced by a subsequent negotiated agreement.

Each employee that is required to take the OGET or ParaPro test shall have all fees paid for one test.

2.17 RE-HIRE

If a support person is re-hired after having a break in service no longer than two (2) years, they will start with the same number of years of service on the pay scale as when they left. If the break is longer than two (2) years, the employee may only bring in up to five (5) years of service with them.

2.18 PLACEMENT ON THE SALARY SCHEDULE

Support employees hired into the district for the first time begin on step “0” of the salary scale. New employees will be allowed to bring in up to five (5) years of paid verified accredited school experience in the job category for which they are hired. Verification could include a previous contract from their previous employment or a letter from their previous employer. Experience submitted within 90 days of the hire date will become effective on the hire date; experience submitted after 90 days of hire date becomes effective on the date of submission.

III. INDIVIDUAL RIGHTS

III.01 RIGHT TO REPRESENTATION

- A. Support employees shall have the right to representation by an individual of their choice at the disciplinary conference scheduled by administrators and/or the Board of Education. The administrator shall give reasonable notice of said scheduled conference and shall advise the employee of his/her right to representation.
- B. During a conference between supervisor/administrator and a support employee, if the conference becomes a disciplinary conference they may adjourn the conference, and reschedule it when selected witnesses can be present. If this rescheduled conference is considered to be a disciplinary conference provisions of Section A will apply.
- C. If following the grievance procedure, and/or in case of appeal of a suspension, demotion, or termination, the support employee shall have the right to consult with the Association or an individual of their choice, so that they may receive advice and representation. The employee may also choose the Association for a disciplinary conference.

III.02 SUPPORT EMPLOYEE RIGHTS

- A. No employee shall be discriminated against by the Board of Education, Superintendent, any other administrative officer of the district, or by any employee organization, its officers, or any member thereof, because of his/her exercise or non-exercise of rights under this act. It shall be prohibited for an employee organization, employee or employer to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed in Sections 509.10.
- B. The Board and the Association agree that discipline, reprimand or discussion of issues, or problems specific to the support employee in question should be conducted in private between the administrator and the employee. However, when in the opinion of the immediate supervisor/administrator it is in the best interest of the district said discipline, reprimand, or discussion may be immediate. If there is a need for representation it will be provided as in Article 3.01 of this contract.
- C. The Board in compliance with city, state, and federal statutes, and/or regulations governing such conditions, shall maintain healthy and safe working conditions at each work location.

3.02-1 SAFETY IN THE WORKPLACE

Support employees shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority. Safety data sheets that come with materials used by support employee's, shall be kept in a convenient location for ready access by the employee when using said material. Employee concerns shall be reported in writing to his/her immediate administrator and the report shall be forwarded to the appropriate administrator. The support employee, at his/her option, may send a copy of the report to the Association at the time he/she files the report with the immediate supervisor.

Employees shall be made aware of departmental rules and regulations relating to the employee's safety in that individual's particular job. Employees shall receive training in accordance

with the Hazardous Communications Act. Such training will be updated when a new product that requires new specific safety precautions is placed into use.

3.03 EVALUATION

All support personnel will be evaluated in writing, a minimum of one time annually prior to May 1. Each evaluation will be followed by a conference between the evaluator and the employee. The conference will be held within five (5) working days of the evaluation and the employee will be given a copy of the evaluation report at the time. The supervisor will discuss the strengths and weaknesses of the employee's work and will make suggestions as to how the employee may improve his/her performance. The employee shall acknowledge the written evaluation by his/her signature on the evaluation report. One copy of the evaluation report shall be given to the employee being evaluated, a copy shall be given to the administrator of the building/work site, and the administrator shall forward the report with their recommendations to the District Personnel Office.

After the evaluating conference, the employee may respond in writing and this response shall be a part of the record. Such response must be made within ten (10) working days of the receipt of the evaluation.

Except by order of a court of competent jurisdiction, evaluation documents and the responses of the employee shall be available only to the evaluated employee, administrative staff making the evaluation and/or other such persons specified by the employee in writing.

If the evaluation indicates a need for improvement, a program for improvement will be developed by the administrator with specific written suggestions in the areas where a need for improvement has been indicated.

A copy of the board-approved evaluation form is available on the Duncan Public Schools website.

3.04 GRIEVANCE PROCEDURES

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.

B. Definitions

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

C. Procedure

1. Level I

An employee with a grievance shall first discuss the grievance individually with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

2. Level II

a. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.

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

3. Level III

a. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file an appeal within five (5) days of the level two response with the Superintendent or his designee.

b. The Superintendent or designee shall schedule and hold a meeting ten (10) days after receipt of the appeal and shall transmit a written decision to the Grievant within five (5) days of the meeting.

4. Level IV

a. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file an appeal within five (5) days of the level three response for transmittal to the Board.

b. The Board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. **The decision of the Board shall be final.**

D. Right to Representation

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

E. General Provisions

1. Decisions rendered at levels two, three and four of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest.

2. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

3. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.

Copies of Grievance Form I & II are available on Duncan Public Schools website.

4. Failure in any step of this procedure to appeal the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
5. 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 the grievance.

IV. ASSOCIATION RIGHTS AND PRIVILEGES

4.01 LEAVE

The Association shall have fifteen (15) days to be used to attend Association meetings, conferences and workshops. When Association days are used, arrangements shall be made so there will not be any cost to the district.

4.02 ACCESS TO BUILDINGS

The representatives of the Association may have access to all school buildings provided that the exercise of this right does not interfere with the educational program.

4.03 USE OF SCHOOL BUILDINGS AND FACILITIES

The Association (DESA) may use school facilities where no conflict exists, without cost, at reasonable times for meeting with approval of the building principal. Approval for use of buildings and facilities may be granted only one day at a time. Request for use of a building shall be made to the principal of the respective building.

4.04 INFORMATION DISTRIBUTION

The Association shall be permitted to distribute information related to the official business of the Association by placing such material in the school mail to be put in boxes for employees. Such material shall not suggest, urge, or propose any action by an employee to violate, ignore, or resist any terms of this agreement, administrative regulation or policy. Political campaign material, other than directly related to the internal politics of the Association, may not be distributed.

4.05 AVAILABILITY OF INFORMATION

For all regular, special and emergency Board meetings, a copy of the agenda will be made available to the Association in the Superintendent's office as soon as it is posted. Board minutes will be made available to the Association in the Superintendent's office as soon as possible after approval by the Board.

4.06 PROFESSIONAL ENRICHMENT

Upon application and approval by the Superintendent or designee, in-service days for professional leave will be provided to members of the bargaining unit to attend workshops and/or seminars directly related to their specific job classifications.

Professional Development for clerical/office staff requirements: minimum requirements five points per school year in an area related to job description.

Completed documentation of proof of attendance shall be submitted to building principal and forwarded to Central Office for records keeping (**PENDING FUNDING**).

1 HOUR = 1 POINT

4.07 PRINTING/DISTRIBUTION OF CONTRACT

The contract shall be printed in the school facilities. Prior to printing of the agreement, the Board and the Association shall be furnished a draft copy so they can proof read and mark for corrections. The spokesperson, for the respective teams, and the team members shall sign off on the final copy prior to printing in book form. Printing of the contract book shall be accomplished within forty-five (45) days of ratification.

A copy of this Agreement shall be made available to all support employees.

V. LEAVE PROVISIONS

5.01 SICK LEAVE

The Board will annually provide each employee sick leave, as defined below, for use in case of personal accidental injury, personal illness, illness due to pregnancy, or accidental injury or illness in the immediate family (spouse, children, parents, grandparents, grandchildren, brother, sister, guardians, step-children, and in-laws of the same degree of relationship).

All regularly-employed personnel shall receive ten (10) days sick leave for each year of full employment, without loss of pay. Regularly employed personnel shall be those personnel who are employed for the regular school year whose contract period is 9.3 months.

A regular employee that works less than a regular year shall receive one (1) day sick leave for each month of employment.

Leave shall be recorded by hours. A day is defined as hours worked daily, not to exceed eight (8) hours.

Other sick leave shall be as follows:

1. Ten (10) month employees shall receive eleven (11) days sick leave.
2. Eleven (11) month employees shall receive twelve (12) days sick leave.
3. Twelve (12) month employees shall receive thirteen (13) days sick leave.

There shall be unlimited accumulation of sick leave days for all support employees.

It is required that an employee notify their immediate supervisor of need to use sick leave. The employee may be required to provide certification of illness by a medical doctor or other appropriate evidence of illness in order to receive sick leave benefits.

In case of substantiated extended personal illness after all sick leave is used, an employee may, with approval of the Superintendent and/or Board, be placed on leave of absence without pay for the remainder of the year. Provisions will be made whereby the employee can arrange payment of all professional dues and insurance. When the employee is released by the attending physician, the employee will be restored to his/her position, if possible.

First Year Employees will be awarded sick days at the rate of one sick day per month. Employee may only use days earned at this rate. If an illness exceeds days earned, additional time off for illness will be deduct days.

5.02 LEAVE SHARING PROGRAM

A support employee may be eligible to receive shared leave pursuant to the following conditions:

- a. The Board of Education, or its designee, determines that the employee meets the criteria described in this section and
- b. The employee has abided by the Negotiated Agreement regarding the use of sick leave.

Any district employee may donate sick leave to another employee only when the receiving employee has exhausted, or will exhaust all vacation and sick leave due to an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature, and which involves the support employee, a relative or a household member.

The amount of leave to be donated is within the limits set by the board, if any. Accordingly, the board hereby adopts the policy that donated sick leave days are cumulative and no employee may receive donated sick leave in excess of One Hundred (100) days during the employee's employment with the district, whether such employment is in one or more intervals. Provided however, in the event of extraordinary circumstances, the Board of Education may, in its sole discretion, increase the maximum number of days on a case-by-case basis. (Negotiated 8/11)

The donating employee may donate any amount of sick leave provided the donation does not cause the donor's sick leave balance to fall below thirty (30) days.

Prior to using donated sick leave, an employee requesting donated sick leave pursuant to this policy must provide to the school district business office a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

5.03 PERSONAL BUSINESS

Each employee shall be granted three (3) days non-accumulative personal business leave. All support employees with (10) years of service or more will receive (4) days personal business leave. (Negotiated 2018-2019)

- a. The days will not be used the day before or after a scheduled holiday, workday, the first day of school, or the last day of school. This provision also applies to half or full-day requests (morning or afternoon).
- b. If possible, employees that request a personal business day will submit the request in writing to his or her building principal, or his first-line supervisor three (3) days prior to planned absence. In case of emergency, the support employee will notify his/her building principal, or first line supervisor as soon as possible, and file a written request within 48 hours after the employee returns to work.
- c. Exceptions may be granted by the first-line supervisor, or the building site principal's discretion.
- d. If said personal days are not utilized during the current school year, they automatically roll over into accumulated sick days.
- e. Personal business leave may be used in hourly increments.

First year employees are eligible for up to (3) three personal business days. Days will be awarded as follows:

Period 1: July 1 – October 31 - 1st day awarded

Period 2: November 1 – February 28 - 2nd day awarded

Period 3: March 1 – June 30 - 3rd day awarded

5.04 BEREAVEMENT LEAVE

Bereavement leave of five (5) days per event will be granted for the death of any immediate family member (as defined in 5.01 Sick Leave). A support employee may request up to two additional days of bereavement leave if the death occurs outside the immediate geographical area (200 miles). In addition to the five (5) days of bereavement leave, a support employee may use a maximum of five (5) sick leave days for this purpose. Such request must be approved by the immediate administrator. Bereavement leave of one (1) day per event, up to three days total per year will be granted for the death of any person not included in the immediate family.

5.05 EMERGENCY LEAVE

- A.** Each person shall receive two (2) days emergency leave each school year. Emergency leave shall be non-accumulative.
- B.** Emergency leave shall be granted for the following reasons without salary deductions:
 1. Death or illness of persons not covered by the sick leave policy.
 2. Extension of sick leave for funerals.
 3. Extension of sick leave after all accumulated leave is exhausted.
 4. Natural disasters.
 5. A situation that constitutes immediate attention that cannot be planned for.
 6. Inclement weather days.

If all inclement weather days on the district calendar and both emergency days are taken, administration will give Saturdays to make up the inclement weather days. (Negotiated 8/11)

C. Employees will be given two (2) inclement weather days, without salary deduction, only when school is cancelled. These days shall be non-accumulative.

5.06 LEGAL PROCESS LEAVE

Employees shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. An employee serving as a juror or subpoenaed witness shall be paid his/her full contract salary.

5.07 MILITARY LEAVE

Support employees that are either officers, or enlisted members of the Army Reserve Corps, the Navy, the Marine Corps, the Coast Guard, or any other component of the Armed Forces of the United States, including the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of status, or efficiency rating, and without loss of pay during the first thirty (30) days of such leave of absence.

VI. FRINGE BENEFITS

6.01 PERSONAL BUSINESS LEAVE REIMBURSEMENT

Any unused personal business leave days shall be placed into the employee's individual sick leave accumulation at the beginning of each fiscal year. Such days shall not be used for Teacher retirement.

6.02 SICK LEAVE REIMBURSEMENT

Reimbursement for accumulated sick leave shall be provided for all support employees eligible for sick leave upon retirement or death of employee, or eligibility for retirement (55 years old). Eligible support employees shall be provided reimbursement of thirty-five dollars (\$35.00) for each day of accumulated sick leave. Support employees or his/her executor shall apply in writing to the Superintendent or designee for reimbursement of accumulated sick leave within thirty (30) days following the termination of employment. For purposes of sick leave reimbursement only, sick leave days during the current year shall be prorated per month of employment.

6.03 UNIFORM/CLOTHING ALLOWANCE

If a specific type of clothing is required of a support employee, the district shall provide such uniforms and the upkeep thereof. The district shall provide back support belts to those employees who are expected to do lifting.

6.04 HOLIDAYS

Each employee will have nine (12) designated paid holidays per year, if the holiday falls within the employee's contract year. The designated holidays are as follows:

1. New Year's Day, January 1st
2. Thursday of Spring Break Week
3. Friday of Spring Break Week
4. Memorial Day, Last Monday in May
5. Independence Day, July 4th

6. Labor Day, First Monday in September
7. Thanksgiving Day, Fourth Thursday in November
8. Friday following Thanksgiving Day
9. December 23rd
10. Christmas Eve, December 24th
11. Christmas Day, December 25th
12. New Year's Eve, December 31st

An official holiday that falls on a Saturday shall be observed on the proceeding Friday, or if on a Sunday, it shall be observed on the following Monday. Official holidays that occur when classes are in session will be observed on a schedule developed by the immediate supervisor.

6.05 VACATION

- A.** Each support employee that is a twelve (12) month employee who is employed on or after July 1st and is continuously employed through the next June 30th shall be eligible for vacation time according to the following schedule.

Employment date:

July 1 st – July 31 st	10 days
August 1 st – August 31 st	9 days
Sept. 1 st – Sept. 30 th	8 days
Oct. 1 st – Oct. 31 st	7 days
Nov. 1 st – Nov. 30 th	6 days
Dec. 1 st – Dec. 31 st	5 days
Jan. 1 st – Jan. 31 st	4 days
Feb. 1 st – Feb. 28 th /29 th	3 days
March 1 st – March 31 st	2 days
April 1 st – April 30 th	1 day
May – June	0 days

- B.** Any person who is employed on or after July 1st and resigns before the next June 30th is not eligible for vacation time.

C. If a support employee has worked in the district in a less than twelve (12) month position, but worked at least six (6) hours a day, and 172 days in a school year, they will receive credit for their years of service for vacation time only by the following calculation: Multiply the months worked by the years worked, divide by twelve (12). This will determine the total years that will apply to their eligible vacation time.

- D.** The annual vacation period shall be from July 1st to the following June 30th.

Vacation time may be earned as follows:

- | | |
|------------------------------|-----------------------|
| 1. 1 year through 5 years | 10 work days vacation |
| 2. 6 years through 10 years | 13 work days vacation |
| 3. 11 years through 15 years | 15 work days vacation |

4. 16 years and above 20 work days vacation

E. Upon retirement, unused earned vacation time may accumulate to a maximum of thirty (30) days. If not used, the vacation time will be paid upon retirement as follows:

First ten (10) days: 25% of regular pay
Second ten (10) days: 35% of regular pay
Third ten (10) days: 50% of regular pay

F. Allow families of employees who die to be paid 100% of their vacation time retroactive to July 1, 2011. (Negotiated 8/11)

6.06 BREAK TIME

Support employees working over three (3) hours and under five (5) hours per day shall get a fifteen (15) minute break.

Employees working five (5) to eight (8) hours per day shall get two (2) fifteen (15) minute breaks per day.

This break time may be adjusted at each school or department as long as each support employee receives their allotted break time.

6.07 INSURANCE PROGRAM

HEALTH INSURANCE/ADDITIONAL COMPENSATION

For each “eligible employee”, as such words are more fully defined hereinafter, the School District shall pay to the eligible employee the sum of \$153.41, as and for additional compensation, each pay period for such eligible employee. As used in this section 6.07, the words “eligible employee” shall be deemed to include only the following:

- A. Each employee who was at all times during the school term of the 2003-2004 school year employed fulltime by the School District under either a regular or duration of need contract who has not been employed elsewhere since the end of the school term during the 2003-2004 school year and who was entitled and actually receiving during the 2003-2004 school year a like payment of \$153.41 each pay period as additional compensation; and
- B. Each employee who was employed on a full time basis by the School District at all times during the 2002-2003 school year prior to May of 2003, who lost such employment during May of 2003 by reason of reduction in force, who has since been re-employed by the School District in keeping with School Board policy and who has at all times since their reinstatement been employed by the School District.

No employee of the School District, other than those specifically included in the definition of “eligible employee” set forth above, shall be entitled to a like payment of \$153.41

No employee shall be required to write a post dated check to cover any summer deductions from the paycheck.

Employee and family health coverage shall begin at 12:01 a.m. of the first day of the month following election to employment by the Board of Education and employment has actually begun.

Health Insurance coverage for an employee who becomes disabled and cannot return to work shall be terminated on the last day of the month with the termination date being fixed 180 days after the last day an employee is paid salary benefits.

DENTAL & VISION

The School District shall contribute the dental and vision for each eligible employee.

FLEX BENEFIT

For the fiscal year ending June 30, 2005 and each fiscal year thereafter, the flexible benefit allowance amount for support personnel shall be no less than one hundred percent (100%) of the premium amount for the Health Choice Hi-Option plan for an individual offered by the State and Education Employees Group Insurance Board.

Support personnel who choose not to participate in the Health Insurance Plan shall receive One Hundred Eighty-Nine Dollars and sixty-nine cents (\$189.69) per month as taxable compensation in lieu of the flexible benefit allowance.

SUPPLEMENTAL LIFE INSURANCE

See the District Insurance Coordinator

DEPENDENT GROUP LIFE INSURANCE

See the District Insurance Coordinator

6.08 WORKERS' COMPENSATION

The Duncan School District shall maintain Workers' Compensation coverage on all support employees.

1. Claims should be submitted within 24 hours of injury to Central Office
2. For injuries on or after 2-1-14, there is a 3-day waiting period for TTD.
3. Statute of time to file a claim is 1 year on most claims
4. Injured workers are allowed the opportunity to supplement their workers' compensation benefits by using a pro-rated portion of their accrued sick/annual leave time.
5. If an assault on a teacher, administrator, or other school employee results in injuries sustained in the reasonable performance of duties from assault by a pupil, relative of a pupil or person of the pupil's household, or is injured as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity and loss of work time, the employee shall be paid in full for such lost time. Such paid absence shall not be deducted from sick leave or personal days to which the employee is entitled and shall not exceed the term of the employee's current contract. In return for compensation, the employee shall assign to the district

the right to file suit against the person(s) who assaulted the employee, or their legal guardian(s), for reimbursement of payments made to the employee.

NOTE: At the time of the injury, if the employee is unable to take him/herself to the doctor, arrangements shall be made by the immediate administrator as to who will transport the employee. The transporting employee shall suffer no loss in pay or leave benefits.

6.09 UNEMPLOYMENT COMPENSATION

The Duncan School District shall maintain unemployment compensation coverage for all support employees.

6:10 WELLNESS DAY (negotiated 8/11)

July 1-December 31

Perfect Attendance = 1 day off January 1 – June 30

January 1 – June 30

Perfect Attendance = 1 day off July 1 – December 31 (the following school year)

- Wellness days shall not be carried over; day must be used in designated time frame or it is lost
- Wellness day shall be taken in full day increment
- Wellness day shall not be taken during the first full week of school or the first week returning from winter break
- Wellness day shall not be taken the last two weeks of school
- The person requesting a wellness day will submit the request in writing to his or her principal or supervisor at least three (3) days prior to the absence. In case of an emergency, the support employee taking the wellness day will notify his or her principal/supervisor as soon as possible and then file a written request within forty-eight (48) hours after the support employee returns to work.
- Exceptions may be granted at the principal's/supervisor's discretion.
- Substitute will not be employed for support employee's, except for special needs teachers' assistants.

VII. COMPENSATION

- A. All provisions of the 2017-2018 Negotiated Contract shall, upon ratification, be retroactive from July 1, 2017. The negotiated agreement and pay scale shall remain in full force and effect, and bind the parties until replaced by a subsequent negotiated agreement.
- B. Each support employee shall receive his/her warrants on the 27th day of the month. When payday falls on or during a school holiday, all employees will receive their warrants on the last working day before the holiday.
- C. No employee shall make less per hour than what the employee made in 2016-2017 for the same hours worked in the same assignment.

D. Support employee pay raises were authorized in House Bill 1026xx (2018) Legislature. Duncan Public Schools will implement the pay raises as follows.

The raise of \$1,250.00 will be added to the annual contract amount for every full-time support employee employed by the district during the 2017-2018 school year and continued employment with the district for the 2018-2019 school year. Full-time (FTE) employees are non-certified, support employees working 1,032 hours (172 days x 6 hours per day) or greater. The district will add \$1.50 to all six hours or less employees' hourly rates. An increase of \$1 per hour will be given to all other support employees over six hours. The District agrees to move every eligible support employee to the next step on the salary schedule to receive a \$.20 increase.

E. Any employee working two (2) jobs in the same classification shall receive the higher paid salary.

Anyone hired prior to the end of December shall receive one full year in of service when they return to work the following year, but must have completed the year as defined by the specific support position contract.

7.01 MANDATORY PHYSICAL

If a support employee's job classification requires the employee to have a physical, the cost of such physical will be paid by the Board of Education.

7.02 PAYROLL DEDUCTIONS

In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

1. Health/Dental/Vision Premiums
2. Annuity Contributions
3. Professional Dues (DESA/OEA)

7.03 TRAVEL REIMBURSEMENT

Monthly reimbursement will be made to employees for the use of their personal vehicles for the purpose of carrying out required duties as approved in writing by the Superintendent prior to the use of the vehicle. Reimbursement will be made at the established rate outlined by the Board of Education.

7.04 MANDATORY MEETINGS

Meetings which are required and authorized by the Superintendent or designee which exceed the contractual requirements of the employee's work day and work year shall be compensated at the employee's regular rate of pay.

7.05 PASSES FOR SCHOOL EVENTS

Passes will be made available to all support employees for all local school events. The pass will admit the support employee and his/her spouse and will be non-transferable.

7.06 SIGNING OF CONTRACT

Each support employee shall sign a contract within ninety (90) days after ratification of the negotiated agreement. The following shall be listed on all contracts: number of work days, hours per day and year, and rate of pay per hour.

7.07 REIMBURSEMENT FOR CDL LICENSE

The Board agrees to pay the cost of the Commercial Driver’s License that is required for bus drivers or anyone else that is required by the district to have a Commercial Driver’s License. The person will be reimbursed following presentation of documented costs and purchase requests after the next available Board meeting.

7.08 DRUG & ALCOHOL TESTING-SCHEDULING & COST

Drug and/or alcohol testing required by the district shall occur before, during or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

VIII. TRANSPORTATION

8.01 ACTIVITY TRIPS

Activity trips shall be compensated at the current rate of \$11.60 per hour or the driver’s current salary, whichever is greater.

On the first day of school a sign-up roster will be posted for all full time drivers to indicate an interest in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time.

In making activity trip assignments, the approved trip will be posted for twenty-four (24) hours, if possible. Drivers wishing to apply to drive for this trip should sign the trip posting. The Transportation Director/Transportation Supervisor will make every effort to assure all drivers are given equal driving time and equal money earned.

Bus Drivers/Monitors will be evaluated annually with a Board approved evaluation instrument.

Copy of evaluation form is on Duncan Public Schools website.

Expenses will be reimbursed on the following basis: Meals will be reimbursed at the Board of Education approved rate of up to \$35.00 per day in state and \$50.00 per day out of state.

Hotel cost if applicable, plus up to three meals per day will be paid for all overnight trips. Down time will be compensated at the rate of \$8.50 per hour. (Reimbursements will be made upon documentation by the driver of meals eaten.)

Any driver required to show up for an activity trip, and then is not required to make the trip shall be paid one hour of wages for show-up time.

As approved by the Director of Transportation, coaches and/or teachers who are properly certified may be permitted to drive activity trip or shuttle runs at no pay.

A monthly total of driver’s earnings and driving time for extra activity trips will be given to the individual driver upon request.

BUS MONITOR/BUS DRIVER

Bus monitors who substitute as licensed certified bus drivers with CDL will be paid the currently approved bus driver's wage. If the monitor assumes a permanent driver position, they will enter driver's seniority roster at the date they meet license and certification requirements. The pay will be at the currently approved bus driver's rate. A bus driver is considered a full time driver if he/she has a regular route, and is in a 182 days position. All substitute drivers will be paid on the (0) zero year pay scales. When any support is required to drive a bus, they shall be paid bus driver pay on 0 years on the pay scale for those hours.

Assistants Pay Scale 2018-2019

Years	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
0	\$ 9.35	\$ 9.35	\$ 9.60	\$ 9.80	\$ 11.10	\$ 15.10	\$ 21.00	\$ 25.15
1	\$ 9.55	\$ 9.55	\$ 9.80	\$ 10.00	\$ 11.30	\$ 15.30	\$ 21.20	\$ 25.35
2	\$ 9.75	\$ 9.75	\$ 10.00	\$ 10.20	\$ 11.50	\$ 15.50	\$ 21.40	\$ 25.55
3	\$ 9.95	\$ 9.95	\$ 10.20	\$ 10.40	\$ 11.70	\$ 15.70	\$ 21.60	\$ 25.75
4	\$ 10.15	\$ 10.15	\$ 10.40	\$ 10.60	\$ 11.90	\$ 15.90	\$ 21.80	\$ 25.95
5	\$ 10.35	\$ 10.35	\$ 10.60	\$ 10.80	\$ 12.10	\$ 16.10	\$ 22.00	\$ 26.15
6	\$ 10.55	\$ 10.55	\$ 10.80	\$ 11.00	\$ 12.30	\$ 16.30	\$ 22.20	\$ 26.35
7	\$ 10.75	\$ 10.75	\$ 11.00	\$ 11.20	\$ 12.50	\$ 16.50	\$ 22.40	\$ 26.55
8	\$ 10.95	\$ 10.95	\$ 11.20	\$ 11.40	\$ 12.70	\$ 16.70	\$ 22.60	\$ 26.75
9	\$ 11.00	\$ 11.00	\$ 11.40	\$ 11.60	\$ 12.90	\$ 16.90	\$ 22.80	\$ 26.95
10	\$ 11.05	\$ 11.05	\$ 11.60	\$ 11.80	\$ 13.10	\$ 17.10	\$ 23.00	\$ 27.15
11	\$ 11.10	\$ 11.10	\$ 11.80	\$ 12.00	\$ 13.30	\$ 17.30	\$ 23.20	\$ 27.35
12	\$ 11.15	\$ 11.20	\$ 12.00	\$ 12.20	\$ 13.50	\$ 17.50	\$ 23.40	\$ 27.55
13	\$ 11.20	\$ 11.40	\$ 12.20	\$ 12.40	\$ 13.70	\$ 17.70	\$ 23.60	\$ 27.75
14	\$ 11.40	\$ 11.60	\$ 12.40	\$ 12.60	\$ 13.90	\$ 17.90	\$ 23.80	\$ 27.95
15	\$ 11.60	\$ 11.80	\$ 12.60	\$ 12.80	\$ 14.10	\$ 18.10	\$ 24.00	\$ 28.15
16	\$ 11.80	\$ 12.00	\$ 12.80	\$ 13.00	\$ 14.30	\$ 18.30	\$ 24.20	\$ 28.35
17	\$ 12.00	\$ 12.20	\$ 13.00	\$ 13.20	\$ 14.50	\$ 18.50	\$ 24.40	\$ 28.55
18	\$ 12.20	\$ 12.40	\$ 13.20	\$ 13.40	\$ 14.70	\$ 18.70	\$ 24.60	\$ 28.75
19	\$ 12.40	\$ 12.60	\$ 13.40	\$ 13.60	\$ 14.90	\$ 18.90	\$ 24.80	\$ 28.95
20	\$ 12.60	\$ 12.80	\$ 13.60	\$ 13.80	\$ 15.10	\$ 19.10	\$ 25.00	\$ 29.15
21	\$ 12.80	\$ 13.00	\$ 13.80	\$ 14.00	\$ 15.30	\$ 19.30	\$ 25.20	\$ 29.35
22	\$ 13.00	\$ 13.20	\$ 14.00	\$ 14.20	\$ 15.50	\$ 19.50	\$ 25.40	\$ 29.55
23	\$ 13.20	\$ 13.40	\$ 14.20	\$ 14.40	\$ 15.70	\$ 19.70	\$ 25.60	\$ 29.75
24	\$ 13.40	\$ 13.60	\$ 14.40	\$ 14.60	\$ 15.90	\$ 19.90	\$ 25.80	\$ 29.95
25	\$ 13.60	\$ 13.80	\$ 14.60	\$ 14.80	\$ 16.10	\$ 20.10	\$ 26.00	\$ 30.15
26	\$ 13.80	\$ 14.00	\$ 14.80	\$ 15.00	\$ 16.30	\$ 20.30	\$ 26.20	\$ 30.35
27	\$ 14.00	\$ 14.20	\$ 15.00	\$ 15.20	\$ 16.50	\$ 20.50	\$ 26.40	\$ 30.55
28	\$ 14.20	\$ 14.40	\$ 15.20	\$ 15.40	\$ 16.70	\$ 20.70	\$ 26.60	\$ 30.75
29	\$ 14.40	\$ 14.60	\$ 15.40	\$ 15.60	\$ 16.90	\$ 20.90	\$ 26.80	\$ 30.95
30	\$ 14.60	\$ 14.80	\$ 15.60	\$ 15.80	\$ 17.10	\$ 21.10	\$ 27.00	\$ 31.15
31	\$ 14.80	\$ 15.00	\$ 15.80	\$ 16.00	\$ 17.30	\$ 21.30	\$ 27.20	\$ 31.35
32	\$ 15.00	\$ 15.20	\$ 16.00	\$ 16.20	\$ 17.50	\$ 21.50	\$ 27.40	\$ 31.55
33	\$ 15.20	\$ 15.40	\$ 16.20	\$ 16.40	\$ 17.70	\$ 21.70	\$ 27.60	\$ 31.75
34	\$ 15.40	\$ 15.60	\$ 16.40	\$ 16.60	\$ 17.90	\$ 21.90	\$ 27.80	\$ 31.95
35	\$ 15.60	\$ 15.80	\$ 16.60	\$ 16.80	\$ 18.10	\$ 22.10	\$ 28.00	\$ 32.15
36	\$ 15.80	\$ 16.00	\$ 16.80	\$ 17.00	\$ 18.30	\$ 22.30	\$ 28.20	\$ 32.35

Class 1 Assistant without NCLB Highly Qualified. Office, Library & Regular Classroom Assis

Class 2 Assistant with NCLB Highly Qualified. Office, Library & Regular Classroom Assistan

Class 3 Assistant without NCLB Highly Qualified in Special Education Classroom
(including Personal Care Assistants)

Class 4 Assistant with NCLB Highly Qualified in Special Education Classroom
(including Personal Care Assistants) ISI Teacher Assistants, ISD Teacher Assistants

Class 5 Special Services Assistant with Bachelor's Degree in Related Field of Service

Class 6 Special Services Assistant with Deaf Ed. Certification, Bachelors Degree or
Demonstrated Deaf Ed. Interpretation Competencies

Class 7 Speech Language Assistant (Oklahoma Speech Language Pathology Assistant Lice

Class 8 Speech Language Assistant (Oklahoma SLPA License 2 + years Experience)

(2012-2013 - \$ 0.30/hour negotiated) (2013-2014 - \$0.50/hour negotiated)

(2014-2015 - \$ 0.30/hour negotiated)

All employees maxed out on the pay scale shall get the step raise.