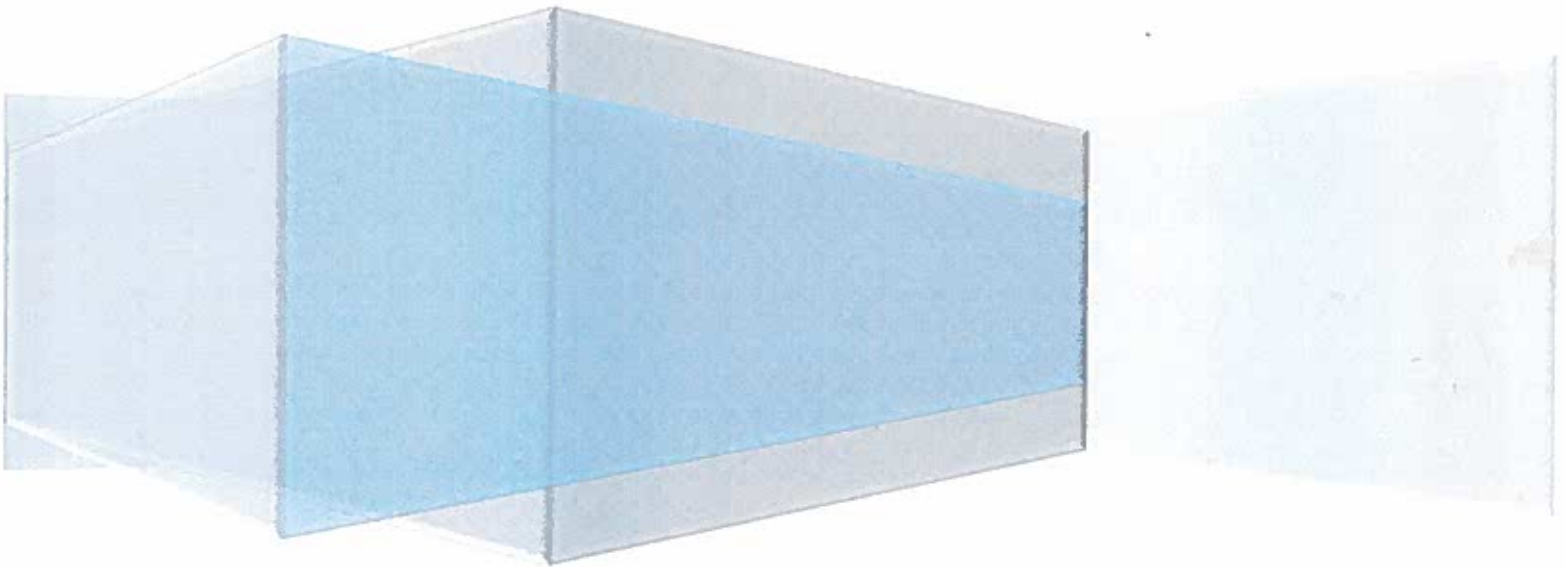


**Western Heights Public Schools**

**CERTIFIED EMPLOYEES**

**NEGOTIATED AGREEMENT**

**2018-2019**



## TABLE OF CONTENTS

<b>Definitions</b>	P. 3
<hr/>	
<b>Article I</b>	
Section 1 - Procedural Agreement	P. 4
Section 2 – Duration	P. 8
Section 3 - Savings Clause	P. 8
<hr/>	
<b>Article II</b>	
Grievance Procedure	P.9
<hr/>	
<b>Article III – Employment Provisions</b>	
Discrimination	P. 11
Handbook Distribution	P. 11
Printing of Agreement	P. 11
Assignment	P. 11
Vacancies	P. 12
Teaching Facilities	P. 12
Teacher Evaluation	P. 12
Personnel File	P. 13
Due Process\Just Cause	P. 14
Reduction in Force Procedures	P. 14
Teacher Protection	P. 15
Professional Development Committee	P. 15
Insurance Committee	P. 16
<hr/>	
<b>Article IV - - Working Conditions</b>	
Work Year	P. 16
Work Day	P. 16
Planning\Conference	P. 17
Duty-Free Lunch	P. 17
Class Size	P. 17
Supervisory Duties	P. 17
Early Out\Early Departure	P. 18
Discipline Procedures	P. 18
Transfers-Teacher’s Children	P. 18

**Article V - - Leave Provisions**

Sick Leave	P. 19
Personal Business	P. 19
Emergency Leave	P. 20
Job Injury Leave	P. 20
Military Leave	P. 20
Bereavement Leave	P. 20
Legal Leave	P. 21
Extended Leave	P. 21
Scope of Leave	P. 22
Payment for Leave	P. 22
Sick Leave Sharing Program	P. 23

**Article VI - - Association Provisions**

Board Information	P. 23
Use of School Building \Mail	P. 24
Dues Deductions	P. 24
Association Leave	P. 24
Association Meetings	P. 24

**Article VII - - Compensation**

Salary	P. 25
Insurance	P. 25
Retirement	P. 26
Extra-Duty Compensation	P. 26
Personal Automobile Reimbursement	P. 32
Substitution and Compensation	P. 32
Payroll Deductions	P. 32
Signature Page	P. 33

**Appendix**

Grievance Form	P. 35
Reply to Grievant Form	P. 36
Early Departure Form	P. 37

## Definitions

- a. RIF - - Reduction in force.
- b. Career teacher – A teacher who has completed three consecutive, complete school years under a written contract with the district.
- c. Probationary teacher – A teacher who has less than three consecutive, complete school years under a written contract with the district.
- d. Certification – Legal documentation on file with the State Department of Education specifying areas that the teacher is qualified to teach and on file in the Superintendent’s office as of 1/31 of the current year.
- e. Seniority – Length of full-time contracted employment in the district beginning with the date employment is approved by the Board. Any teacher on approved leave or who moves to an administrative position shall retain seniority rights but seniority shall not accrue during that time, except in the case of paid leave (i.e. sick leave).

## **ARTICLE I**

### **Section 1 – Procedural Agreement**

#### **I. PURPOSE**

1.1 The Board of Education of the Western Heights Public Schools and the Western Heights Education Association recognize the need for an orderly process of communication for administering employer\employee relations which conform to Oklahoma Statutes 05-70-509.1 through 05-70-509.10.

#### **II. RECOGNITION**

2.1 This Agreement is made and entered into by and between the Western Heights Education Association, hereinafter termed the “Association” and the Board of Education of the Western Heights Public Schools, hereinafter termed the “Board”.

2.2 The Board hereby recognizes the Association as the exclusive bargaining representative for the bargaining unit consisting of all employees who are required by the position in which they are employed to be licensed or certified as teachers, and who do not hold supervisory authority with respect to other teachers of the Western Heights Public Schools.

2.3 The Board and \or the Association shall not discriminate against any person regardless of membership or nonmembership in the Association or for participation or nonparticipation in any phase of the bargaining process.

#### **III. SCOPE OF BARGAINING**

3.1 The Board and the Association agree to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement. There shall be no bargaining on inherent managerial policy.

#### **IV. BARGAINING PROCEDURES**

##### **4.1 Bargaining Teams**

4.1.1 The Board and the Association shall each designate in writing, at the first bargaining session, the names of not more than five (5) persons who shall serve as their respective representatives for bargaining pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Each party may also designate alternates who may attend meetings only when serving in the place of another team member. Neither party shall attempt to exert influence over the other party’s selection of representatives.

## 4.2 Opening Bargaining

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for bargaining to commence to the other party, if it desires there to be bargaining for that year. The parties may initiate bargaining at an earlier date by mutual agreement. If no such request is made during the time period above, bargaining will not take place for the ensuing year.

4.2.2 The first bargaining session shall occur on a mutually agreeable date not more than thirty (30) days from the date of the written request to open bargaining.

4.2.3 The party requesting bargaining to commence shall submit all of its bargaining proposals at the first session. The other party shall submit all of its bargaining proposals at the second session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

## 4.3 Bargaining Sessions

4.3.1 Only members of the respective bargaining teams may be present during bargaining sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

4.3.2 All bargaining will be conducted in closed sessions. No recording or official transcripts shall be made without mutual agreement of the parties.

4.3.3 Bargaining will only be conducted in regular bargaining sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each bargaining session.

4.3.4 Bargaining sessions shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the District.

4.3.5 During meetings, each party is free to caucus at any time.

4.3.6 A team member may speak to any issue at the table as requested by the spokesperson for that team.

4.3.7 Other meeting ground rules, such as smoking and refreshments, shall be set by mutual agreement at the table.

## 4.4 Tentative Agreement

4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of good faith bargaining, and to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first by the Association to the teachers for ratification and then by the Superintendent to the Board for ratification.

**V. IMPASSE**

5.1 If bargaining is not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial bargaining session, either party may declare an impasse, or, by mutual agreement of 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 shall request the services of the Federal Mediation and Conciliation Service.

5.3 If the mediation process has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third (3rd) member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

5.3.2 The Committee shall meet with the Board's and the Association's bargaining representatives for the purpose of fact finding.

5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each bargaining team.

5.3.4 The cost for the services of the fact finding committee, including per diem, 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 third (3rd) member shall be shared equally by the Board and the Association.

5.3.5 The fact finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

5.3.6 All hearings by the fact finding committee shall be conducted in closed session.

5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth finding of fact and recommendations on the issues submitted.

5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been bargaining for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

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

## **VI. NO STRIKE CLAUSE**

6.1 The Association agrees to abide by current state law forbidding strikes to resolve differences with the Board. The Association further agrees to refrain from any other work stoppage without Board approval.

## **VII. SAVINGS CLAUSE**

7.1 If any provision of the Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or applications of the Agreement shall continue in full force and effect. The parties may, by mutual agreement, commence bargaining for the purpose of arriving at a legally permissible replacement.

## **VIII. DURATION OF AGREEMENT**

8.1 This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and February 15 of any year, by either party that the party desires to modify or amend this Agreement. Once such notice is given, bargaining related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

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



**Section 2 – Duration**

This Agreement represents the full and complete agreement between the Board and the Association and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement. Those provisions in the last prior Agreement that are not re-negotiated shall remain in full force and effect.

**Section 3 – Savings Clause**

Should any part of this Agreement be declared invalid by statute or a court of final jurisdiction, said part shall be deleted from the Agreement and made subject to re-negotiation between the Board and the Association.

Adopted \_\_\_\_\_

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

X  
\_\_\_\_\_  
Chairperson of the Association

X  
\_\_\_\_\_  
Superintendent

X  
\_\_\_\_\_  
Spokesperson of the Association

## ARTICLE II – GRIEVANCE PROCEDURES

### Section 1

#### PURPOSE

The primary purpose of this procedure shall be to secure at the lowest level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential and discussed only with the persons authorized to participate in the formal grievance procedure.

#### DEFINITIONS

A “grievance” is a claim by a teacher, a group of teachers, or Association in a representative capacity for the aggrieved teacher or group of teachers that there has been an alleged violation, misinterpretation or misapplication of the terms of the negotiated agreement that has affected that teacher or group of teachers.

The “grievant” shall refer to the person, persons, or Association in its representative capacity.

The “party in interest” is the aggrieved teacher(s) 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.

The word “Days”, except when otherwise indicated, shall mean working days.

#### PROCEDURE

##### 1. Level I

A teacher with a grievance shall first discuss the grievance with the principal 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 shall 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 (1) response with the principal citing the article and section alleged to have been violated and the specific remedy sought.
- b. The principal 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 (2), he\she may file the grievance, within five (5) days of the level two (2) response, with the Superintendent.
- b. The Superintendent shall schedule and hold a meeting with the grievant within five (5) 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 (3), he\she may file the grievance within five (5) days of the level three response for transmittal to the Board.
  - b. The Board shall hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

#### RIGHT TO REPRESENTATION

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

#### GENERAL PROVISIONS

1. Decisions rendered at levels two, three, and four of the grievance procedure shall be in writing, setting forth the decisions and the reasons therefore and shall 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 shall be made a part of this Agreement.
4. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of any of the participants.
5. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by reason of such participation.
6. Failure in any level 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.
7. All meetings and hearings, with the exception of those at level IV, under this procedure, shall not be conducted in public and shall include only parties in interest and their selected representatives.
8. 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.
9. The Association may file a grievance as the "grievant" on alleged violations of Article VI, Association Provisions.

## **ARTICLE III – EMPLOYMENT PROVISIONS**

### **Section 1 – Discrimination**

Western Heights School District is an equal opportunity employer. There shall be no discrimination against any teacher covered by this contract in a manner which would violate any applicable state and/or federal laws then in effect on the basis of race, creed, color, national origin, age, religion, gender, qualified handicap, veteran or marital status or any other status recognized by law in the evaluation, transfer, or promotion of personnel.

### **Section 2 – Policy Handbook Distribution**

A. The Board agrees to publish a personnel policy handbook which is consistent with the negotiated agreement. Should the Board determine that there is conflict with the law, the negotiated agreement shall take precedence over the personnel policy handbook and Oklahoma state law shall take precedence over both.

B. These handbooks shall be distributed to each building (1 copy for principal, 1 copy for main office, 1 copy for media center, 1 copy for WHEA) as soon as possible after the beginning of the school year. All teachers in the system shall have access to the handbook on the network.

C. The Association shall be provided copies of any proposed policies at the same time they are distributed to the Board members. If proposed changes have items that both the Board and the Association agree are inconsistent with provision(s) within the Negotiated Agreement, the Board shall not implement until the parties meet to bargain such impact. Changes or additions to such personnel policies shall be printed and distributed to all teachers within ten (10) working days of such change or addition.

### **Section 3 – Printing\Distribution of Agreement**

A. The Board shall be responsible for typing, preparing and printing the Negotiated Agreement, with the cost being shared equally by the Board and the Association. The Association shall review the prepared text prior to printing. The Agreement shall be printed in sufficient quantity to provide a copy for each administrator, board member, building site main office, building site media center, and an additional ten (10) copies for the Association and an additional ten (10) copies for the Board. The Agreement will be placed on the network for individual teacher or staff access.

B. Copies shall be available for distribution within thirty (30) days, if possible, from the date of completion of the negotiation process.

### **Section 4 – Assignment**

A. All assignments shall be made in order to best provide for the interests and needs of the students and the district.

B. Teachers shall be assigned within the scope of their certification as prescribed by the rules and regulations of the State Board of Education.

C. Teachers shall be provided with their tentative teaching assignment for the ensuing school year before the end of the current school year, if possible. In the event a change in assignment or a significant change in duties within the assignment is made after the beginning of the school year, the affected teacher shall be notified and be given up to five (5) working days to prepare.

D. Any teacher affected by a change in assignment shall have the option to resign without penalty prior to the beginning of the school year if a suitable replacement can be found.

#### **Section 5 – Continuing\Non-Continuing Contracts Deleted 1996-97 SY Deleted 1996-97 SY**

#### **Section 6 – Vacancies\Transfers**

A. Vacancies or new positions that occur in the Western Heights School District shall be posted at the Administration Office and at each school site within five (5) working days after the vacancy has been determined to exist. When school is not in session, applicants may call the Administration Office for information or new postings.

B. Teachers may apply for posted vacancies for the next contractual school year in writing to the Superintendent. All qualified applicants within the district shall be considered first for the vacant position.

C. In the event that the teacher's transfer request is not granted, the teacher shall be notified within a reasonable amount of time. Upon request of the teacher, the personnel director shall provide the reason(s) for non-selection.

D. First consideration for vacancies occurring after the beginning of the school year shall be given to qualified volunteers before resorting to involuntary transfers. If an involuntary transfer becomes necessary as a result of an excess number of teachers at a site, the qualified teacher with the least district-wide seniority at the affected building shall be selected first for transfer if in the judgment of the administrator such transfer would be in the best interest of the children of the district.

E. Employees shall suffer no loss in rights or privileges as a result of transfer.

#### **Section 7 – Teaching Facilities**

The Board shall strive to provide adequate, healthy and safe facilities for teachers at each school.

Any perceived inadequacies should be promptly reported to the appropriate building principal.

#### **Section 8 – Teacher Evaluation**

A. Evaluation of teachers shall be based upon the Tulsa Model of the Teacher and Leader Effectiveness Evaluation system adopted by the State of Oklahoma in accordance with Senate Bill 2033 of the 2010 Oklahoma Legislature.

B. All career teachers shall be formally evaluated at least one (1) time during each school year. However, a career teacher who has received a total evaluation score of Highly Effective (3.8 or higher) in any year may be exempt from evaluation for up to the following two years, if so determined by the administrator. All probationary teachers shall be formally evaluated at least twice during each school year, once during the first semester and once during the second semester.

C. Teachers shall be evaluated by certified and trained administrators designated by the Board. The designated administrator shall acquaint all teachers under his\her supervision with the evaluation procedures during the first six (6) weeks of each school year.

D. The evaluation process shall include the administrator's direct observations of the teacher in the performance of the teacher's duties and knowledge of the teacher's performance collected by the administrator. Classroom observations for the purpose of evaluation shall be conducted openly with the full knowledge of the teacher.

E. The administrator and the teacher shall conduct a post-observation conference with five (5) days of each formal observation ("days" are defined as instructional days). The administrator without the requirement of a post conference may conduct walk-throughs. At least a ten (10) day period shall exist between observations. After at least two (2) observations and conferences have been held, the administrator shall schedule an evaluation conference with the teacher. During this conference, a copy of the written evaluation shall be given to the teacher. The teacher shall acknowledge receipt of the evaluation by placing his\her signature thereon. The teacher's signature shall not necessarily indicate agreement with the evaluation, but rather awareness of its content. When the evaluator intends to have other administrators present, the teacher shall be notified in advance and shall have the right to have another teacher present as an observer at the conference.

F. The teacher may, within ten (10) days of the evaluation conference, respond to the evaluation in writing. The written response shall be signed by the teacher and administrator and said response shall be attached to the evaluation and placed in the teacher's official personnel file. The administrator's signature shall not necessarily indicate agreement with the response, but rather awareness of its content.

G. After any observation or evaluation in which a rating of Needs Improvement or Ineffective is noted, a Personal Development Plan (PDP) shall be written by the administrator and discussed in detail with the teacher during a conference. The teacher and administrator, with each retaining a copy, shall sign the Personal Development Plan.

H. It shall be understood by the Board, Administration and teachers that the ultimate purpose of evaluating teachers through the implementation of the Article shall be to improve the performance and quality of the instruction offered to the students of Western Heights.

## Section 9 – Personnel File

- A. There shall be one (1) official personnel file for each teacher and said file shall be located at the Central Administration Office.
- B. A teacher shall call to make an appointment to review the non-confidential contents of his\her file when the Central Administration Office is open to conduct business. Said teacher shall be entitled to have a representative of his\her choosing present during the review. Said teacher shall have the right to make copies of the material in his\her file.
- C. Material that may adversely affect a teacher’s employment status may not be placed in the teacher’s official file until the teacher has had the opportunity to read the material and sign and date the actual copy to be filed, signifying that the teacher has read and understands the material. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) days, to affix a written response to said material.
- D. When any material in the personnel file is one (1) year old, it may be removed from the official file by mutual agreement of the teacher and the Superintendent. Absent such mutual agreement, the teacher shall appeal to the Board. Unless prohibited by law, specific item(s) may be removed when five (5) years old by written request of the teacher.

## Section 10 – Due Process\Just Cause

- A. No teacher shall be discharged, dismissed, non-renewed, disciplined or have his\her position or compensation reduced without due process as provided by law.
- B. A teacher shall have the right to be accompanied by a representative when in a disciplinary conference with an administrator during which the teacher is receiving a formal written reprimand or other formal written disciplinary action.

## Section 11 – Reduction in Force Procedure

1. Definitions:
  - a. RIF - - Reduction in force based upon the criteria within this procedure.
  - b. Career teacher – A teacher who has completed three consecutive, complete school years under a written contract with the district.
  - c. Probationary teacher – A teacher who has less than three consecutive, complete school years under a written contract with the district.
  - d. Certification – Legal documentation on file with the State Department of Education specifying areas that the teacher is qualified to teach and on file in the Superintendent’s office as of 1/31 of the current year.
  - e. Seniority – Length of full-time contracted employment in the district beginning with the date employment is approved by the Board. Any teacher on approved leave or who moves to an administrative position shall retain seniority rights but seniority shall not accrue during that time, except in the case of paid leave (i.e. sick leave).
2. Needs of the School District and Students:



A. The Board is responsible for establishing and maintaining the highest possible quality of education for the students of the district. Accordingly, when the Board determines it is necessary to reduce the total number of teachers in the bargaining unit the student and program needs of the district shall be the guiding factor in the implementation of the reduction in force.

B. The primary criteria for the selection of teachers to be released shall be the ratings on the TLE to the nearest one-hundredth (100/1) of a percent. In the case of a tie of the TLE ratings, the following criteria, in priority order, shall be used to select the teacher to be released:

- 1) Seniority
- 2) Years of local district teaching experience in the position to be retained for which the teacher is certified.
- 3) Academic Degrees: Bachelors, then Masters, the Doctorate.
- 4) Total years of teaching service

3. Recall:

A. Teachers who are released because of a reduction in force shall have priority, for one (1) school year during which the reduction in force occurred, to fill subsequent vacancies in positions for which they are certified and qualified. Teachers shall be offered reemployment in reverse order of release according to the provisions of this policy.

B. Throughout the school year following the reduction, released teachers shall be placed on a recall list. Teachers on this recall list shall be notified by certified mail of position vacancies for which they have priority unless personal contact is made and written confirmation obtained.

A teacher shall remain on the recall list unless the teacher:

1. Does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above.
2. Waives recall in writing.
3. Refuses to accept a position for which he\she is qualified and is offered to him\her by the district.

C. It shall be the teacher's responsibility to see that the district has his\her current address and telephone number on file, and that such information shall be used for recall purposes.

## **Section 12 – Teacher Protection**

The Board and Administration shall be vigilant to protect teachers from foreseeable assault for reasons connected with their assignments. Any teacher who is threatened with harm is directed to notify the building principal immediately. Said principal shall take measures as deemed appropriate to protect the teacher and, if necessary, invoke the provisions of law.

## **Section 13 – Professional Staff Development Committee**

The Professional Development Committee will be established as delineated in law (70-6-94) and in accordance with State Board rules. Since the majority of members shall be composed of classroom teachers by law, the district will utilize the Professional Learning Community (PLC) representation to insure utilization of the district's data-driven approach to determine district professional development



needs. In addition to the PLC members, a sub group of teachers will focus on Teacher of the Year recognition\reward.

#### **Section 14 – Insurance Committee**

In the event that a change in insurance providers for the employee health\dental plan is considered, the Board shall establish an insurance committee which includes:

- One (1) teacher representative from each elementary site
- Two (2) teacher representatives each from the Middle School and High School

### **ARTICLE IV – WORKING CONDITIONS**

#### **Section 1 – Work Year**

- A. The Work year for teachers shall consist of one hundred eighty-three (183) days. One hundred seventy-five (175) of those days shall be teaching days, five (5) of those days shall be professional days, and three (3) of those days shall be non-student workdays. Teachers new to the district shall be required to attend an additional non-student workday for orientation purposes.
- B. The work year for counselors shall consist of one hundred ninety-four (194) days. One hundred eighty-three (183) days shall be the same as the work year for other teachers, five (5) days shall be before the other teachers report to work, and five (5) days shall be after the other teachers have completed their work year. Counselors shall be compensated at the daily rate of pay for each of these ten (10) days, 1/183<sup>rd</sup> per day.
- C. Teachers who are authorized and required to work days in addition to those required in A. and B. above, shall be compensated at the daily rate of pay, 1/183<sup>rd</sup> per day.
- D. The Association will receive all necessary information for formulation of input on the calendar for the ensuing year by November 1<sup>st</sup>.
- E. Prior to October 15 of each school year, the Association may provide input to the Superintendent regarding the school calendar for the ensuing year. The Superintendent shall consider the Association’s input before making his\her recommendation to the Board.

#### **Section 2 – Work Day**

- A. The teacher work day shall be seven and one-half (7 ½) hours including lunch and planning time as provided in sections 3 and 4 of this Article, provided that professional responsibilities related to the

proper functioning of the school do not require otherwise. The normal work schedule for all teachers to be in their assigned buildings shall be established by the site administrator.

B. The site administrator shall make a reasonable effort to limit the frequency and length of staff meetings outside the teacher work day. A regular schedule shall be established and notification of deviations shall be made as soon as possible.

C. Staff development activities shall not be required unless scheduled into the 184-day contract period, scheduled on Monday through Friday of the regular work week and an approved part of the School District Staff Development Plan.

### **Section 3 – Planning\Conference Time**

A. Each teacher shall be provided at least two hundred twenty-five (225) minutes of planning\conference time each week. Secondary classroom teachers shall be scheduled for one (1) class period of planning\conference time each day. Elementary classroom teachers shall be scheduled for at least forty (40) minutes of planning\conference time each day; such time shall be scheduled consecutively unless otherwise agreed upon by the teacher and the administrator.

B. Planning \conference time shall be during the student day and shall not be concurrent with the teacher's lunch period. Planning\conference time shall be free of other regularly assigned duties; it is understood that activities which alter the normal school schedule may occasionally require a teacher to forego scheduled planning\conference time.

### **Section 4 – Duty-Free Lunch**

A. Secondary teachers shall be provided with not less than a thirty (30) minute duty-free lunch period daily. Elementary teachers shall be provided with at least a twenty-five (25) minute duty-free lunch period daily.

B. Teachers may leave the building during their duty-free lunch time after notifying the principal or principal's designee.

### **Section 5 – Class Size**

A. Class size shall conform to State Board of Education and State Department of Education rules, regulations and procedures.

B. The District shall review and consider the impact of the assignment of special education students to the regular classroom. Allowance for class size limits may be made to the extent the District deems such allowance to be feasible within financial and scheduling limitations.

C. When possible, a substitute shall be provided for a teacher assistant in the event the teacher assistant is absent.

D. The teacher assistant shall be assigned and utilized only for the classroom which is over the limitations of class size as mandated by law.

## **Section 6 – Supervisory Duties**

- A. Supervision is defined as the time teachers are assigned to be with students for instructional activities, non-instructional activities and assigned duties. If any site's schedule assigns a duty to an individual teacher for an entire year, that schedule must be submitted to the superintendent for review before that schedule is implemented.
- B. At the beginning of each school year, the principal, after receiving input and/or a draft schedule from a committee representative of all departments, shall establish a supervisory schedule. Said schedule shall assign supervision at each site to teachers on an equitable basis. Consideration will be given to teachers who are assigned to more than one (1) school so that assigned supervision will be equitable. Any concerns with the schedule shall be directed to the Principal's Advisory Committee.
- C. Teachers shall not be assigned supervisory duties during duty-free lunch time or planning\conference time without compensation, exclusive of I.E.P. conferences. If teachers are required to forego duty-free lunch or planning\conference time, teachers shall be compensated at the rate of \$16.00 (total comp) per hour.
- D. Pre-K and Kindergarten teachers will be assigned lunch and recess duty through the first two full weeks of school and will receive a one-time stipend through the first two weeks in the amount of one hundred (\$100.00) dollars.
- E. The site administrator shall make a reasonable effort to encourage volunteers to supervise students in the lunchroom and on the playground.

## **Section 7 – Early Out\Early Departure**

- A. In any case in which a teacher finds that it is necessary to leave school prior to regular dismissal time, the early departure shall be allowed if the following criteria are met:
1. The teacher notifies the administrator and is granted permission.
  2. The teacher leaves the building not more than one (1) hour prior to regular dismissal.
  3. The teacher personally arranges for his\her class to be appropriately supervised by another teacher.
  4. The teacher completes an early dismissal form as provided in the appendix.
- B. Completed early dismissal forms shall be kept on site in the teacher's personal absence file and shall be purged from this file yearly. Any abuse of early dismissal shall be handled by the site administrator on an individual basis.

## **Section 8 – Discipline Procedures**

Discipline in the district shall be carried out according to established Board policy. Each school site shall establish a working discipline committee. The committee will annually review the discipline procedures at the site and make recommendations to the principal for adaptation of District policy to fit the specific

needs of the site. Teachers will establish and enforce discipline in their classrooms in accordance with the guidelines established at their site in conjunction with overall Board policy.

### **Section 9 – Transfers----Teachers’ Children**

The transfer of any teacher’s child\children into the Western Heights School District shall be in accordance with Board policy.

## **ARTICLE V – LEAVE PROVISIONS**

### **Section 1 – Sick Leave**

A. The Board shall provide each teacher ten (10) days of sick leave each year for use in case of personal accidental injury, illness, pregnancy, or accidental injury or illness in the immediate family. Teachers on eleven month contracts shall receive eleven (11) days each year, and those on twelve month contracts shall receive twelve (12) days each year. Sick leave shall be cumulative to one hundred sixty (160) days.

B. The immediate family is defined as: spouse, children, parents, siblings, grandparents and any person residing in the teacher’s household and corresponding relationships established by marriage. Household member shall mean those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall also include foster children and legal wards even if they do not live in the household.

C. Use of sick leave for relatives not defined as belonging to the immediate family may be granted by the Superintendent upon request.

D. After exhausting all accumulated sick leave, a teacher who is absent due to personal, accidental injury, illness or pregnancy shall receive the full contract salary less that amount actually or normally paid a certified substitute teacher for an additional period not to exceed twenty (20) days.

E. Days shall be deducted for sick leave absences while school is being taught, for absences from Western Heights’ professional meeting days and for teacher work days regardless of substitute.

### **Section 2 – Personal Business Leave**

A. Each teacher shall be granted three (3) days of leave each year to conduct personal business that must be conducted at times that school is in session. Such leave shall be granted with no loss in pay. Unused personal business days shall be converted to sick leave at the end of the contractual year and applied toward the maximum accrued limit.

B. Except in emergency situations, personal business leave may not be used during the following times:

1. While students are in attendance during the first or last week of school.
2. The day(s) immediately preceding or following a holiday or vacation period.
3. Days when school remains in session despite adverse weather conditions.

C. After exhausting the initial three (3) personal business leave days, those teachers who have requested and been granted approval to be absent shall have deducted from their salary only the amount necessary to pay a substitute even if no substitute is provided. Unapproved personal business leave days in excess of the three (3) days shall be uncompensated.

D. Personal business leave may not be used for engaging in private commercial business interests or providing a service for compensation except that providing a compensated service for the Oklahoma Secondary School Activity Association is a permissible use of personal business leave.

E. Personal business leave may also be used for the significant events of one's immediate family for: weddings, graduations and births. Leave for these purposes must be requested at least two (2) weeks in advance with documentation provided to the Personnel Director for approval. Personal business leave shall not be used for one's own vacation, trip or honeymoon.

### **Section 3 – Emergency Leave**

Teachers, upon approval, shall be granted three (3) days of emergency leave a year to be used for any emergency that would prevent the teacher from being able to fulfill his\her working obligation on that day which does not qualify for any other category of leave.

Emergency leave is not chargeable to sick leave and is non-accumulative.

### **Section 4 – Job Injury Leave**

Each teacher while in the performance of duty shall be covered by the Workers Compensation Act. A teacher who is unable to continue the performance of his\her job responsibilities and duties as a result of injury sustained in the reasonable performance of his\her duties from: assault by a pupil, relative of a pupil or person of the pupil's household; injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity; shall receive full contract salary which includes worker's compensation for the remainder of that school year or for such period of time thereof as the teacher is prevented from teaching as a result of an injury caused by assaults described herein.

### **Section 5 – Military Leave**

Any teacher who is an officer or enlisted person in any component of the Armed Forces of the United States, when ordered by proper authority to active duty or service shall be granted a leave of absence. Such leave shall be without loss of status and shall include his\her regular salary for a period of thirty (30) days.

### **Section 6 – Bereavement Leave**

Teachers shall be granted five (5) days each year for bereavement in the case of a death of a member of the teacher's immediate family as such is defined in the Sick Leave Section or as determined by the site administrator.

For a death outside the immediate family, or if more days are needed for a death within the immediate family, a teacher may apply to the Superintendent who is authorized to grant additional days chargeable to sick leave or personal business leave.

### **Section 7 – Legal Leave**

The Board shall provide leave at no loss of pay for any teacher who is summoned for jury duty service or subpoenaed as a witness in a criminal, civil or juvenile proceeding. The teacher shall retain any compensation received for court appearances or jury duty.

### **Section 8 – Extended Leave**

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

- A. Teachers shall be granted up to twelve (12) weeks of unpaid leave each year for the following reasons:
1. In the event of a birth of a child of the teacher, to take care of that child;
  2. In the event of placement of a child with the teacher for adopting or foster care;
  3. In order to care for the spouse, a child or parent of the teacher due to a serious health condition;
  4. In the event of a serious health condition of the teacher that makes the teacher unable to perform the functions of the employee's job.
- B. Where appropriate, the teacher may substitute any accrued vacation, personal business or sick leave as part of the Family Medical Leave Act.
- C. Upon returning to work from leave, the teacher shall be guaranteed either the same position previously held by the teacher or an equivalent position. While on leave, the teacher shall suffer no loss in benefits, but neither shall benefits accrue during the period the teacher is on leave, except for any coverage the District offers under a group health plan.
- D. Leave may be taken intermittently throughout the year, provided:
1. For leave requested under A1 or A2, leave may be taken intermittently only with the agreement of the District.
  2. For leave requested under A3 or A4, leave may be taken intermittently only when medically necessary.

a. If planned medical treatment is the basis for the leave, then the District may require the teacher to transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.

3. For leave requested under A3 or A4 that is based upon planned medical treatment, if the teacher would be on leave intermittently more than twenty percent of the semester, the District reserves the right to require the teacher either:

a. To take leave for periods of a particular duration not to exceed the duration of the treatment.

b. To transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.

4. If a leave of at least three weeks duration begins more than five weeks prior to the end of the semester and the return to employment would occur during the three week period before the end of the semester, the District may require the teacher to continue taking leave through the end of the semester.

5. If leave of more than two weeks duration begins five weeks or less prior to the end of the semester and the return to employment would occur during the two week period before the end of the semester, the District may require the teacher to continue taking leave through the end of the semester.

6. If a leave of more than five working days begins three weeks or less prior to the end of the semester, the District may require the teacher to continue taking leave until the end of the semester. The teacher on extended leave may arrange payment for professional organization dues and insurance programs.

E. A teacher planning to return to the district from other extended leave shall notify the district of his\her intent by certified mail, by April 25<sup>th</sup> for the beginning of the first semester, and by December 1<sup>st</sup> for the beginning of the second semester.

### **Section 9 – Scope of Leave**

The Board and Association agree that any leave, paid or unpaid, not covered in this Negotiated Agreement shall be left to the discretion of the Western Heights Board of Education upon request of the teacher, and upon recommendation of the site administrator.

If the above leave is not approved, the teacher may not be absent from his\her duties.

### **Section 10 – Payment for Leave**

The Western Heights Board of Education shall pay teachers who retire or resign for unused sick leave accrued at Western Heights as follow:

1. Teachers with twenty (20) or more years of service in the district receive  $\frac{1}{2}$  of daily certified sub pay.



2. Teachers with at least fifteen (15) years of service in the district, but less than twenty (20) years of service receive ½ of daily certified sub pay reduced by 5% per year for each year under twenty (20) years.

- 19 yrs. exp. In district – 95% of ½ daily certified sub pay
- 18 yrs. exp. In district – 90% of ½ daily certified sub pay
- 17 yrs. exp. In district – 85% of ½ daily certified sub pay
- 16 yrs. exp. In district – 80% of ½ daily certified sub pay
- 15 yrs. exp. In district – 75% of ½ daily certified sub pay

3. Teachers with less than fifteen (15) years of service in the district shall not be entitled to sick leave remuneration upon retirement or resignation.

### **Section 11 – Sick Leave Sharing Program**

If, after exhausting all sick leave otherwise provided, a teacher is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the teacher, a relative or household member, documented as such by a physician, or the pregnancy, miscarriage, childbirth of the teacher and recovery therefrom, and the condition has caused or is likely to cause the teacher to take leave without pay or to terminate employment, the teacher may request the use of sick leave days to be donated by other teachers. Teachers may donate any amount of sick leave which does not cause the donating teacher's accumulated sick leave balance to fall below the level which may be set by the Board (Current Board Policy sets minimum at 30).

1. Teachers desiring to donate days shall complete a written authorization transferring days to the ill or injured teacher.
2. A teacher may initially request up to twenty (20) days from donating teachers. If needed, the teacher may reapply for additional 20 day periods until the end of the current school year. No teacher may receive more donated days during the course of the teacher's employment than the amount which may be set by the Board.
3. The teacher receiving donated days is to receive his\her normal rate of pay.
4. Shared sick leave usage records shall be maintained separately from regular sick leave records.
5. Any donated leave which is not used shall be returned to donating teachers.
6. The Board is the determining body as to whether the teacher meets the criteria above and has previously abided by District leave policy.
7. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent. Household member means one who resides in the same home as the teacher and who shares a duty to provide financial support with the teacher, or any other person(s) as designated by law.



## **ARTICLE VI – ASSOCIATION PROVISIONS**

### **Section 1 – Board Information**

- A. The clerk of the Board shall make available to the Association president a copy of the official agenda and\or addenda for each meeting of the Western Heights School Board on the same day such copies are made available to the administrative staff.
- B. The clerk shall make available to the Association president such copies that are delivered to the Board:
  - Copy of Approved board Minutes
  - Personnel List
- C. Upon written request, the Clerk shall also make available to the Association any investment reports, treasurer’s reports, purchase records or other public information items.

### **Section 2 – Use of school Building\Mail**

- A. After scheduling with the Superintendent, Principal, or designee, the Association may use school facilities after work day for meetings of the Association.
- B. The Association shall be permitted to distribute information related to the official business of the Association by placing such material in the individual school mail boxes of teachers and on a bulletin board in the teachers’ lounge, or by use of school e-mail. (Subject to approval by legal counsel.)
- C. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement, administrative regulations or Policy.
- D. Political campaign material other than that directly related to the internal politics of the Association may not be distributed or posted by the Association unless approved by the Principal.
- E. A copy of the material shall be provided to the supervisor at the time of posting or distribution.

### **Section 3 – Dues Deductions**

Dues deducted for Western Heights Education Association shall be transmitted to the Association by check promptly after the twentieth of each month. Upon written notice to the District, the payroll clerk shall, as soon as possible, notify the Association in writing of any dues deduction cancellation.

### **Section 4 – Association Leave**

The Board shall provide the Association with Twelve (12) days per year for leave to conduct official Association business without loss of pay. From thirteen (13) through twenty – four (24) days per year, the Association shall reimburse the district the cost of a substitute teacher for each day used.

No more than two (2) days may be used by any one (1) teacher during the year except for Association officers who may use up to four (4) days each year.

A written request for such leave shall be submitted to the building administrator through the president of the Association.

### **Section 5 – Association Meetings**

The Association shall be allowed to use one (1) one-half (1 ½) day during the district scheduled staff development days for the purpose of a general membership meeting and staff development provided by the Association.

The staff development committee and Superintendent shall communicate with the Association regarding scheduling of this meeting into the staff development yearly plan and calendar.

## **ARTICLE VII – COMPENSATION**

### **Section 1 – Salary**

The 2017-2018 Compensation Schedules shall be retitled as the 2018-2019 Compensation Schedules. For the 2018-2019 school year, step zero (0) and one (1) shall be removed from all Compensation schedules and all steps shall be adjusted accordingly, with step two (2) becoming the new step zero (0). New step thirty-three (33) through forty (40) will be added to each salary schedule in an amount equal to the difference between steps thirty-one (31) and thirty-two (32). All teachers eligible for movement on their respective Compensation Schedule shall advance one (1) step on the 2017-2018 Schedules. State salary schedule increases shall be applied to all schedules.

B. The current year teacher compensation schedule shall consist of the following columns: base salary, additional payment-TR credit, retirement, state defined compensation, life insurance and total district payment.

E. In order to qualify for movement to the Masters or Doctorate lanes of the compensation schedule, a teacher must provide a new certificate from the State Department of Education reflecting the correct degree status. In order to qualify for such lane movement for the first semester, the teacher must provide the appropriate documentation by November 15. In order to qualify for such lane movement for the second semester, the teacher must provide the appropriate documentation by February 15.

D. In order to qualify for movement to the MA + 18 and MA + 30 lanes of the compensation schedule, a teacher must provide official documentation that the hours earned above the Masters degree are either in the teacher's current area(s) of certification, would lead toward another area(s) of certification or are in the area of general education improvement. In

order to qualify for such lane movement for the first semester, the teacher must provide the appropriate documentation by October 15. In order to qualify for such lane movement for the second semester the teacher must provide the appropriate documentation by February 15.

## **Section 2 – Insurance**

### **STATE PAYMENT**

**A. Teachers who choose to participate in Major Medical Coverage purchased through the district sponsored cafeteria plan:** For the current school year, each teacher who purchases major medical health coverage through the District’s Health Insurance Plan shall receive the monthly Flexible Benefit Allowance (FBA) required by State Law. The District will apply the FBA toward the total premium cost of the District’s Health Plan. Any excess FBA allowance over the cost of major medical coverage purchased by the teacher may be used to purchase additional benefits through the District’s Section 125 Cafeteria Plan or may be taken as taxable compensation as provided for by law. Part-time teachers shall receive benefits as provided for by State Law. If the State mandated FBA changes during the school year, teachers will receive the appropriate payment as required by law.

**B. Teachers\Certified Personnel who choose not to participate in Major Medical Coverage offered through the district sponsored Cafeteria Plan:** For the current school year, teachers who choose not to participate in the District Health Insurance Plan shall receive, as part of Total Compensation, sixty-nine dollars and seventy-one cents (\$69.71) per month which may be applied to options in the District’s Section 125 Cafeteria Plan or may be taken as taxable compensation.

For the current school year, the Board shall provide a \$10,000 minimum life insurance policy for all teachers. The premium cost shall be reflected on the Teacher Compensation Schedule.

Teachers whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the teacher’s termination.

## **Section 3 – Retirement**

For the current school year, the Board shall pay, as part of the Teacher Compensation Schedule, each teacher’s contribution to the Oklahoma Teachers’ Retirement System less the amount paid by the State as an offset.

## **Section 4 – Extra-Duty Compensation**

**A.** Extra-duty compensation shall be dispersed proportionately on a monthly basis.

**B.** Should programs or activities exist that, due to lack of numbers, may not require the allocated number of sponsors\coaches, a person who accepts more than one duty, shall receive schedule and one-half (1/2) at the higher rate of compensation.

### **Example**

Senior class sponsor without an assistant would get \$816.42 (\$544.28+\$272.14)

A person who accepts more than one duty, with different schedules, will be paid fully for both duties.

Example

Head football coach for 7<sup>th</sup> and 8<sup>th</sup> will receive \$3700 (\$2000+\$1700) as these programs have different schedules.

The Extra-duty Schedule shall be as follows: (All stipends are listed as total compensation and are subject to teacher retirement)

MIDDLE SCHOOL EXTRA-DUTY REIMBURSEMENT

6000	Spirit Club -----	\$1,500.00
6010	Student Council -----	\$461.25
6020	National Honor Society -----	\$384.38
6040	Yearbook -----	\$922.50
6050	Student Store -----	\$290.08
6060	FCCLA-----	\$609.88
6070	Academic Bowl Coach -----	\$290.08
6080	Renaissance -----	\$384.38
6090	TSA -----	\$290.08
6100	Speech & Debate -----	\$384.38
6110	Math Counts -----	\$384.38
6120	Art Club -----	\$215.25
6130	Kaleidoscope -----	\$215.25
6140	Chess Club -----	\$215.25
6160	Middle School Science Club -----	\$215.25
	Archery—Middle School/Bridgestone -----	\$500.00
***	BRIDGESTONE INTRAMURAL-----	\$2,400.00

Department Heads--MIDDLE SCHOOL

6460	Special Education-----	500.00
6470	Team Leaders/Dept. Heads-----	500.00
6475	Textbook Adoption Chair-----	500.00

COACHING DUTY PAY – MIDDLE SCHOOL

6500	8 <sup>th</sup> Head Football-----	\$1,860.00
6510	Asst. 8 <sup>th</sup> Football-----	\$1,581.00
6520	7 <sup>th</sup> Head Football-----	\$1,581.00
6530	Asst. 7 <sup>th</sup> Football-----	\$1,302.00
6540	8 <sup>th</sup> Boys Basketball-----	\$1,860.00
6545	Asst. 8 <sup>th</sup> Basketball-----	\$1,020.93
6546	Asst. 7 <sup>th</sup> Basketball-----	\$1,020.93
6550	8 <sup>th</sup> Girls Basketball-----	\$1,860.00
6560	7 <sup>th</sup> Boys Basketball-----	\$1,581.00
6570	7 <sup>th</sup> Girls Basketball-----	\$1,581.00
6580	MS Head Wrestling-----	\$2,236.33
6590	Asst. MS Wrestling-----	\$1,560.24
6600	8 <sup>th</sup> Girls Track-----	\$930.00
6605	Asst. Track-----	\$728.28
6610	8 <sup>th</sup> Boys Track-----	\$930.00
6620	7 <sup>th</sup> Boys Track-----	\$744.00
6630	7 <sup>th</sup> Girls Track-----	\$744.00
6640	Asst. MS Baseball-----	\$930.00
6645	MS Head Baseball-----	\$1,395.00
6660	MS Tennis 7 <sup>th</sup> & 8 <sup>th</sup> -----	\$930.00
6670	MS Cross Country 7 <sup>th</sup> & 8 <sup>th</sup> -----	\$930.00
6680	MS Golf-----	\$930.00
6696	Asst. MS Softball-----	\$930.00
6697	MS Head Softball-----	\$1,395.00
6700	Asst. District MS Athletic Director-----	\$2046.00
6705	MS /BIC Archery-----	\$465.00
6710	MS Head Boys Soccer-----	\$1,395.00
6715	MS Head Girls Soccer-----	\$1,395.00
6720	Asst. MS Soccer-----	\$930.00

COACHING DUTY PAY – HIGH SCHOOL

7500	Head Football -----	\$8,350.00
7505	Offen\Defen Cor -----	\$4,007.75
7510	Assistant Football -----	\$3,300.00
7520	9th gr Head Football -----	\$2,500.00
7530	Assistant 9th gr Football -----	\$2,000.00
7540	Head Boys Basketball -----	\$6,500.00
7550	Head Girls Basketball -----	\$6,500.00
7560	Assistant Boys Basketball -----	\$3,000.00
7570	Assistant Girls Basketball -----	\$3,000.00
7580	Head 9th gr Boys Basketball -----	\$2,400.00
7590	Head 9th gr Girls Basketball -----	\$2,400.00
7600	Head Wrestling -----	\$6,000.00
7610	Assistant Wrestling -----	\$2,700.00
7620	Head Baseball -----	\$5,500.00
7630	Assistant Baseball (9th gr & Jr. Varsity) -----	\$2,500.00
7640	Head Fast Pitch Softball -----	\$5,500.00
7650	Track Coordinator -----	\$3,700.00
7660	Assistant Track -----	\$1,700.00
7680	9th gr Boys Track -----	\$895.85
7690	9th gr Girls Track -----	\$895.85
7700	Cross Country -----	\$2,500.00
7705	Assistant Cross Country -----	\$1,500.00
7710	Head Soccer -----	\$5,500.00
7720	Head Golf -----	\$1,900.00
7725	Assistant Golf -----	\$645.75
7731	Head Tennis (Boys/Girls)-----	\$2,100.00
7730	Head Boys Tennis -----	\$1,900.00
7735	Assistant Tennis -----	\$645.75
7740	Head Tennis Girls -----	\$1,900.00
7750	Assistant Soccer -----	\$2,500.00
7760	Assistant Fast Pitch Softball -----	\$2,500.00
7770	Assistant District HS Athletic Director -----	\$2,200.00
7780	Special Olympics Head Coach	\$1,500.00
7790	Special Olympics Asst. Coach	\$750.00

HIGH SCHOOL EXTRA-DUTY REIMBURSEMENT

7080	Science Club -----	\$257.28
7090	Yearbook -----	\$2,000.00
7100	Newspaper -----	\$450.00
7120	FCCLA-----	\$609.88
7130	BPA -----	\$609.88
7140	Senior Class Sponsor -----	\$544.28
7150	Senior Class Assistant -----	\$410.00
7160	Junior Class Sponsor -----	\$544.28
7170	Junior Class Assistant -----	\$410.00
7173	Sophomore Class Sponsor -----	\$250.00
7175	Freshman Class Sponsor -----	\$250.00
7180	Lettermen's Club -----	\$424.35
7190	High School Drama-----	\$2,000.00
7200	Chess Club -----	\$215.25
7210	Academic Bowl Coach -----	\$300.00
7220	Key Club -----	\$215.25
7240	Art Club -----	\$215.25
7250	French Club-----	\$215.25
7260	Spanish Club -----	\$215.25
7270	Renaissance -----	\$384.38

Senior High Department Heads

7430	Science -----	\$500.00
7440	Social Studies-----	\$500.00
7450	Business -----	\$500.00
7460	Guidance and Counseling -----	\$500.00
7480	Special Education -----	\$500.00
7485	Foreign Language -----	\$500.00
7280	District Band Coordinator -----	\$5,502.00
7290	HS\MS Band and Flag Assistant -----	\$4,352.00
7300	Senior High Vocal Director -----	\$4,827.75
7310	HS\MS Vocal Assistant -----	\$2,413.88

OTHER EXTRA-DUTY REIMBURSEMENTS

	Psychometrist Services (after hours) -----	\$18.00 Hr.
	Gate Workers -----	\$16.00 Hr.
5000	Psychometrist -----	5%
5010	Psychologist -----	10%
5020	Staff Development Chairperson -----	\$430.50
1000	Elemen. Academic Bowl\4 Contracts -----	\$102.50 ea
1200	Elementary Music -----	\$205.00
1201	Elementary Yearbook -----	\$500.00
	District Teacher of the Year -----	\$750.00
	Site Teacher of the Year -----	\$500.00
	Instructional pay rate for extra teaching duties (subject to accreditation of State Dept. of Educ.)	\$20.00 Hr.
	Noninstructional pay rate for other extra duties	\$16.00 Hr.

In the event that elementary/Intermediate teachers are directed to assimilate a full classroom (all students in attendance) into their own classroom of students for a full day because a substitute was not hired, shall be compensated at a rate of \$45.00 a day.

Bilingual resource 5%



**Extra\Co-curricular bus driver pay schedule:**

The following will be paid in event of a sponsor driving a school vehicle to a school sponsored activity.

Mileage	Compensation
0-70	\$12.35
71-115	\$16.25
116-160	\$20.15
161-205	\$24.05
206-250	\$27.95
251-295	\$31.85
296-340	\$35.75

**Section 5 – Personal Automobile Reimbursement**

Teachers who are required to travel by personally owned vehicles in the performance of their official duties shall be designated by the Administration. When such travel has been authorized, mileage payment shall be made at thirty-four (34) cents per mile. Such mileage payments shall be made at the end of each month.

**Section 6 – Substitution and compensation**

- A. In situations when substitutes are unavailable, any teacher who covers classes during his\her planning period shall be compensated at a rate equal to the hourly rate of substitute pay.
- B. A volunteer list may be developed at each building site by the building administrator and these teachers shall be utilized first. If the list is depleted, teachers shall be assigned on a rotating basis.
- C. Elementary teachers directed to assimilate into their classroom six (6) or more students from another teacher’s class for a full day because a substitute was not hired, shall be compensated at a rate equal to one-third the cost of a certified substitute.

**Section 7 – Payroll Deductions**

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

- a. Oklahoma Educators Credit Union
- b. District-approved health, hospital, life, cancer, dental and vision insurance
- c. WHEA\OEA\NEA-PAC contributions
- d. Annuities
- e. Salary protection
- f. IRS 125 Cafeteria Plan
- g. Other items as approved by School Board Policy.

# Signature Page

This represents the full and complete agreement of the parties.

Adopted: August 13, 2018 (Board Approval Date)

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

X   
\_\_\_\_\_  
Chairperson of the Association

X   
\_\_\_\_\_  
Superintendent

X \_\_\_\_\_  
Spokesperson of the Association

## **APPENDIX**

- 1. Grievance Form**
- 2. Reply to Grievant Form**
- 3. Early Departure Form**

**GRIEVANCE FORM**  
**WESTERN HEIGHTS PUBLIC SCHOOLS**

GRIEVANCE FORM    Step\_\_\_\_\_

---

Building	Assignment	Name	Date
----------	------------	------	------

Date Cause of Grievance Occurred\_\_\_\_\_

Statement of Grievance

Relief Sought

---

Signature of Grievant	Date
-----------------------	------

WESTERN HEIGHTS PUBLIC SCHOOLS

REPLY TO GRIEVANT Step\_\_\_\_\_

---

Building	Assignment	Name	Date
----------	------------	------	------

Date Received by Administrator/Board\_\_\_\_\_

Disposition by Administrator/Board

---

Signature of Administrator/Board	Date
----------------------------------	------

Grievant is satisfied with disposition of grievance at:

Step\_\_\_\_\_

\_\_\_\_\_Yes

\_\_\_\_\_No

Request for filing at Step\_\_\_\_\_

---

Signature of Grievant	Date
-----------------------	------

**EARLY DEPARTURE FORM**

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

Date \_\_\_\_\_

Time Leaving \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLASS SUPERVISED BY: \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_

WESTERN HEIGHTS 2018-2019 COMPENSATION SCHEDULE  
BACHELORS DEGREE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Base	Additional	District	Total	District	Total
	Salary	Payment	Paid	Compensation	Paid	District
STEP	Salary	(TRS Credit)	Retirement	Compensation	Life	Payment
0	\$ 37,835.92	60.15	\$ 2,787.71	\$ 40,683.78	24.00	\$40,707.78
1	\$ 38,199.55	103.41	\$ 2,771.82	\$ 41,074.78	24.00	\$41,098.78
2	\$ 38,563.18	145.65	\$ 2,756.95	\$ 41,465.78	24.00	\$41,489.78
3	\$ 38,927.74	188.15	\$ 2,741.89	\$ 41,857.78	24.00	\$41,881.78
4	\$ 39,291.37	233.33	\$ 2,724.08	\$ 42,248.78	24.00	\$42,272.78
5	\$ 39,667.09	278.76	\$ 2,706.93	\$ 42,652.78	24.00	\$42,676.78
6	\$ 40,037.23	325.26	\$ 2,688.29	\$ 43,050.78	24.00	\$43,074.78
7	\$ 40,797.97	372.82	\$ 2,697.99	\$ 43,868.78	24.00	\$43,892.78
8	\$ 41,227.02	421.44	\$ 2,681.67	\$ 44,330.13	24.00	\$44,354.13
9	\$ 41,680.86	471.12	\$ 2,666.15	\$ 44,818.13	24.00	\$44,842.13
10	\$ 42,235.14	521.87	\$ 2,657.12	\$ 45,414.13	24.00	\$45,438.13
11	\$ 42,693.64	573.67	\$ 2,639.83	\$ 45,907.14	24.00	\$45,931.14
12	\$ 43,152.13	626.54	\$ 2,621.47	\$ 46,400.14	24.00	\$46,424.14
13	\$ 43,609.69	680.48	\$ 2,601.97	\$ 46,892.14	24.00	\$46,916.14
14	\$ 44,068.18	735.47	\$ 2,581.49	\$ 47,385.14	24.00	\$47,409.14
15	\$ 44,544.34	791.53	\$ 2,561.27	\$ 47,897.14	24.00	\$47,921.14
16	\$ 44,805.34	848.65	\$ 2,523.79	\$ 48,177.78	24.00	\$48,201.78
17	\$ 45,449.83	906.83	\$ 2,514.12	\$ 48,870.78	24.00	\$48,894.78
18	\$ 46,094.32	966.07	\$ 2,503.39	\$ 49,563.78	24.00	\$49,587.78
19	\$ 46,738.81	1,026.38	\$ 2,491.60	\$ 50,256.79	24.00	\$50,280.79
20	\$ 47,401.90	1,087.75	\$ 2,480.14	\$ 50,969.79	24.00	\$50,993.79
21	\$ 48,046.39	1,150.18	\$ 2,466.22	\$ 51,662.79	24.00	\$51,686.79
22	\$ 48,691.81	1,213.68	\$ 2,451.30	\$ 52,356.79	24.00	\$52,380.79
23	\$ 49,336.30	1,278.23	\$ 2,435.26	\$ 53,049.79	24.00	\$53,073.79
24	\$ 49,980.79	1,343.85	\$ 2,418.15	\$ 53,742.79	24.00	\$53,766.79
25	\$ 51,491.11	1,410.53	\$ 2,465.15	\$ 55,366.79	24.00	\$55,390.79
26	\$ 52,072.36	1,410.53	\$ 2,508.90	\$ 55,991.79	24.00	\$56,015.79
27	\$ 52,560.61	1,410.53	\$ 2,545.65	\$ 56,516.79	24.00	\$56,540.79
28	\$ 53,234.86	1,410.53	\$ 2,596.40	\$ 57,241.79	24.00	\$57,265.79
29	\$ 53,816.11	1,410.53	\$ 2,640.15	\$ 57,866.79	24.00	\$57,890.79
30	\$ 54,397.36	1,410.53	\$ 2,683.90	\$ 58,491.79	24.00	\$58,515.79
31	\$ 54,978.61	1,410.53	\$ 2,727.65	\$ 59,116.79	24.00	\$59,140.79
32	\$ 55,559.86	1,410.53	\$ 2,771.40	\$ 59,741.79	24.00	\$59,765.79
33	\$ 56,141.11	1,410.53	\$ 2,815.15	\$ 60,366.79	24.00	\$60,390.79
34	\$ 56,722.36	1,410.53	\$ 2,858.90	\$ 60,991.79	24.00	\$61,015.79
35	\$ 57,303.61	1,410.53	\$ 2,902.65	\$ 61,616.79	24.00	\$61,640.79
36	\$ 57,884.86	1,410.53	\$ 2,946.40	\$ 62,241.79	24.00	\$62,265.79
37	\$ 58,466.11	1,410.53	\$ 2,990.15	\$ 62,866.79	24.00	\$62,890.79
38	\$ 59,047.36	1,410.53	\$ 3,033.90	\$ 63,491.79	24.00	\$63,515.79
39	\$ 59,628.61	1,410.53	\$ 3,077.65	\$ 64,116.79	24.00	\$64,140.79
40	\$ 60,209.86	1,410.53	\$ 3,121.40	\$ 64,741.79	24.00	\$64,765.79

(A) Step - Salary placement level.

(B) Base Salary - Negotiated base salary.

(C) Additional Payment (TRS Credit) - Statutory required payment to certified staff as additional salary. An equal amount is paid by the state to the Oklahoma Teacher's Retirement System on behalf of certified staff to offset this payment.

(D) District Paid Retirement - District paid teachers' retirement at 7% of Total District Payment (Col. G). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(E) Total Compensation - Total of columns B through D.

(F) District Paid Life - The District shall pay \$2.00 per month/\$24.00 per year for a \$10,000 life insurance policy for each teacher. (\$25.81 including TR)

(G) Total District Payment - Total of columns E and F.

**PLUS**

Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month / \$836.52 per year.

Teachers enrolled in the District's Health Insurance Plan shall receive from the State a Flexible Benefit Allowance (FBA) for Major Medical Health Insurance.

WESTERN HEIGHTS 2018-2019 COMPENSATION SCHEDULE  
MASTERS DEGREE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	<i>Base</i>	<i>Additional</i>	<i>District</i>		<i>District</i>	<i>Total</i>
	<i>Salary</i>	<i>Payment</i>	<i>Paid</i>	<i>Total</i>	<i>Paid</i>	<i>District</i>
STEP	<i>Salary</i>	<i>(TRS Credit)</i>	<i>Retirement</i>	<i>Compensation</i>	<i>Life</i>	<i>Payment</i>
0	\$38,955.69	\$60.15	\$ 2,878.43	\$41,979.77	24.00	\$42,003.77
1	\$39,320.08	\$103.41	\$ 2,862.54	\$42,370.77	24.00	\$42,394.77
2	\$39,680.77	\$145.65	\$ 2,847.67	\$42,761.77	24.00	\$42,785.77
3	\$40,042.40	\$188.15	\$ 2,832.61	\$43,153.77	24.00	\$43,177.77
4	\$40,404.71	\$233.33	\$ 2,814.80	\$43,544.77	24.00	\$43,568.77
5	\$40,778.30	\$278.76	\$ 2,797.65	\$43,948.77	24.00	\$43,972.77
6	\$41,556.66	\$325.26	\$ 2,809.90	\$44,788.00	24.00	\$44,812.00
7	\$42,362.82	\$372.82	\$ 2,823.18	\$45,657.12	24.00	\$45,681.12
8	\$42,814.53	\$421.44	\$ 2,808.72	\$46,145.12	24.00	\$46,169.12
9	\$43,267.18	\$471.12	\$ 2,793.27	\$46,634.12	24.00	\$46,658.12
10	\$43,882.58	\$521.87	\$ 2,789.00	\$47,298.12	24.00	\$47,322.12
11	\$44,338.93	\$573.67	\$ 2,771.71	\$47,791.12	24.00	\$47,815.12
12	\$44,795.30	\$626.54	\$ 2,753.35	\$48,284.12	24.00	\$48,308.12
13	\$45,251.67	\$680.48	\$ 2,733.92	\$48,777.12	24.00	\$48,801.12
14	\$45,556.12	\$735.47	\$ 2,702.00	\$49,106.77	24.00	\$49,130.77
15	\$46,217.09	\$791.53	\$ 2,695.85	\$49,819.77	24.00	\$49,843.77
16	\$46,859.46	\$848.65	\$ 2,687.24	\$50,512.77	24.00	\$50,536.77
17	\$47,501.83	\$906.83	\$ 2,677.57	\$51,205.78	24.00	\$51,229.78
18	\$48,144.19	\$966.07	\$ 2,666.84	\$51,898.78	24.00	\$51,922.78
19	\$48,786.56	\$1,026.38	\$ 2,655.04	\$52,591.78	24.00	\$52,615.78
20	\$49,448.45	\$1,087.75	\$ 2,643.65	\$53,305.78	24.00	\$53,329.78
21	\$50,090.82	\$1,150.18	\$ 2,629.73	\$53,998.78	24.00	\$54,022.78
22	\$50,733.19	\$1,213.68	\$ 2,614.74	\$54,691.78	24.00	\$54,715.78
23	\$51,376.48	\$1,278.23	\$ 2,598.77	\$55,385.78	24.00	\$55,409.78
24	\$52,086.59	\$1,343.85	\$ 2,581.66	\$56,078.78	24.00	\$56,102.78
25	\$53,697.07	\$1,410.53	\$ 2,631.18	\$57,738.78	24.00	\$57,762.78
26	\$54,278.32	\$1,410.53	\$ 2,674.93	\$58,363.78	24.00	\$58,387.78
27	\$54,859.57	\$1,410.53	\$ 2,718.68	\$58,988.78	24.00	\$59,012.78
28	\$55,440.82	\$1,410.53	\$ 2,762.43	\$59,613.78	24.00	\$59,637.78
29	\$56,022.07	\$1,410.53	\$ 2,806.18	\$60,238.78	24.00	\$60,262.78
30	\$56,603.32	\$1,410.53	\$ 2,849.93	\$60,863.78	24.00	\$60,887.78
31	\$57,184.57	\$1,410.53	\$ 2,893.68	\$61,488.78	24.00	\$61,512.78
32	\$57,765.82	\$1,410.53	\$ 2,937.43	\$62,113.78	24.00	\$62,137.78
33	\$58,347.07	\$1,410.53	\$ 2,981.18	\$62,738.78	24.00	\$62,762.78
34	\$58,928.32	\$1,410.53	\$ 3,024.93	\$63,363.78	24.00	\$63,387.78
35	\$59,509.57	\$1,410.53	\$ 3,068.68	\$63,988.78	24.00	\$64,012.78
36	\$60,090.82	\$1,410.53	\$ 3,112.43	\$64,613.78	24.00	\$64,637.78
37	\$60,672.07	\$1,410.53	\$ 3,156.18	\$65,238.78	24.00	\$65,262.78
38	\$61,253.32	\$1,410.53	\$ 3,199.93	\$65,863.78	24.00	\$65,887.78
39	\$63,245.10	\$1,410.53	\$ 3,243.68	\$66,488.78	24.00	\$66,488.78
40	\$63,826.35	\$1,410.53	\$ 3,287.43	\$67,113.78	24.00	\$67,113.78

(A) Step - Salary placement level.

(B) Base Salary - Negotiated base salary.

(C) Additional Payment (TRS Credit) - Statutory required payment to certified staff as additional salary. An equal amount is paid by the state to the Oklahoma Teacher's Retirement System on behalf of certified staff to offset this payment.

(D) District Paid Retirement - District paid teachers' retirement at 7% of Total District Payment (Col. G). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(E) Total Compensation - Total of columns B through D.

(F) District Paid Life - The District shall pay \$2.00 per month / \$24.00 per year for a \$10,000 life insurance policy for each teacher.

(G) Total District Payment - Total of columns E and F.

Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month / \$836.52 per year.

Teachers enrolled in the District's Health Insurance Plan shall receive from the State a Flexible Benefit Allowance (FBA) for Major Medical Health Insurance.



WESTERN HEIGHTS 2018-2019 COMPENSATION SCHEDULE  
MASTERS +18 DEGREE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	Base	Additional	District	Total	District	Total
STEP	Salary	Payment	Paid	Compensation	Life	District
		(TRS Credit)	Retirement		Payment	
0	\$39,041.19	\$60.15	\$ 2,878.43	\$41,979.77	24.00	\$42,003.77
1	\$39,404.82	\$103.41	\$ 2,862.54	\$42,370.77	24.00	\$42,394.77
2	\$39,768.45	\$145.65	\$ 2,847.67	\$42,761.77	24.00	\$42,785.77
3	\$40,133.01	\$188.15	\$ 2,832.61	\$43,153.77	24.00	\$43,177.77
4	\$40,496.64	\$233.33	\$ 2,814.80	\$43,544.77	24.00	\$43,568.77
5	\$40,872.36	\$278.76	\$ 2,797.65	\$43,948.77	24.00	\$43,972.77
6	\$41,652.84	\$325.26	\$ 2,809.90	\$44,788.00	24.00	\$44,812.00
7	\$42,461.12	\$372.82	\$ 2,823.18	\$45,657.12	24.00	\$45,681.12
8	\$42,914.96	\$421.44	\$ 2,808.72	\$46,145.12	24.00	\$46,169.12
9	\$43,369.73	\$471.12	\$ 2,793.27	\$46,634.12	24.00	\$46,658.12
10	\$43,977.95	\$521.87	\$ 2,788.30	\$47,288.12	24.00	\$47,312.12
11	\$44,445.74	\$573.67	\$ 2,771.71	\$47,791.12	24.00	\$47,815.12
12	\$44,985.75	\$626.54	\$ 2,759.48	\$48,371.77	24.00	\$48,395.77
13	\$45,630.24	\$680.48	\$ 2,754.05	\$49,064.77	24.00	\$49,088.77
14	\$46,273.80	\$735.47	\$ 2,747.50	\$49,756.77	24.00	\$49,780.77
15	\$46,936.89	\$791.53	\$ 2,741.35	\$50,469.77	24.00	\$50,493.77
16	\$47,581.39	\$848.65	\$ 2,732.74	\$51,162.78	24.00	\$51,186.78
17	\$48,225.88	\$906.83	\$ 2,723.07	\$51,855.78	24.00	\$51,879.78
18	\$48,870.37	\$966.07	\$ 2,712.34	\$52,548.78	24.00	\$52,572.78
19	\$49,514.86	\$1,026.38	\$ 2,700.54	\$53,241.78	24.00	\$53,265.78
20	\$50,178.88	\$1,087.75	\$ 2,689.15	\$53,955.78	24.00	\$53,979.78
21	\$50,823.37	\$1,150.18	\$ 2,675.23	\$54,648.78	24.00	\$54,672.78
22	\$51,467.86	\$1,213.68	\$ 2,660.24	\$55,341.78	24.00	\$55,365.78
23	\$52,113.28	\$1,278.23	\$ 2,644.27	\$56,035.78	24.00	\$56,059.78
24	\$53,106.52	\$1,343.85	\$ 2,653.41	\$57,103.78	24.00	\$57,127.78
25	\$54,650.32	\$1,410.53	\$ 2,702.93	\$58,763.78	24.00	\$58,787.78
26	\$55,231.57	\$1,410.53	\$ 2,746.68	\$59,388.78	24.00	\$59,412.78
27	\$55,812.82	\$1,410.53	\$ 2,790.43	\$60,013.78	24.00	\$60,037.78
28	\$56,394.07	\$1,410.53	\$ 2,834.18	\$60,638.78	24.00	\$60,662.78
29	\$56,975.32	\$1,410.53	\$ 2,877.93	\$61,263.78	24.00	\$61,287.78
30	\$57,556.57	\$1,410.53	\$ 2,921.68	\$61,888.78	24.00	\$61,912.78
31	\$58,137.82	\$1,410.53	\$ 2,965.43	\$62,513.78	24.00	\$62,537.78
32	\$58,719.07	\$1,410.53	\$ 3,009.18	\$63,138.78	24.00	\$63,162.78
33	\$59,300.32	\$1,410.53	\$ 3,052.93	\$63,763.78	24.00	\$63,787.78
34	\$59,881.57	\$1,410.53	\$ 3,096.68	\$64,388.78	24.00	\$64,412.78
35	\$60,462.82	\$1,410.53	\$ 3,140.43	\$65,013.78	24.00	\$65,037.78
36	\$61,044.07	\$1,410.53	\$ 3,184.18	\$65,638.78	24.00	\$65,662.78
37	\$61,625.32	\$1,410.53	\$ 3,227.93	\$66,263.78	24.00	\$66,287.78
38	\$62,206.57	\$1,410.53	\$ 3,271.68	\$66,888.78	24.00	\$66,912.78
39	\$62,787.82	\$1,410.53	\$ 3,315.43	\$67,513.78	24.00	\$67,537.78
40	\$63,369.07	\$1,410.53	\$ 3,359.18	\$68,138.78	24.00	\$68,162.78

(A) Step - Salary placement level.

(B) Base Salary - Negotiated base salary.

(C) Additional Payment (TRS Credit) - Statutory required payment to certified staff as additional salary. An equal amount is paid by the state to the Oklahoma Teacher's Retirement System on behalf of certified staff to offset this payment.

(D) District Paid Retirement - District paid teachers' retirement at 7% of Total District Payment (Col. G). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(E) Total Compensation - Total of columns B through D.

(F) District Paid Life - The District shall pay \$2.00 per month / \$24.00 per year for a \$10,000 life insurance policy for each teacher.

(G) Total District Payment - Total of columns E and F.

**PLUS**

Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month / \$836.52 per year.

Teachers enrolled in the District's Health Insurance Plan shall receive from the State a Flexible Benefit Allowance (FBA) for Major Medical Health Insurance.

WESTERN HEIGHTS 2018-2019 COMPENSATION SCHEDULE  
MASTERS +30 DEGREE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
		<i>Additional</i>	<i>District</i>		<i>District</i>	<i>Total</i>
	<i>Base</i>	<i>Payment</i>	<i>Paid</i>	<i>Total</i>	<i>Paid</i>	<i>District</i>
STEP	<i>Salary</i>	<i>(TRS Credit)</i>	<i>Retirement</i>	<i>Compensation</i>	<i>Life</i>	<i>Payment</i>
0	\$ 39,041.19	\$ 60.15	\$ 2,878.43	\$ 41,979.77	24.00	\$42,003.77
1	\$ 39,404.82	\$ 103.41	\$ 2,862.54	\$ 42,370.77	24.00	\$42,394.77
2	\$ 39,768.45	\$ 145.65	\$ 2,847.67	\$ 42,761.77	24.00	\$42,785.77
3	\$ 40,133.01	\$ 188.15	\$ 2,832.61	\$ 43,153.77	24.00	\$43,177.77
4	\$ 40,496.64	\$ 233.33	\$ 2,814.80	\$ 43,544.77	24.00	\$43,568.77
5	\$ 40,872.36	\$ 278.76	\$ 2,797.65	\$ 43,948.77	24.00	\$43,972.77
6	\$ 41,652.84	\$ 325.26	\$ 2,809.90	\$ 44,788.00	24.00	\$44,812.00
7	\$ 42,501.72	\$ 372.82	\$ 2,826.23	\$ 45,700.77	24.00	\$45,724.77
8	\$ 43,019.73	\$ 421.44	\$ 2,816.60	\$ 46,257.77	24.00	\$46,281.77
9	\$ 43,474.50	\$ 471.12	\$ 2,801.15	\$ 46,746.77	24.00	\$46,770.77
10	\$ 44,585.85	\$ 521.87	\$ 2,834.05	\$ 47,941.77	24.00	\$47,965.77
11	\$ 44,922.51	\$ 573.67	\$ 2,807.59	\$ 48,303.77	24.00	\$48,327.77
12	\$ 46,479.33	\$ 626.54	\$ 2,871.90	\$ 49,977.77	24.00	\$50,001.77
13	\$ 46,815.99	\$ 680.48	\$ 2,843.30	\$ 50,339.77	24.00	\$50,363.77
14	\$ 47,459.56	\$ 735.47	\$ 2,836.75	\$ 51,031.78	24.00	\$51,055.78
15	\$ 48,122.65	\$ 791.53	\$ 2,830.60	\$ 51,744.78	24.00	\$51,768.78
16	\$ 48,767.14	\$ 848.65	\$ 2,821.99	\$ 52,437.78	24.00	\$52,461.78
17	\$ 49,411.63	\$ 906.83	\$ 2,812.32	\$ 53,130.78	24.00	\$53,154.78
18	\$ 50,056.12	\$ 966.07	\$ 2,801.59	\$ 53,823.78	24.00	\$53,847.78
19	\$ 50,700.61	\$ 1,026.38	\$ 2,789.79	\$ 54,516.78	24.00	\$54,540.78
20	\$ 51,364.63	\$ 1,087.75	\$ 2,778.40	\$ 55,230.78	24.00	\$55,254.78
21	\$ 52,009.12	\$ 1,150.18	\$ 2,764.48	\$ 55,923.78	24.00	\$55,947.78
22	\$ 52,655.47	\$ 1,213.68	\$ 2,749.63	\$ 56,618.78	24.00	\$56,642.78
23	\$ 53,299.03	\$ 1,278.23	\$ 2,733.52	\$ 57,310.78	24.00	\$57,334.78
24	\$ 53,943.52	\$ 1,343.85	\$ 2,716.41	\$ 58,003.78	24.00	\$58,027.78
25	\$ 55,487.32	\$ 1,410.53	\$ 2,765.93	\$ 59,663.78	24.00	\$59,687.78
26	\$ 56,068.57	\$ 1,410.53	\$ 2,809.68	\$ 60,288.78	24.00	\$60,312.78
27	\$ 56,649.82	\$ 1,410.53	\$ 2,853.43	\$ 60,913.78	24.00	\$60,937.78
28	\$ 57,231.07	\$ 1,410.53	\$ 2,897.18	\$ 61,538.78	24.00	\$61,562.78
29	\$ 57,812.32	\$ 1,410.53	\$ 2,940.93	\$ 62,163.78	24.00	\$62,187.78
30	\$ 58,393.57	\$ 1,410.53	\$ 2,984.68	\$ 62,788.78	24.00	\$62,812.78
31	\$ 58,974.82	\$ 1,410.53	\$ 3,028.43	\$ 63,413.78	24.00	\$63,437.78
32	\$ 59,556.07	\$ 1,410.53	\$ 3,072.18	\$ 64,038.78	24.00	\$64,062.78
33	\$ 60,136.94	\$ 1,410.53	\$ 3,115.91	\$ 64,663.38	24.00	\$64,687.38
34	\$ 60,718.57	\$ 1,410.53	\$ 3,159.68	\$ 65,288.78	24.00	\$65,312.78
35	\$ 61,299.82	\$ 1,410.53	\$ 3,203.43	\$ 65,913.78	24.00	\$65,937.78
36	\$ 61,881.07	\$ 1,410.53	\$ 3,247.18	\$ 66,538.78	24.00	\$66,562.78
37	\$ 62,462.32	\$ 1,410.53	\$ 3,290.93	\$ 67,163.78	24.00	\$67,187.78
38	\$ 63,043.57	\$ 1,410.53	\$ 3,334.68	\$ 67,788.78	24.00	\$67,812.78
39	\$ 63,624.82	\$ 1,410.53	\$ 3,378.43	\$ 68,413.78	24.00	\$68,437.78
40	\$ 64,206.07	\$ 1,410.53	\$ 3,422.18	\$ 69,038.78	24.00	\$69,062.78

(A) Step - Salary placement level.

(B) Base Salary - Negotiated base salary.

(C) Additional Payment (TRS Credit) - Statutory required payment to certified staff as additional salary. An equal amount is paid by the state to the Oklahoma Teacher's Retirement System on behalf of certified staff to offset this payment.

(D) District Paid Retirement - District paid teachers' retirement at 7% of Total District Payment (Col. G). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(E) Total Compensation - Total of columns B through D.

(F) District Paid Life - The District shall pay \$2.00 per month / \$24.00 per year for a \$10,000 life insurance policy for each teacher.

(G) Total District Payment - Total of columns E and F.

**PLUS**

Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month / \$836.52 per year.

Teachers enrolled in the District's Health Insurance Plan shall receive from the State a Flexible Benefit Allowance (FBA) for Major Medical Health Insurance.

WESTERN HEIGHTS 2018-2019 COMPENSATION SCHEDULE  
DOCTORATE DEGREE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	<i>Base</i>	<i>Additional</i>	<i>District</i>		<i>District</i>	<i>Total</i>
	<i>Salary</i>	<i>Payment</i>	<i>Paid</i>	<i>Total</i>	<i>Paid</i>	<i>District</i>
STEP	<i>Salary</i>	<i>(TRS Credit)</i>	<i>Retirement</i>	<i>Compensation</i>	<i>Life</i>	<i>Payment</i>
0	\$ 39,771.24	\$ 60.15	\$ 2,933.38	\$ 42,764.77	24.00	\$42,788.77
1	\$ 40,041.87	\$ 103.41	\$ 2,910.49	\$ 43,055.77	24.00	\$43,079.77
2	\$ 40,424.10	\$ 145.65	\$ 2,897.02	\$ 43,466.77	24.00	\$43,490.77
3	\$ 40,747.13	\$ 188.15	\$ 2,878.84	\$ 43,814.12	24.00	\$43,838.12
4	\$ 41,174.00	\$ 233.33	\$ 2,865.79	\$ 44,273.12	24.00	\$44,297.12
5	\$ 41,612.96	\$ 278.76	\$ 2,853.40	\$ 44,745.12	24.00	\$44,769.12
6	\$ 43,271.97	\$ 325.26	\$ 2,931.77	\$ 46,529.00	24.00	\$46,553.00
7	\$ 44,079.32	\$ 372.82	\$ 2,944.98	\$ 47,397.12	24.00	\$47,421.12
8	\$ 44,533.16	\$ 421.44	\$ 2,930.52	\$ 47,885.12	24.00	\$47,909.12
9	\$ 44,987.93	\$ 471.12	\$ 2,915.07	\$ 48,374.12	24.00	\$48,398.12
10	\$ 45,797.64	\$ 521.87	\$ 2,925.26	\$ 49,244.77	24.00	\$49,268.77
11	\$ 46,465.38	\$ 573.67	\$ 2,923.72	\$ 49,962.77	24.00	\$49,986.77
12	\$ 47,737.63	\$ 626.54	\$ 2,966.61	\$ 51,330.78	24.00	\$51,354.78
13	\$ 48,382.12	\$ 680.48	\$ 2,961.18	\$ 52,023.78	24.00	\$52,047.78
14	\$ 49,048.93	\$ 735.47	\$ 2,956.38	\$ 52,740.78	24.00	\$52,764.78
15	\$ 49,736.20	\$ 791.53	\$ 2,952.05	\$ 53,479.78	24.00	\$53,503.78
16	\$ 50,403.94	\$ 848.65	\$ 2,945.19	\$ 54,197.78	24.00	\$54,221.78
17	\$ 51,071.68	\$ 906.83	\$ 2,937.27	\$ 54,915.78	24.00	\$54,939.78
18	\$ 51,739.42	\$ 966.07	\$ 2,928.29	\$ 55,633.78	24.00	\$55,657.78
19	\$ 52,407.16	\$ 1,026.38	\$ 2,918.24	\$ 56,351.78	24.00	\$56,375.78
20	\$ 53,095.36	\$ 1,087.75	\$ 2,908.67	\$ 57,091.78	24.00	\$57,115.78
21	\$ 53,763.10	\$ 1,150.18	\$ 2,896.50	\$ 57,809.78	24.00	\$57,833.78
22	\$ 54,430.84	\$ 1,213.68	\$ 2,883.26	\$ 58,527.78	24.00	\$58,551.78
23	\$ 55,099.51	\$ 1,278.23	\$ 2,869.04	\$ 59,246.78	24.00	\$59,270.78
24	\$ 55,767.25	\$ 1,343.85	\$ 2,853.68	\$ 59,964.78	24.00	\$59,988.78
25	\$ 57,352.90	\$ 1,410.53	\$ 2,906.35	\$ 61,669.78	24.00	\$61,693.78
26	\$ 58,515.40	\$ 1,410.53	\$ 2,993.85	\$ 62,919.78	24.00	\$62,943.78
27	\$ 59,096.65	\$ 1,410.53	\$ 3,037.60	\$ 63,544.78	24.00	\$63,568.78
28	\$ 59,677.90	\$ 1,410.53	\$ 3,081.35	\$ 64,169.78	24.00	\$64,193.78
29	\$ 60,259.15	\$ 1,410.53	\$ 3,125.10	\$ 64,794.78	24.00	\$64,818.78
30	\$ 60,840.40	\$ 1,410.53	\$ 3,168.85	\$ 65,419.78	24.00	\$65,443.78
31	\$ 61,421.65	\$ 1,410.53	\$ 3,212.60	\$ 66,044.78	24.00	\$66,068.78
32	\$ 62,002.90	\$ 1,410.53	\$ 3,256.35	\$ 66,669.78	24.00	\$66,693.78
33	\$ 62,584.15	\$ 1,410.53	\$ 3,300.10	\$ 67,294.78	24.00	\$67,318.78
34	\$ 63,165.40	\$ 1,410.53	\$ 3,343.85	\$ 67,919.78	24.00	\$67,943.78
35	\$ 63,746.65	\$ 1,410.53	\$ 3,387.60	\$ 68,544.78	24.00	\$68,568.78
36	\$ 64,327.90	\$ 1,410.53	\$ 3,431.35	\$ 69,169.78	24.00	\$69,193.78
37	\$ 64,909.15	\$ 1,410.53	\$ 3,475.10	\$ 69,794.78	24.00	\$69,818.78
38	\$ 65,490.40	\$ 1,410.53	\$ 3,518.85	\$ 70,419.78	24.00	\$70,443.78
39	\$ 66,071.65	\$ 1,410.53	\$ 3,562.60	\$ 71,044.78	24.00	\$71,068.78
40	\$ 66,652.90	\$ 1,410.53	\$ 3,606.35	\$ 71,669.78	24.00	\$71,693.78

- (A) Step - Salary placement level.
- (B) Base Salary - Negotiated base salary.
- (C) Additional Payment (TRS Credit) - Statutory required payment to certified staff as additional salary. An equal amount is paid by the state to the Oklahoma Teacher's Retirement System on behalf of certified staff to offset this payment.
- (D) District Paid Retirement - District paid teachers' retirement at 7% of Total District Payment (Col. G). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).
- (E) Total Compensation - Total of columns B through D.
- (F) District Paid Life - The District shall pay \$2.00 per month / \$24.00 per year for a \$10,000 life insurance policy for each teacher.
- (G) Total District Payment - Total of columns E and F.

**PLUS**

Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month / \$836.52 per year.

Teachers enrolled in the District's Health Insurance Plan shall receive from the State a Flexible Benefit Allowance (FBA) for Major Medical Health Insurance.