



# **COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL  
DISTRICT #27**

**AND THE**

**YUKON PROFESSIONAL  
EDUCATORS' ASSOCIATION**

**2018-2019**



# FORWARD

This negotiated agreement is the collective bargaining agreement of all items currently agreed upon by the Yukon Professional Educators' Association and the Yukon Board of Education. Should a grievance be filed alleging misapplication of the agreement, parties involved in settling the grievance will use the applicable language of this agreement.

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# SECTION I

## GENERAL CONTRACT PROVISIONS

### ARTICLE A: ASSOCIATION RIGHTS

1. RIGHT TO JOIN AND PARTICIPATE

Certified and licensed employees of Independent School District #27 shall have the right to join and assist the Yukon Professional Educators Association (hereinafter referred to as "Association") in its activities, including but not limited to participation in professional negotiations with the Yukon Board of Education (hereinafter referred to as "Board") through representation of their own choosing on items affecting performance of professional service, wages, hours, working conditions and other terms and conditions of employment. Certified and licensed employees have the right to decline membership.

2. PERTINENT INFORMATION

The Board shall make accessible to the Association all public information at its disposal. The Board will make available to the Association the names and addresses of newly employed certified and licensed employees no later than one week before said employees report.

3. EXCLUSIVE

The rights granted herein to the Association that are not contrary to the statutory rights of any pupil, patron, or certified and licensed employee, shall not be granted to any competing Association.

4. BUILDING USE

The Association may be allowed to use the school building(s) when the following provisions are met:

The Association shall file a written request for building use with the building Principal, and such request shall include date, time, place, and brief description of the activity to be conducted.

Upon determining that granting said request and the conducting of the activity would not interfere with or interrupt school operations, the building Principal may grant, in writing, permission for building use by the Association. When special custodial services are required the Board may make a reasonable charge for such services.

5. BOARD POLICIES

The Board shall distribute policies via the district website. Should any changes occur in a policy or regulation, such change shall be made to the website within twenty (20) days.

6. DUES DEDUCTION

The Board agrees to deduct Association dues from the salaries of members who file a written request for such deductions. Beginning with the September pay period, dues



deducted will be transmitted to the Association by check promptly after the twentieth of each month. Members may opt to have Association dues deducted by Electronic Funds Transfer (EFT). Should any member resign from the district in mid-year, the remaining dues will be deducted from the final pay check, and such dues will be transmitted to the Association in accordance with the timelines established above. (Amended 2012, 2014).

7. **TEACHER MAILBOXES AND SCHOOL EMAIL**

The Association shall be granted the right to distribute information related to the official business of the Association by placing such material in the mailboxes of individual teachers and by use of the school email system. No political endorsements shall be made via e-mail or mailboxes.

**ARTICLE B: SAVING CLAUSE**

If the Board or the Association believe any article, section, or clause of this agreement to be illegal by change in state statute or court of last resort, said article, section, or clause, as the case may be, will automatically be deleted from this agreement to the extent that it violated the law upon agreement of the Board and the Association. If there is no mutual agreement regarding the legality of the article in question, the parties will open negotiations for the exclusive purpose of correcting or deleting the article alleged to be illegal. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the agreement if not affected by the deleted article, section, or clause. If remaining articles, sections, or clauses are affected because of deletion, the Association's and Board's teams shall mutually agree to bargain the items that have been deleted or changed unnecessarily due to the change in law. If a change in statute or court of last resort results in increased or improved benefit(s) to the certified employees, the change will be incorporated. (Amended 2013)

**ARTICLE C: RIGHT TO REPRESENTATION**

Upon their request, certified employees shall have the right to be accompanied by a representative at conferences pertaining to recorded disciplinary action. All parties shall be required to attend the conference at a time and date mutually agreed upon by the concerned parties within a twenty-four hour period. Advance written notice of the right to representation will be provided to certified employees when a meeting is scheduled for the exclusive purpose of informing the employee of disciplinary action. When so notified, the employee shall be required to attend the meeting at a time and date within twenty-four hours of the notice of right to representation. No verbal admonishments or other disciplinary actions shall occur in the presence of students, parents, or other employees of the district in a public area. (Amended 2014)



## **SECTION II**

### **CONDITIONS OF EMPLOYMENT**

#### **ARTICLE A: SCHOOL CALENDAR**

The administration and a minimum of two (one elementary and one secondary) YPEA representatives chosen by YPEA will serve as a committee to solicit and report input from the certified employees of the district prior to the calendar being presented to the Board of Education for approval. (Amended 2012, 2015)

#### **ARTICLE B: NOTIFICATION OF ASSIGNMENT**

Any certified employee desiring a change in assignment shall create an account within TalentEd, our applicant tracking system, and sign-up for job posting notifications. Each employee is responsible for completing the Internal Applicant Form to express their interest in a newly posted position.

All certified employees shall be notified by the Administration of their expected assignment for the following year by May 15. If it becomes clear that a certified employee's anticipated assignment will change, the certified employee shall be notified by building administrator no later than August 1 by personal contact. All Certified employees on a temporary contract shall be notified by the Administration by May 15 if they are not being rehired. (Amended 2015)

#### **ARTICLE C: VACANCIES / REASSIGNMENTS / NEW POSITIONS**

Vacancies that occur in the Yukon School system will be posted on the Yukon School District website.

1. **REASSIGNMENT** – A reassignment occurs when a position is filled within the same building. Certified employees, including certified temporary contract personnel, currently employed by the Yukon Public Schools may ask to be reassigned to a vacancy within their building by submitting a written request (e.g. handwritten or email) to the Principal. Employees shall suffer no loss in rights or privileges as result of transfer. Administration reserves the right to assign teachers within their areas of certification as necessary to meet the needs of students.
  
2. **TRANSFERS** - Transfers occur when a position is filled within the district from one building to another. Any certified employee desiring a change in assignment shall create an account within TalentEd, our applicant tracking system, and sign-up for job posting notifications. Each employee is responsible for completing the Internal Applicant Form to express their interest in a newly posted position. Internal applicants for non-administrative positions shall;
  - a. Be given significant consideration for the position;
  - b. Have the right to be interviewed for the position;
  - c. If the applicant has been interviewed for an equal position at that site within the past 3 months, a second interview will not occur except at the request of the applicant; and
  - d. If not selected, be notified within five (5) days that the position has been offered and accepted pursuant to action of the Board. Employees shall suffer no loss in



- rights or privileges as a result of transfer or reassignment.
- e. Administration reserves the right to assign teachers within their areas of certification as necessary to meet the needs of students.
3. INVOLUNTARY TRANSFERS – Involuntary transfers occur when there is an administrative necessity. The following items shall be considered in the order listed:
- a. Teaching assignment;
  - b. Team requirements; and
  - c. Seniority factors in district, building and affected grade level. Any teacher affected by a building transfer shall be notified through a conference with the involved administrator(s) and be given as much time as practical to prepare for the change. A committee of three administrators, including Central Office Administrator, shall be included in the final decision. The administrator reserves the right to make involuntary transfers.
  - d. Administration reserves the right to assign teachers within their areas of certification as necessary to meet the needs of students.
4. VACANCIES – Vacancies occur when a position has not been filled by reassignments or transfers in the Yukon School system. Vacancy postings shall be made available on the Yukon Public School website. (Amended 2014, 2015)

#### **ARTICLE D: PERSONNEL FILE**

There shall be one (1) personnel file for each certified employee and said file shall be located at the Central Administration Office. The certified employee shall have the right to review the contents of his/her file at all times when the Central Administration Office is open to conduct business. Said certified employee shall be entitled to have a representative of his/her choosing to be present during the review. Said certified employee shall have the right to make copies of the material in his/her file. Before any material is placed in the employee's file, he/she will have the opportunity to sign and date the material; said opportunity to sign and date does not signify approval or disapproval of said material. The writer must sign and date the material before placing it into the file. This excludes transcripts and certifications. A copy must be sent to the employee at the time the material is received by the Administration and before placement in the file. When any material in the personnel file is one (1) year old, it may be removed from the file by mutual agreement of the certified employee and the Superintendent. If the Superintendent is unwilling to remove the material from the file, the employee may appeal this decision to the Board of Education. The certified employee shall have the right to submit a written response to any material placed in the file. Such written response shall be attached to the file material to which the response was written. Material will automatically be removed upon resignation of the certified employee. Any document pertaining to disciplinary action against a certified employee will be placed in the certified employee's personnel file. (Amended 2015)

#### **ARTICLE E: EVALUATION PROCEDURE**

The following procedure for evaluation by the Board will be used:

1. Certified employees shall be evaluated by certified administrators designated by the Board. Every employee will receive an Observer list indicating their primary administrator for the purpose of the (Pre-Conference), (Post-Conference), and



summative evaluation. The Marzano Focused Teacher Evaluation Model (TLE) and the Marzano Non-Classroom Instructional Support Evaluation will be the exclusive teacher evaluation model utilized by the district. All teachers shall have electronic access to a copy of the protocols and the Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019 used by the evaluators throughout the school year. Access will be established during the first two weeks of school. The Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019 are collaboration between the Board and the Association. If there is a conflict between the Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019 and the procedures set forth in the Marzano (TLE) Model, the evaluation procedures of the State TLE Requirements shall prevail.

2. Every certified employee shall be evaluated as defined by the agreed upon Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019. Superior or highly effective shall be defined by the agreed upon Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019. Exemptions criteria shall be defined by the agree upon Yukon Public Schools Policies and Procedures Marzano Causal Evaluation System and State TLE Requirements of 2018-2019.
3. The administrator will conduct a pre-observation of the certified employee in the classroom or assigned area five (5) days prior to the formal observation. Following the formal observation, an electronic report will be shared with the evaluated employee within the two (s) days of the observation. The teacher will complete the pre-observation conference form electronically at least five days prior to each formal observation. The administrator will conduct a pre-observation conference of the certified employee prior to the formal observation. Following the formal observation, a post conference form will be completed by the teacher. An electronic report of the formal observation will be available to the employee within five (5) days of the completed post conference form. The post conference form should be completed within five (5) days of each completed formal observation.
4. Within ten (10) working days of the summative evaluation conference an electronic copy of the evaluation report shall be presented to the certified employee. The certified employee will sign the evaluation report signature page in acknowledgement that the report has been reviewed by both parties. The employee will also acknowledge the observation in iObservation. This will be completed by May 1.
5. The certified employee shall have an opportunity to respond to an evaluation in writing within ten (10) working days after receiving the copy of the evaluation report. Such response shall be signed by the evaluator in acknowledgement that the response has been reviewed by both parties.
6. The report and response, if any, will become part of the record and will be filed in the certified employee's personnel file.





All certified teachers will develop a Profession Learning (PL) Focus Plan in conjunction with administration.

(Amended 2013, 2014, 2015, 2017)

#### **ARTICLE F: UPGRADE FACILITIES**

The Board of Education agrees to upgrade facilities as finance and time permit. This is a "progress to completion" type undertaking; therefore, no exact time lines can be established. Areas of improvement that are of concern to the Association shall include but not be limited to:

1. HVAC
2. Appropriate number of copy and blackline machines that are regularly maintained (1:10 ratio) of certified personnel.
3. Dining facilities
4. Outdoor bells and lights
5. Parking facilities
6. Testing facilities
7. Uniform educational facilities
8. Computers for teacher use
9. Site Safety and Security

#### **ARTICLE G: SUPPLIES**

For basic curriculum supplies, (tape, paper, staples, etc.) each teacher may request what is needed for operation of their classroom. Each certified employee will be provided with a copy of the procedure to be followed in purchasing materials and supplies. The building Principal shall seek, from the entire instructional staff, input concerning building needs and expenditures of building budget monies. For special projects or needs, the certified employee may request additional funds from the building Principal. Teachers are not expected to purchase classroom supplies from personal funds. (Amended 2013, 2015)

#### **ARTICLE H: REDUCTION-IN-FORCE (LOSS OF JOBS)**

##### **Criteria for Eliminating Positions**

The District will maintain an effective and balanced educational program as the primary standard in the event a reduction in force is necessary. The Superintendent and the Board will consider the needs of students, curriculum and instructional focus in deciding which positions to eliminate. When the decision is made to reduce staff, the Board may exclude positions to guarantee meeting the needs of the students and the needs of programs of the District. Normal attrition will always be used as the first means of reducing the certified workforce.

Once a determination has been made as to which positions should be eliminated, then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the District Evaluation Rating of teachers holding such positions as measured by the District's Teacher and Leader Effectiveness System (TLE) for each year in which the TLE has been in effect. If the the composite ratings of the teachers in the affected positions are the same, then following, **in this order**, shall be considered:

1. Seniority in the district established from the first reporting date to work, with



- continuous service from that date.
2. Total years of teaching service
  3. Level of preparation in certificated area of teaching (following a high to low priority of order of: major endorsement on standard certificate, minor endorsement on provisional certificate and number of college credits hours in the area of teaching assignment as evidenced by position on teacher salary schedule.

### **Bumping Rights**

Only those teachers who have an average ranking of “Effective” or above will be given bumping rights. If three years of rankings are not available, the district will use an average of available years. In order to bump, a teacher must be certified in the position they seek to move into and must meet all state and federal requirements necessary to hold that position.

In the event a teacher eliminated through a RIF is certified to hold a position other than the one being eliminated, said teacher may bump another teacher in that position, as long as the teacher has seniority over that person and has an average District Teacher Evaluation Rating ranking score that is greater than the other teacher.

If the composite ratings of the teachers in the affected positions are the same then the following, in this order, shall control bumping:

1. Seniority in the District established from the first reporting date to work, with continuous service from that date.
2. Total years of teaching service to
3. Level of preparation in the certificated area of teaching (following a high to low priority order of: major endorsement on standard certificate, minor endorsement on provisional certificate and number of college hours in the area of teaching assignment as evidenced by position on the teacher salary schedule.

### **Recall**

Teachers who are released because of a reduction in force, who have maintained an overall rating of at least Effective on the TLE from the previous year, will have priority for one year after the termination date in filling vacancies and new positions for which they are qualified.

Throughout the first year after reduction in force, terminated teachers who have maintained an overall rating of at least effective on the TLE from the previous year will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they have priority. Teachers qualified for a vacancy by certification, experience and/or continuing education equivalent shall be recalled by seniority. The teacher so notified must accept the position in writing on or before ten (10) calendar days from the date the notice was mailed to the teacher or they forfeit the position and their name is permanently removed from the recall list.

It shall be the teacher’s responsibility to see that the District has his/her current address on file and the address retained on the District’s records shall be the address utilized for recall



purposes.

A teacher who is recalled will be given credit for all previous teaching experience approved by the State Department of Education. Only teachers recalled from the recall list shall be reinstated to career status, if any, and seniority possessed by the recalled teacher on the date such teacher's termination as a result of reduction in force become effective. (2017)

#### **ARTICLE I: DUTY FREE LUNCH**

Each certified employee shall be guaranteed a duty free lunch period daily for a period of not less than thirty (30) consecutive minutes.

#### **ARTICLE J: PREPARATION PERIOD**

Each certified employee shall have preparation time scheduled during the student's school day and will not be assigned duties during this time EXCEPT AS PROVIDED IN Section 4, Article K. Exceptions will be made for changes in the normal school day and individual teachers may sign a disclaimer. Teachers may elect to teach/supervise during their planning period and receive an additional stipend. This preparation time shall be scheduled as follows:

1. Elementary certified employees shall receive no less than two hundred (200) minutes each work week;
2. Secondary certified employees shall receive no less than the length of one scheduled class period each work day. (Amended 2013, 2014)

#### **ARTICLE K: CLASS SIZE**

The Board agrees to abide by current state law concerning Class size.

#### **ARTICLE L: WORK HOURS**

All teachers shall be assigned appropriate starting and dismissal time providing that their work day shall not be longer than seven and two-thirds ( $7 \frac{2}{3}$ ) consecutive hours. Also, excluded from this defined work day will be meetings and conferences called by the Superintendent or his designee. The coming year's certified employees' tentative work schedule will be distributed before the end of the current school year. During the school year, each building shall be accessible to certified employees no less than two (2) weekends per month. (Amended 2015)

#### **ARTICLE M: DISCIPLINE PROCEDURES**

##### **1. DISCIPLINE COMMITTEE**

Each school site shall have a discipline committee consisting of certified employees, administrators, parents and students within the first two weeks of school. Certified employees serving on the committee shall be selected by the site Principal from a list submitted by the faculty. The committee shall establish a calendar of meeting dates to be distributed to all staff members. The committee shall meet once per quarter. The purpose of the committee will be to review input from teachers, parents, and students concerning the development of policies and procedures relating to student conduct and discipline and of special concern to the discipline committee shall be student handbook policies including, but not limited to, student dress code, attendance/tardy and drug policies. Minutes of each committee meeting will be distributed to each certified staff member and

a copy will be sent to the Superintendent/designee. The discipline committee may also make recommendations to the Staff Development Committee concerning in-service/training that would be beneficial to support the student conduct, discipline philosophy, and programs of site staff. The discipline committee shall meet during the 4th nine weeks of the current school year to review and receive input as to recommendations or modifications regarding discipline procedures. The committee shall establish written disciplinary forms that shall: (1) establish written communication between parent and the school; (2) provide written documentation among certified building personnel; (3) provide for written documentation of interventions and remedial techniques utilized in the classroom by referring certified staff member regarding the individual student. This shall be presented upon each referral to the site Principal.

## 2. DISCIPLINE PROCEDURES

Each certified staff member shall establish a discipline program within her/his classroom. The goal of every program is to promote self-discipline by helping the student improve behavior. This program will adhere to existing published policies. After approval of the site Principal, the program will be visibly posted in the classroom and sent home to parents within the first 10 days of school. Parent meetings will be held to allow teachers to discuss classroom goals and classroom management techniques. Disruptive acts that interfere with students' learning, the safety of others, damaging of property, and harassment of other students and/or school personnel shall be addressed in a timely manner. The certified staff will keep written or electronic records on student misconduct and will contact parents informing them of improper behavior. The certified staff member may request help from the Principal when one of the following occurs:

- a. Teacher has exhausted classroom plan, parents have been notified, students' misbehavior continues;
- b. Student exhibits open disrespect and/or disobedience;
- c. Student behavior is dangerous and/or threatening to other student and/or staff members.
- d. Student exhibits suspected drug use. (Amended 2014)

## **ARTICLE N: CERTIFIED EMPLOYEE PROTECTION**

Any certified employee who is threatened with harm while performing his/her duties shall notify the building Principal immediately. The Principal shall notify the proper authorities and inform the employee of the communications. The certified employee will be responsible for filing charges or a police report. If a certified employee utilizes the provisions of law available to school district employees, there shall be no negative recourse or reprimand.

Any certified employee who is injured by assault from a student or student connected person, while performing his/her duties, shall suffer no loss of pay for the balance of that contracted year if the employee is unable to carry out his/her contractual responsibilities.

## **ARTICLE O: STAFF CONDUCT/DRESS**

1. Teachers will maintain a standard of professional dress, appropriate to their individual teaching activities. Each building Principal shall communicate at the beginning of the new school year his/her expectations in regard to what is appropriate professional attire. Prior to school starting all Principals shall decide collectively as to these expectations of dress and grooming. If the teacher and the affected administrator cannot reach agreement on a



specific case of appropriate dress, said teacher shall be notified in writing, by the affected administrator, of his/her concern and the necessity of a conference. The administrator shall advise the teacher of his/her right to an Association Representative at said conference. In situations deemed emergency by the immediate administrator, the teacher may be required to change his/her attire. If the teacher wishes to question the decision, that challenge should be made through the use of the grievance procedure.

2. Jeans may be worn on pay days and on Fridays when worn with a shirt containing the school logo or a professional shirt or blouse that represents Yukon school colors.

#### **ARTICLE P: PROFESSIONAL DEVELOPMENT**

A minimum of seventy-five professional development points is required over a five-year period. A minimum of 10 professional development points shall be acquired each year. These points will be provided on five (5) professional days as designated on the district calendar. (Amended 2012)

#### **ARTICLE Q: INDIVIDUAL FINANCIAL INFORMATION**

Individual financial information will be conveyed in a confidential manner.

#### **ARTICLE R: SELECTION OF MENTOR TEACHERS**

During spring of each year, teachers will be given the opportunity to submit their name to serve as a building mentor teacher for the upcoming year. Each teacher will submit the following information to the Principal:

1. Name
2. Building site
3. Grade level
4. Certification
5. Previous experience as a mentor

The selection of the mentor teachers shall be based on the following:

1. Mentor teacher's willingness to attend scheduled training during the course of the year with the resident teacher.
2. Similar certification as the resident teacher.
3. Completion of mentor/co-teacher training.
4. Demonstrated effectiveness as a teacher.
5. Building Principal and YPEA input.

The Assistant Superintendent of Human Resources and building Principal will choose their building mentors from a list of qualified teachers. It is recommended that all interested qualified teachers be afforded the opportunity to serve as a Mentor Teacher. (Amended 2012, 2014, 201



## **SECTION III LEAVE PROVISIONS**

### **ARTICLE A: SICK LEAVE**

On the first day of the contract year, the Board shall grant each certified employee a minimum of ten (10) days sick leave. The certified employee may acquire an unlimited number of days through the accumulation of both sick leave and converted personal leave. If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount normally paid a certified substitute teacher. Sick leave, with the exception of the aforementioned twenty (20) days provided for personal accidental injury, illness, or pregnancy, can be taken for personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. Immediate family is defined as spouse, parent(s), grandparents, children, grandchildren, step-children, step-parent(s), corresponding in-laws, and legal guardian of certified employee. (Amended 2015, 2016, 2017). Upon full retirement sick days earned in the State of Oklahoma and not used nor accumulated may be granted by the Oklahoma State Teachers' Retirement System and may be used for retirement purposes only.

### **ARTICLE B: PERSONAL LEAVE**

The Board will provide three (3) days of personal leave to each employee each year without loss of pay. Such leave shall be noncumulative. Notification of intent to use personal leave must be made to administration two (2) days prior to use of leave.

Once the District maximum number of fifteen (15) personal absences has been reached, the employee may contact the Assistant Superintendent of Human Resources to request an exception to the limit.

Except in situations beyond the control of the employee, personal leave may not be taken during the following periods of time:

1. The first five (5) student days or the last five (5) student days.
2. The two (2) days prior to students starting the school year.
3. The day preceding or following a holiday or vacation period.
4. Parent Teacher conference days
5. Personal leave may not be used to perform services for compensation.
6. Unused personal leave will be converted to sick leave. (Amended 2015, 2016)

If a course related scheduling conflict arises during parent/teacher conference, teachers enrolled in higher education courses may request personal leave in advance of conference nights. Teachers should request personal leave with their site administrator, and do so with the agreement that correspondence (whether digital or in person) is required and has the possibility of taking place outside of regular contract times. (2017)

### **ARTICLE C: ANNUAL LEAVE**

Each certified employee shall be granted three (3) days annual leave each year. Such leave shall be used at the discretion of the certified employee with the exception of the first five (5) student days of school and the last five (5) student days of school and on Parent/Teacher



conference days and two (2) days prior to students starting the school year. The employee may contact the Assistant Superintendent of Human Resources to request an exception on days when annual leave is not otherwise allowed. The certified employee will pay the certified substitute rate. (Amended 2015, 2017)

#### **ARTICLE D: EMERGENCY LEAVE**

Each certified employee will be granted up to three (3) days emergency leave to be taken upon approval of the Superintendent or his designee. Emergency leave will be granted for emergency situations, such as, but not limited to:

1. Incidents or circumstances which result in significant damage by unexpected forces or acts;
2. Illness or injury pertaining to substantial likelihood of loss of time, limb, or significant bodily function to self and/or:
  - a. Members of the immediate family defined in sick leave
  - b. Siblings

Emergency leave will be granted without loss of pay. Multiple emergencies covered under this agreement may warrant an additional three (3) days upon request.

#### **ARTICLE E: BEREAVEMENT LEAVE**

Each certified employee shall be allowed a maximum of five (5) working days each year with pay for bereavement in the case of the death of relatives listed herein:

1. Members of the immediate family defined in sick leave
2. Siblings

Two (2) of the five (5) days can be used at the discretion of the certified personnel for others not listed above. Other leaves that may be applicable for bereavement purposes may be sick leave, personal leave, and emergency leave. If additional leave is needed the employee shall consult his/her building Principal to determine what options are available. Multiple deaths covered under this agreement shall warrant additional bereavement days upon request. (Amended 2015, 2016)

#### **ARTICLE F: LEAVE OF ABSENCE**

A certified employee who has completed three (3) years with the Yukon School District may upon application and written approval be granted a leave of absence without pay. All leave of absences shall be for one (1) contractual year or for the remainder of the contractual year if it has begun. Reinstatement, at the certified employee's request, may be approved during that time period, if the services of the certified employee are needed. A one (1) year extension of the leave of absence may be granted upon request. Requests for a leave of absence or extension of a leave of absence must be filed with the Superintendent on or before March 1 before the contractual year in which the leave is desired. Emergency requests for a year's leave of absence or requests for a leave of absence for the remainder of the contractual year may be made at any time. Leave of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for teachers, who desire a leave of absence for child rearing,





2. **Illness:** Requests for leave of absence for personal illness or caring for a sick or injured member of the immediate family as defined in sick leave. The request must include the required medical documentation in accordance with FMLA guidelines.
3. **Educational Leave:** Request for a leave of absence may be granted for certified employees to complete an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. **Elected/Appointed Officer:** Requests for annual leave of absence may be granted for certified employees who serve as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

The Board of Education will base its decision on:

1. the benefit to the certified employee,
2. the benefit to the school district, and
3. the availability of a replacement teacher who is willing to sign a temporary contract.  
(Does not apply to parental leave).

Request for reinstatement following a leave of absence shall be filed by Certified Mail with the Superintendent on or before March 1 prior to the contractual year the certified employee wishes to return. Any certified employee on leave who fails to submit a request for reinstatement terminates his/her affiliation with the Board at the expiration of his/her leave of absence. Certified employees reinstated following a leave of absence shall be assigned to the school and/or department from which his/her leave of absence was granted. If the position no longer exists, the certified employee will be assigned to a position within his/her area of certification. Certified employees returning from a leave of absence will be reinstated at the same career status and the proper step on the salary schedule. Salary increments or years of teaching experience will not increase except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education. While a certified employee is on leave of absence without pay, sick leave allowances shall not accrue and accumulated sick leave shall not diminish. Provisions will be made whereby the certified employee on leave of absence can arrange payment for the professional organization dues and insurance programs as long as there is no conflict with the provisions of the insurance program. (Amended 2015)

#### **ARTICLE G: BIRTH / ADOPTION LEAVE**

Certified employees are eligible for 6 weeks off from work, non-intermittent, for the birth of a son or daughter of the employee and in order to care for such son or daughter. Certified employees are also eligible for up to 6 weeks off from work, non-intermittent, for the placement of a son or daughter with the employee for adoption or foster care.

Employees who have met the FMLA work requirement of 1,250 hours are eligible for up to twelve (12) weeks off from work for the birth of a son or daughter of the employee and in order to care for such son or daughter. Certified employees who have met the FMLA work requirement of 1,250 hours are also eligible for up to twelve (12) weeks off from work for the placement of a son or daughter with the employee for adoption or foster





care.

Requesting of absences for these reasons shall include completion of the most current FMLA form which must contain the recommended beginning and ending dates of the requested leave. Certified employees will only be charged leave on days the employee is under contract to be at work. Employees will be required to take accumulated leave during these absences. In the event the certified employee exhausts all leave during the approved absences, the remaining absences will be unpaid. (Amended 2015)

#### **ARTICLE H: MILITARY LEAVE**

The Board shall grant to those certified employees who are officers or enlisted men/women in any component of the Armed Forces of the United States, when ordered by the proper authority to active duty or service, 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.

#### **ARTICLE I: COURT APPEARANCES / JURY DUTY:**

The Board shall provide a substitute teacher and pay the regular salary of any teacher who is summoned for jury duty service or subpoenaed for court appearance. (Amended 2012)

#### **ARTICLE J: ASSOCIATION LEAVE**

The Board shall provide the Association with a minimum of twelve (12) days for Association leave without loss of salary. The Association shall reimburse the District for the cost of the substitutes for any aggregate number of days over and above the minimum of twelve (12) days to a maximum of twenty-five (25) days. The Association will provide the Administration a summary of days used under the agreement upon request. Requests for additional days at the Association's expense may be made to the Superintendent.

#### **ARTICLE K: PROFESSIONAL LEAVE**

Each school site will be allocated days for Professional Leave. Professional Leave is for the purpose of attending subject matter-related conferences, workshops, and meetings. Professional Leave, when approved, shall be granted as follows:

1. Professional Leave that is provided and financially supported by the District, when funds are available, and
2. Professional Leave requested by a teacher who is willing to pay the cost of the workshop, seminar, or meeting. Substitute pay status will be determined if the request is approved. (Amended 2012)

#### **ARTICLE L: SICK LEAVE SHARING PROGRAM**

The operation and administration of the Sick Leave Sharing Program shall be by the Administrative Office. A full-time employee may donate sick leave to another employee without loss of incentive benefits for the following reasons:

1. the donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe: injury, illness, impairment or physical or mental condition of the donee, including pregnancy, miscarriage, or childbirth and recovery therefrom; or
2. the donee has exhausted or will exhaust all available sick leave due to an extraordinary



or severe injury, illness, impairment or physical or mental condition, including pregnancy, miscarriage, or childbirth and recovery therefrom, of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the employee and who shares a duty to provide financial support with the employee) of the donee; and

3. The condition has caused, or is likely to cause, the donee to take leave without pay or to terminate employment. The employee may donate any amount of sick leave which does not cause that employee's sick leave balance to fall below 25 days. Use of days shall be limited to one (1) occurrence within two (2) consecutive contract years. The maximum number of days granted per application shall be limited to the maximum accumulated sick leave days the employee has at the beginning of the year of the application not to exceed 100 days. Should an employee's maximum accumulated days be less than twenty-five (25), he/she shall be granted up to twenty-five (25) days. An employee requesting donated days must first provide the Superintendent or designee the most current FMLA form or other district approved form, which must contain the recommended beginning and ending dates of the requested leave, verifying the severe or extraordinary nature and expected duration of the condition. Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee. Donations will be accepted in a chronological sequence until the requested number of days is reached. Surplus donations will be returned to the donor(s). The employee receiving donated days is to receive his or her normal rate of pay. Exceptions may be allowed only by appeal to and approval of the Board of Education. (Amended 2013)

#### **ARTICLE M: LEAVE ACCUMULATION**

Employees shall have access to his/her attendance record through the current employee information system. (Amended 2015)

#### **ARTICLE N: SCOPE OF LEAVE**

Any leave not covered in this negotiated contract will be left to the discretion of the Yukon Board of Education.



## **SECTION IV COMPENSATION PROVISIONS**

### **ARTICLE A: FULL CREDIT EXPERIENCE**

Attached in Appendix B is a salary index schedule upon which all certified employees shall be placed in accordance with the following conditions:

1. Certified employees without previous teaching experience shall be placed on Step 0.
  - A. Credit for non-classroom teaching positions may be given for successful, documented, full-time experience directly related to the position of employment, providing the experience is continuous up to the date of employment with Yukon Public Schools, or has not been interrupted for more than five consecutive years prior to the date of employment with Yukon Public Schools. Eligible positions include SLP, OT, PT, COTA, School Psychologist, Registered Nurse, and other related services eligible for certification through the Oklahoma State Department of Education.
  - B. Credit may be given for successful, documented, full-time teaching experience at the collegiate level or in a private setting, directly related to the position of employment, or has not been interrupted for more than five consecutive years prior to the date of employment with Yukon Public Schools.
2. All certified employees with teaching experience within the State of Oklahoma shall be given full credit as verified by State Records.
3. All certified employees with more than five (5) years teaching experience outside the State of Oklahoma shall be placed on the salary schedule in accordance with the full experience credit approved by the State Department of Education. (In items 2 and 3 said employee shall be placed on appropriate step.)
4. Unless qualified for an advanced level, certified employees shall be assigned to Bachelor's, Master's, or Doctoral Degree.
5. Employee's earning an advanced degree must provide appropriate documentation to Human Resources prior to September 15th to receive full year credit or January 31st to receive one-half year credit.

Each certified employee shall be placed on the appropriate step at the beginning of the contract year. (Amended 2014, 2015, 2017, 2018)

### **ARTICLE B: INCENTIVE PAY**

The Board shall pay each certified employee five hundred fifty dollars (550.00) for perfect attendance, four hundred fifty dollars (\$450.00) for one (1) day absent, two hundred dollars (\$200.00) for two (2) days absent, and one hundred dollars (\$100.00) for three (3) days missed. Perfect attendance is defined as any unused sick, personal, annual, bereavement and/or emergency leave. (Amended 2012, 2015, 2016, 2018)

### **ARTICLE C: EXTRA DUTY**

#### **1. EXTRA DUTY PAY**

The Administration shall make every effort to fill extra duty positions on a volunteer basis. If no one volunteers for the duty then the Principal will appoint someone to fill the positions. Certified employees who perform extra duties that come before or after school



or in accordance with the procedure outlined in Section IV, Article C.3, shall not be compensated for extra duty time if they receive additional money in their salary for that particular activity. Time sheets must be completed by the employee and signed by the Principal. Extra duty compensation shall be made on a monthly basis. Extra duty positions and said duty compensation amounts, to be set at eleven dollars and fifty cents (\$11.50). (Amended 2015)

## **2. NOON DUTY**

Noon duties will be offered to certified employees first and then support employees. These positions will be compensated at the extra duty rate of pay. If these positions are not filled, certified employees shall be assigned and compensated for these duties at the extra duty rate of pay. (Amended 2015)

## **3. MORNING / AFTERNOON DUTY**

Morning and/or afternoon duty will be performed equitably by all certified teachers on a rotational basis to ensure adequate student supervision. Duties occurring within the 7 ⅔ hour work day will be performed by teachers without additional monetary compensation by the District. Any morning and/or afternoon duty requiring a teacher to work outside of the regular contract day will receive additional compensation at the approved extra duty pay rate. For days on which a teacher is not assigned a duty station, or otherwise needed at a meeting or other event, they would only be expected to work the equivalent of a 7 ½ hour day. (Amended 2018)

## **4. CONTRACTED EXTRA DUTY SCHEDULE**

A schedule of the contracted extra duty schedule shall be provided to the Association prior to the beginning of the school year in electronic form and shall be posted on the Yukon Public School intranet. (Amended 2014, 2015)

## **ARTICLE D: TEACHER RETIREMENT FUND**

The Yukon Board of Education will pay the certified employee's compensation in the Oklahoma Teachers' Retirement System as prescribed by law.

## **ARTICLE E: HEALTH INSURANCE**

The Yukon Board of Education will provide certified employees with health insurance as prescribed by law. Oklahoma Public Employees Insurance Plan.

## **ARTICLE F: DENTAL INSURANCE**

Certified employees taking the State Insurance Plan are provided dental insurance with that plan. Employees who opt out of the State Insurance Plan may choose to take the optional dental plan. The cost of the plan will be deducted from the health plan reimbursement.

## **ARTICLE G: LIFE INSURANCE**

The Yukon Board of Education shall provide a group life insurance program in the amount of ten thousand dollars (\$10,000.00) for each certified employee. The cost of said insurance will be borne by the Yukon Board of Education.



## **ARTICLE H: OPTICAL INSURANCE**

The Yukon Board of Education shall provide an optical insurance program for each certified employee. The cost of said insurance will be borne by the Yukon Board of Education.

## **ARTICLE I: IRS 125 CAFETERIA PROGRAM**

Each month the certified employee may withhold up to the maximum allowed by the District's 125 plan for use of the following options:

1. State Health Insurance
2. State Health Insurance for dependents
3. Dental Insurance
4. Dental Insurance for dependents
5. Optical Insurance for dependents
6. Life Insurance
7. Cancer Insurance
8. Dependent Child Care
9. Unreimbursed Medical Expenses

The district will bear the cost of administering numbers 1 through 7 of the IRS 125 Cafeteria Program. The certified employee will bear the cost of administering number 8 and 9 of the IRS 125 Cafeteria Program.

\*The allowable amount will be communicated to employees prior to the election of options. The allowable amount changes due to annual salary and fringe benefit increases.

## **ARTICLE J: MILEAGE**

The Board shall pay each certified employee assigned to two (2) or more schools per day the mileage rate paid by the current IRS mileage allowance rate. Such payment shall be made on a monthly basis through Accounts Payable. Mileage shall be paid for:

1. Assignment to two (2) or more schools per day (number of miles paid will be mutually agreed upon by the certified employee and the Yukon Administrator.)
2. Required use of personal vehicle for school functions must have prior written notification from the immediate supervisor.
3. The school will assume liability when certified employees are transporting students in personal vehicles and does not authorize certified employees to transport students in a personal vehicle. Any employee transporting a student(s) in their personal vehicle is doing so outside of the scope of their employment with Yukon Public Schools. (Amended 2015)

## **ARTICLE K: COMPENSATION FOR COVERING CLASSES**

Certified employees that are assigned to cover for an absentee certified employee during their own lunch or planning period will be paid seven dollars and fifty cents (\$7.50) per thirty minute period or major portion thereof. The administration will make every effort to fill these assignments on a voluntary basis. If no one volunteers for the duty, the Principal will appoint someone to cover for the absent teacher. To qualify for this section, the certified employee must be absent from the building and a substitute is not employed. However, situations requiring the certified employee's participation in school business (as determined by the Principal) within the building may also fall under this section. (Amended 2015)



**ARTICLE L: CLASS COVERAGE ELEMENTARY GRADES**

Whenever the administration finds it necessary to distribute an absent teacher’s class among other teachers due to unavailability of a substitute, the receiving teacher(s) shall be compensated for the extra responsibility. The extra compensation shall be based upon \$10.00 per hour in accordance with the following schedule.

	<u>Full Class</u>	<u>½ Class</u>	<u>⅓ Class</u>	<u>¼ Class</u>
Full Day	\$60.00	\$30.00	\$20.00	\$15.00
Half Day	\$30.00	\$15.00	\$10.00	\$7.50
Hourly	\$10.00	\$5.00	\$3.33	\$2.50

The form for payment for class coverage/splitting is available upon request and the affected teacher(s) are responsible for initiating the payment request through their building Principal. (New 2013-14)

**ARTICLE M: COMPENSATION FOR UNUSED SICK LEAVE UPON RETIREMENT**

The Yukon Board of Education will pay retiring certified employees a maximum lifetime benefit of twenty five dollars (\$25.00) per day reimbursement for unused sick leave up to 120 days. This reimbursement will be based upon actual unused sick leave days and is not to include additional days earned at any school district and granted by the State for retirement purposes. Full retirement is defined as receiving teacher retirement and/or social security benefits. The maximum lifetime benefit shall not exceed three thousand dollars (\$3,000). (Amended 2018)

**ARTICLE N: PAYROLL DEDUCTION**

Certified employees shall be able to payroll deduct the following items:

1. Association dues as allowed by law
2. Tax-sheltered Annuity
3. Investments
4. Anton Yanda/YPEA Scholarship

\*Subject to F.I.C.A. cost (Amended 2013, 2015)



## **SECTION V GRIEVANCE PROVISIONS**

### **1. DEFINITIONS**

- a. A "grievant" shall mean a certified employee or certified employees or the Association filing a grievance.
- b. A "grievance" shall mean a claim by a grievant involving interpretation or application of the terms of this agreement.
- c. A "party in interest" is the person or persons making the claim or any person who might be required to take action, or the person against whom action might be taken in order to resolve the claim.
- d. "Days" shall mean certified employee employment days, except as otherwise indicated.

### **2. RIGHTS TO REPRESENTATION**

- a. Any aggrieved certified employee may be represented at all stages of the grievance procedure by himself/herself or at his/her option by a representative of his/her choice. When a certified employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the formal grievance procedure.
- b. If, in the judgment of the Association, a grievance affects a group of certified employees or the Association, the Association may upon presentation of a statement that a grievance exists signed by five (5) certified employees, file a grievance in writing to the Superintendent and begin the procedure at Step II or Step III.
- c. Grievances involving more than one (1) supervisor and grievances involving an Administrator above the building level may be filed at Step II.

### **3. INFORMAL PROCEDURE**

- a. A certified employee with a grievance may first discuss it individually with the building Principal within ten (10) days of the alleged violation, stating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made.
- b. Any certified employee who does not wish to utilize the informal procedure or whose grievance was not resolved in the informal discussion may file a written grievance as provided for in Step I of the formal procedure.

### **4. FORMAL PROCEDURE**

#### **STEP 1**

- a. The grievant shall submit a written grievance to his/her building Principal within fifteen (15) days of the day the alleged violation occurred. The written grievance shall cite the specific articles, sections, and paragraphs alleged to be violated, and will also state the specific remedy sought.
- b. The building Principal shall schedule and hold a meeting within five (5) days after receipt of the written or digital grievance. Present at this meeting shall include the grievant(s), and if the grievant so desires, a representative of his/her own choosing and the building Principal, and if the building Principal desires, a representative of his/her own choosing.



- c. The building Principal will transmit his/her decision in writing with reasons upon which the decision was based, to the grievant within four (4) days after the meeting was held.

#### STEP 2

- a. If the grievant is not satisfied with the disposition of the grievance at Step I or if no decision has been rendered within ten (10) days after presentation of the grievance, the grievance may be referred to the Superintendent or his/her designee in his/her absence.
- b. The Superintendent shall arrange for a meeting to take place within five (5) days of the receipt of the appeal.
- c. Upon conclusion of the meeting, the Superintendent will provide his/her written decision to the grievant, Association, and building Principal if involved within four (4) days. Such written decision shall include reasons upon which the decision was based.
- d. If the Association is not the representative for a grievant, a spokesperson for the Association may be present to submit the Association's views on the grievance.

#### STEP 3

- a. If the grievant is not satisfied with the disposition of his/her grievance at Step II, or if no decision has been rendered within ten (10) days after he/she first met with the Superintendent or his/her official designee, he/she may within five (5) days after the decision of the Superintendent or fifteen (15) days after he/she first met with the Superintendent, whichever is sooner, a request in writing that his/her grievance be heard within twenty (20) working days from the receipt of the request.
- b. Neither party shall be permitted to enter into the school board hearing any information which was not submitted to all parties in interest before completion of Step II.
- c. At the conclusion of the hearing, the Board shall render its decision by vote of the members present and shall transmit its decision in writing to the grievant, the building Principal, if involved, the Superintendent, and the Association.

#### **5. REPRISALS**

No reprisals of any kind will be taken by any of the parties in interest because of his/her participation in the grievance procedure.

#### **6. COOPERATIVE INVESTIGATION**

The parties of interest will cooperate in the investigation of any formally presented grievance and will furnish such information as is requested for the processing of any grievance.

#### **7. RELEASE TIME**

If the investigation or hearing of any grievance should be scheduled during the school day, all parties of interest shall be released from regular duties without loss of pay.

#### **8. PERSONNEL FILES**

No documents or records dealing with the processing of a grievance shall be filed in the



grievant's personnel file.

**9. GRIEVANCE FORMS**

All forms in implementation of the grievance process will be prepared jointly by the Board and the Association. The cost of such forms shall be borne by the Board.



## **SECTION VI**

### **MISCELLANEOUS**

#### **ARTICLE A: EMERGENCY SCHOOL CLOSING**

When in the opinion of the Superintendent it is advisable to close the Yukon Schools due to bad weather or other lawful emergencies, no leave days previously arranged for that day by a certified employee shall be deducted. If the closing of school results in the loss of a student class day or a portion of a student class day and that day is not made up, certified employees will not lose pay and/or leave as a result.

#### **ARTICLE B: PRINTING OF THE COLLECTIVE BARGAINING AGREEMENT**

The Board and the Association have agreed to allow printing of the collective bargaining agreement in any Yukon District Building. A copy of the collective bargaining agreement shall also be posted on the YPS web site. (Amended 2013)



# SECTION VII

## APPENDICES

### ARTICLE A: YPEA GRIEVANCE REPORT FORM

BUILDING: \_\_\_\_\_ ASSIGNMENT: \_\_\_\_\_

NAME OF GRIEVANT: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

\_\_\_\_\_

#### STEP I

(Within 15 days from time you became aware of condition for complaint.)

A. Date Cause of Grievance Occurred: \_\_\_\_\_

B. Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE:

(Building Principal will arrange a meeting within 5 days and provide in written form within 4 days of meeting.)

C. Disposition of Principal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If additional space is needed in reporting Section B of Step I, attach an additional sheet.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_



**STEP II**

A. Date received by Superintendent or Designee: \_\_\_\_\_

(Superintendent or Designee shall arrange a meeting within 5 days of appeal and provide his decision within 4 days of meeting.)

B. Disposition of Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

C. Position of Grievant and/or Association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STEP III**

(If not satisfied with disposition of Step II or no decision has been rendered within 10 days of meeting with Superintendent or Designee.)

A. Date Submitted to Board: \_\_\_\_\_

B. Disposition and Award of Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF BOARD PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: All provisions of Article \_\_\_\_\_ of the Agreement Dated \_\_\_\_\_, 20\_\_\_\_,



WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

**ARTICLE B: MEMORANDUM OF UNDERSTANDING**

**PART 1**

Jeans may be worn with a Yukon Miller shirt on Fridays and paydays. One additional jeans day will be provided for the Anton Yanda/YPEA scholarship fundraiser. (Amended 2013, 2016)

**PART 2**

Professional development will be provided to administrators to aid in their use of alternative forms of communication to share as much information as possible prior to calling a meeting outside of the work day. It will be the employee's responsibility to read and review all alternative forms of communication. (Amended 2016)

**PART 3**

In the case of an alternative setting or otherwise atypical education setting under the direction of Yukon Public Schools, an equivalent days and hours calculation can be established to fulfill the annual contract requirements. This shall be accomplished by multiplying the current contract days for the applicable position by 7 and two-thirds ( $7 \frac{2}{3}$ ) consecutive hours, minus an amount not to exceed 50 minutes per contracted day in lieu of a planning period, to establish the total work requirement.

The work requirement remains an obligation for contracted "days," not "hours." The established required work days and the required work hours will be distributed before the end of the current school year. Changes made as a result of school closings will only be done in relation to changes made to the work hours and contract days for all work sites.



**ARTICLE C: STAFF RELATIONS COMPLAINT FORM**

It is the desire of the Yukon Public Schools that all employees will work in an atmosphere that encourages excellence. All employees are entitled to a workplace that is free of harassment and/or intimidation.

The Yukon School District encourages employees to report complaints of harassment and/or intimidation. The complaint should be reported immediately to the Superintendent or his designee.

-----

Employee:

Date of Incident: \_\_\_\_\_

Description of complaint: (Please be very specific.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**ARTICLE D: CERTIFIED PERSONNEL SALARY & COMPENSATION SCHEDULES**

Note: The following scales are effective for the current fiscal year only and do not imply future earnings. Subsequent scales will be determined by budgetary conditions at the time.

\*\*A \$322.58 (\$300.00 salary + \$22.58 TRS benefit) increment will be paid for "Full Credit Experience" for fifteen (15) hours over the Bachelor's & Master's degrees only for those in receipt of this benefit prior to July 1st, 2017. The State Paid TRS Credit is paid directly into the employee's TRS retirement account and is not reflected on the employee's pay stub. The State Paid insurance Flex is only available to employees enrolled in the State Health Insurance Plan administered by the District.





**Yukon 2018-2019 Compensation Schedule  
BACHELORS**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Step	Base Salary	Additional Salary (TRS Credit)	Employer Paid Retirement	Vision & Life Insurance	Total District Compensation	Cash In Lieu of Insurance	OR Flexible Benefit Allowance
0.00	38,500.00	60.15	2,848.09	138.00	41,546.24	836.52	7,138.80
1.00	38,754.00	103.41	2,823.94	138.00	41,819.35	836.52	7,138.80
2.00	39,245.00	145.65	2,818.66	138.00	42,347.31	836.52	7,138.80
3.00	39,737.00	188.15	2,813.19	138.00	42,876.34	836.52	7,138.80
4.00	40,228.00	233.33	2,804.97	138.00	43,404.30	836.52	7,138.80
5.00	40,732.00	278.76	2,797.48	138.00	43,946.24	836.52	7,138.80
6.00	41,237.00	325.26	2,788.99	138.00	44,489.25	836.52	7,138.80
7.00	41,745.00	372.82	2,779.66	138.00	45,035.48	836.52	7,138.80
8.00	42,252.00	421.44	2,769.21	138.00	45,580.65	836.52	7,138.80
9.00	42,759.00	471.12	2,757.69	138.00	46,125.81	836.52	7,138.80
10.00	43,374.00	521.87	2,753.23	138.00	46,787.10	836.52	7,138.80
11.00	43,901.00	573.67	2,741.09	138.00	47,353.76	836.52	7,138.80
12.00	44,425.00	626.54	2,727.66	138.00	47,917.20	836.52	7,138.80
13.00	44,948.00	680.48	2,713.09	138.00	48,479.57	836.52	7,138.80
14.00	45,472.00	735.47	2,697.54	138.00	49,043.01	836.52	7,138.80
15.00	46,015.00	791.53	2,682.35	138.00	49,626.88	836.52	7,138.80
16.00	46,549.00	848.65	2,665.43	138.00	50,201.08	836.52	7,138.80
17.00	47,109.00	906.83	2,649.40	138.00	50,803.23	836.52	7,138.80
18.00	47,669.00	966.07	2,632.31	138.00	51,405.38	836.52	7,138.80
19.00	48,229.00	1,026.38	2,614.15	138.00	52,007.53	836.52	7,138.80
20.00	48,809.00	1,087.75	2,596.43	138.00	52,631.18	836.52	7,138.80
21.00	49,396.00	1,150.18	2,578.19	138.00	53,262.37	836.52	7,138.80
22.00	50,017.00	1,213.68	2,561.43	138.00	53,930.11	836.52	7,138.80
23.00	50,637.00	1,278.23	2,543.54	138.00	54,596.77	836.52	7,138.80
24.00	51,257.00	1,343.85	2,524.59	138.00	55,263.44	836.52	7,138.80
25.00	52,808.00	1,410.53	2,574.65	138.00	56,931.18	836.52	7,138.80
26.00	53,360.00	1,410.53	2,616.20	138.00	57,524.73	836.52	7,138.80
27.00	53,912.00	1,410.53	2,657.75	138.00	58,118.28	836.52	7,138.80
28.00	54,464.00	1,410.53	2,699.30	138.00	58,711.83	836.52	7,138.80
29.00	55,016.00	1,410.53	2,740.85	138.00	59,305.38	836.52	7,138.80
30.00	55,568.00	1,410.53	2,782.39	138.00	59,898.92	836.52	7,138.80
31.00	56,120.00	1,410.53	2,823.94	138.00	60,492.47	836.52	7,138.80
32.00	56,672.00	1,410.53	2,865.49	138.00	61,086.02	836.52	7,138.80
33.00	57,224.00	1,410.53	2,907.04	138.00	61,679.57	836.52	7,138.80
34.00	57,776.00	1,410.53	2,948.59	138.00	62,273.12	836.52	7,138.80
35.00	58,328.00	1,410.53	2,990.14	138.00	62,866.67	836.52	7,138.80
36.00	58,880.00	1,410.53	3,039.81	138.00	63,576.34	836.52	7,138.80
37.00	59,648.00	1,410.53	3,089.49	138.00	64,286.02	836.52	7,138.80
38.00	60,308.00	1,410.53	3,139.17	138.00	64,995.70	836.52	7,138.80
39.00	60,968.00	1,410.53	3,188.85	138.00	65,705.38	836.52	7,138.80
40.00	61,628.00	1,410.53	3,238.52	138.00	66,415.05	836.52	7,138.80
41.00	62,288.00	1,410.53	3,288.20	138.00	67,124.73	836.52	7,138.80
42.00	62,288.00	1,410.53	3,288.20	138.00	67,124.73	836.52	7,138.80
43.00	62,288.00	1,410.53	3,288.20	138.00	67,124.73	836.52	7,138.80
44.00	62,288.00	1,410.53	3,288.20	138.00	67,124.73	836.52	7,138.80
45.00	62,288.00	1,410.53	3,288.20	138.00	67,124.73	836.52	7,138.80

- (A) Step Salary placement level
- (B) Base Salary Negotiated salary level
- (C) Additional Salary (TRS Credit) Statutory required payment to certified staff as additional compensation
- (D) Employer Paid Retirement 7% of Total Compensation (F) less Additional Salary (TRS Credit) (C)
- (E) Vision & Life Insurance Employer paid vision insurance + \$10,000 life insurance
- (F) Total District Compensation Sum of (B) through (E)
- (G) Cash In Lieu of Insurance Flexible Benefit Allowance (FBA) - Teachers not enrolled in the State's Health Insurance Plan
- (H) Flexible Benefit Allowance Flexible Benefit for major medical coverage (\$594.90 per month until Dec 31, 2018 / \$594.90 after Jan 1, 2019)





## Yukon 2018-2019 Compensation Schedule

### MASTERS

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Step	Base Salary	Additional Salary (TRS Credit)	Employer Paid Retirement	Vision & Life Insurance	Total District Compensation	Cash In Lieu of Insurance	OR Flexible Benefit Allowance
0.00	39,700.00	60.15	2,938.41	138.00	42,836.56	836.52	7,138.80
1.00	40,094.00	103.41	2,924.81	138.00	43,260.22	836.52	7,138.80
2.00	40,585.00	145.65	2,919.52	138.00	43,788.17	836.52	7,138.80
3.00	41,077.00	188.15	2,914.05	138.00	44,317.20	836.52	7,138.80
4.00	41,568.00	233.33	2,905.83	138.00	44,845.16	836.52	7,138.80
5.00	42,072.00	278.76	2,898.34	138.00	45,387.10	836.52	7,138.80
6.00	42,577.00	325.26	2,889.85	138.00	45,930.11	836.52	7,138.80
7.00	43,085.00	372.82	2,880.52	138.00	46,476.34	836.52	7,138.80
8.00	43,592.00	421.44	2,870.07	138.00	47,021.51	836.52	7,138.80
9.00	44,100.00	471.12	2,858.62	138.00	47,567.74	836.52	7,138.80
10.00	44,783.00	521.87	2,859.28	138.00	48,302.15	836.52	7,138.80
11.00	45,310.00	573.67	2,847.15	138.00	48,868.82	836.52	7,138.80
12.00	45,834.00	626.54	2,833.72	138.00	49,432.26	836.52	7,138.80
13.00	46,358.00	680.48	2,819.22	138.00	49,995.70	836.52	7,138.80
14.00	46,881.00	735.47	2,803.59	138.00	50,558.06	836.52	7,138.80
15.00	47,425.00	791.53	2,788.48	138.00	51,143.01	836.52	7,138.80
16.00	47,984.00	848.65	2,773.44	138.00	51,744.09	836.52	7,138.80
17.00	48,544.00	906.83	2,757.41	138.00	52,346.24	836.52	7,138.80
18.00	49,104.00	966.07	2,740.32	138.00	52,948.39	836.52	7,138.80
19.00	49,664.00	1,026.38	2,722.16	138.00	53,550.54	836.52	7,138.80
20.00	50,245.00	1,087.75	2,704.52	138.00	54,175.27	836.52	7,138.80
21.00	50,857.00	1,150.18	2,688.15	138.00	54,833.33	836.52	7,138.80
22.00	51,477.00	1,213.68	2,671.32	138.00	55,500.00	836.52	7,138.80
23.00	52,098.00	1,278.23	2,653.51	138.00	56,167.74	836.52	7,138.80
24.00	52,718.00	1,343.85	2,634.56	138.00	56,834.41	836.52	7,138.80
25.00	54,305.00	1,410.53	2,687.33	138.00	58,540.86	836.52	7,138.80
26.00	54,869.00	1,410.53	2,729.78	138.00	59,147.31	836.52	7,138.80
27.00	55,433.00	1,410.53	2,772.23	138.00	59,753.76	836.52	7,138.80
28.00	55,997.00	1,410.53	2,814.69	138.00	60,360.22	836.52	7,138.80
29.00	56,561.00	1,410.53	2,857.14	138.00	60,966.67	836.52	7,138.80
30.00	57,125.00	1,410.53	2,899.59	138.00	61,573.12	836.52	7,138.80
31.00	57,809.00	1,410.53	2,951.07	138.00	62,308.60	836.52	7,138.80
32.00	58,493.00	1,410.53	3,002.56	138.00	63,044.09	836.52	7,138.80
33.00	59,177.00	1,410.53	3,054.04	138.00	63,779.57	836.52	7,138.80
34.00	59,861.00	1,410.53	3,105.52	138.00	64,515.05	836.52	7,138.80
35.00	60,545.00	1,410.53	3,157.01	138.00	65,250.54	836.52	7,138.80
36.00	61,241.00	1,410.53	3,209.39	138.00	65,998.92	836.52	7,138.80
37.00	61,937.00	1,410.53	3,261.78	138.00	66,747.31	836.52	7,138.80
38.00	62,633.00	1,410.53	3,314.17	138.00	67,495.70	836.52	7,138.80
39.00	63,329.00	1,410.53	3,366.56	138.00	68,244.09	836.52	7,138.80
40.00	64,025.00	1,410.53	3,418.94	138.00	68,992.47	836.52	7,138.80
41.00	64,721.00	1,410.53	3,471.33	138.00	69,740.86	836.52	7,138.80
42.00	64,721.00	1,410.53	3,471.33	138.00	69,740.86	836.52	7,138.80
43.00	64,721.00	1,410.53	3,471.33	138.00	69,740.86	836.52	7,138.80
44.00	64,721.00	1,410.53	3,471.33	138.00	69,740.86	836.52	7,138.80
45.00	64,721.00	1,410.53	3,471.33	138.00	69,740.86	836.52	7,138.80

- (A) Step Salary placement level
- (B) Base Salary Negotiated salary level
- (C) Additional Salary (TRS Credit) Statutory required payment to certified staff as additional compensation
- (D) Employer Paid Retirement 7% of Total Compensation (F) less Additional Salary (TRS Credit) (C)
- (E) Vision & Life Insurance Employer paid vision insurance + \$10,000 life insurance
- (F) Total District Compensation Sum of (B) through (E)
- (G) Cash In Lieu of Insurance Flexible Benefit Allowance (FBA) - Teachers not enrolled in the State's Health Insurance Plan
- (H) Flexible Benefit Allowance Flexible Benefit for major medical coverage (\$594.90 per month until Dec 31, 2018 / \$594.90 after Jan 1, 2019)





**Yukon 2018-2019 Compensation Schedule  
DOCTORATE**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Step	Base Salary	Additional Salary (TRS Credit)	Employer Paid Retirement	Vision & Life Insurance	Total District Compensation	Cash In Lieu of Insurance	OR Flexible Benefit Allowance
0.00	40,900.00	60.15	3,028.73	138.00	44,126.88	836.52	7,138.80
1.00	41,484.00	103.41	3,029.43	138.00	44,754.84	836.52	7,138.80
2.00	41,975.00	145.65	3,024.15	138.00	45,282.80	836.52	7,138.80
3.00	42,467.00	188.15	3,018.68	138.00	45,811.83	836.52	7,138.80
4.00	42,958.00	233.33	3,010.45	138.00	46,339.78	836.52	7,138.80
5.00	43,462.00	278.76	3,002.96	138.00	46,881.72	836.52	7,138.80
6.00	43,968.00	325.26	2,994.55	138.00	47,425.81	836.52	7,138.80
7.00	44,499.00	372.82	2,986.95	138.00	47,996.77	836.52	7,138.80
8.00	45,030.00	421.44	2,978.30	138.00	48,567.74	836.52	7,138.80
9.00	45,562.00	471.12	2,968.66	138.00	49,139.78	836.52	7,138.80
10.00	46,406.00	521.87	2,981.44	138.00	50,047.31	836.52	7,138.80
11.00	46,963.00	573.67	2,971.57	138.00	50,646.24	836.52	7,138.80
12.00	47,499.00	626.54	2,959.04	138.00	51,222.58	836.52	7,138.80
13.00	48,035.00	680.48	2,945.44	138.00	51,798.92	836.52	7,138.80
14.00	48,570.00	735.47	2,930.72	138.00	52,374.19	836.52	7,138.80
15.00	49,127.00	791.53	2,916.59	138.00	52,973.12	836.52	7,138.80
16.00	49,752.00	848.65	2,906.51	138.00	53,645.16	836.52	7,138.80
17.00	50,372.00	906.83	2,895.00	138.00	54,311.83	836.52	7,138.80
18.00	50,992.00	966.07	2,882.42	138.00	54,978.49	836.52	7,138.80
19.00	51,612.00	1,026.38	2,868.78	138.00	55,645.16	836.52	7,138.80
20.00	52,254.00	1,087.75	2,855.73	138.00	56,335.48	836.52	7,138.80
21.00	52,902.00	1,150.18	2,842.08	138.00	57,032.26	836.52	7,138.80
22.00	53,558.00	1,213.68	2,827.95	138.00	57,737.63	836.52	7,138.80
23.00	54,215.00	1,278.23	2,812.86	138.00	58,444.09	836.52	7,138.80
24.00	54,871.00	1,343.85	2,796.61	138.00	59,149.46	836.52	7,138.80
25.00	56,539.00	1,410.53	2,855.48	138.00	60,943.01	836.52	7,138.80
26.00	57,127.00	1,410.53	2,899.74	138.00	61,575.27	836.52	7,138.80
27.00	57,715.00	1,410.53	2,944.00	138.00	62,207.53	836.52	7,138.80
28.00	58,303.00	1,410.53	2,988.25	138.00	62,839.78	836.52	7,138.80
29.00	58,891.00	1,410.53	3,032.51	138.00	63,472.04	836.52	7,138.80
30.00	59,479.00	1,410.53	3,076.77	138.00	64,104.30	836.52	7,138.80
31.00	60,175.00	1,410.53	3,129.16	138.00	64,852.69	836.52	7,138.80
32.00	60,871.00	1,410.53	3,181.55	138.00	65,601.08	836.52	7,138.80
33.00	61,567.00	1,410.53	3,233.93	138.00	66,349.46	836.52	7,138.80
34.00	62,263.00	1,410.53	3,286.32	138.00	67,097.85	836.52	7,138.80
35.00	62,959.00	1,410.53	3,338.71	138.00	67,846.24	836.52	7,138.80
36.00	63,703.00	1,410.53	3,394.71	138.00	68,646.24	836.52	7,138.80
37.00	64,447.00	1,410.53	3,450.71	138.00	69,446.24	836.52	7,138.80
38.00	65,191.00	1,410.53	3,506.71	138.00	70,246.24	836.52	7,138.80
39.00	65,935.00	1,410.53	3,562.71	138.00	71,046.24	836.52	7,138.80
40.00	66,679.00	1,410.53	3,618.71	138.00	71,846.24	836.52	7,138.80
41.00	67,375.00	1,410.53	3,671.09	138.00	72,594.62	836.52	7,138.80
42.00	67,375.00	1,410.53	3,671.09	138.00	72,594.62	836.52	7,138.80
43.00	67,375.00	1,410.53	3,671.09	138.00	72,594.62	836.52	7,138.80
44.00	67,375.00	1,410.53	3,671.09	138.00	72,594.62	836.52	7,138.80
45.00	67,375.00	1,410.53	3,671.09	138.00	72,594.62	836.52	7,138.80

- (A) Step Salary placement level
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## SECTION VIII SIGNATURES

### ARTICLE A: SIGNATURES

This agreement and each of its provisions shall be binding and effective as of the 20th day of August, 2018, and shall continue in full force and effect until a successor agreement is bargained. In witness where, the Association and Board have set their signatures on the 20th day of August, 2018.

YPEA CHIEF NEGOTIATOR

BOARD OF EDUCATION CHIEF NEGOTIATOR

YPEA MEMBER

BOARD OF EDUCATION MEMBER

YPEA MEMBER

BOARD OF EDUCATION MEMBER

YPEA MEMBER

BOARD OF EDUCATION MEMBER

YPEA PRESIDENT

BOARD OF EDUCATION MEMBER

BOARD OF EDUCATION PRESIDENT