

# MEMORANDUM OF AGREEMENT

BETWEEN  
MANNFORD EDUCATION ASSOCIATION  
AND  
MANNFORD BOARD OF EDUCATION, I-003

REVISED AUGUST 2019

## MEMORANDUM OF AGREEMENT

This agreement entered into for the 2019-20 contract year this 30th day of September 2019, by and between the MANNFORD EDUCATION ASSOCIATION and the BOARD OF EDUCATION of MANNFORD PUBLIC SCHOOLS.

MANNFORD BOARD OF EDUCATION

Ma-Bu 9-9-19  
President Date

Steve H 9-9-19  
Vice-President Date

MANNFORD EDUCATION  
ASSOCIATION

Kim Morris 9-9-19  
President Date

David Walcott 9-11-19  
Vice President Date

## TABLE OF CONTENTS

Procedural Agreement	4-7
Leave	8
Sick Leave	8
Payment for Unused Sick Leave	8
Attendance Bonus	9
Employee Attendance Record Summary	10-11
Sick Leave Donation Policy	12-13
Family Medical Leave Act and Summary	14-18
Post Natal Care	18
Personal Business Leave	19
Emergency Leave	19
Bereavement Leave	20
MEA President's Leave	20
MEA Leave	20
Professional Leave	21
Request Form	21
Extended Leave of Absence	22
Salary Schedule	23-30
Extra Duty Pay Schedule	31-33
Pay for Working Ball Games	34
MPS Intra-District Travel Voucher	35
Grievance Procedure	36-38
Grievance Procedure Forms	39-43

Certified Teacher Employee Evaluation	44
Use of Audio Visual Equipment	44
Right to Notice	44
Teacher's Hours	45
Class Size	45
Daily Scheduled Preparation Period for Elementary Teachers	45
Duty Free Lunch for all Teachers	45
Scheduled Duty	46
School Calendar	46
Private Telephone Line in Workroom	46
Posting of Vacancies	44
Access to Board of Education Policies and Procedures	47
Access to the Memorandum of Agreement Between the Mannford Education Association and the Mannford Board of Education	47
Parent and Teacher Conference Days	47
Personnel Files	47
Board Meeting Packet	47
Notification of Assignment	48
Teaching Assignments	48
Compensation for Certified Staff Substituting	48
Mannford Public Schools Reduction in Force Policy	49-51





**PROCEDURAL AGREEMENT  
MANNFORD INDEPENDENT SCHOOL DISTRICT AND  
MANNFORD EDUCATION ASSOCIATION**

The following is a procedural agreement between the Board of Education of Independent School District Number 3 of Creek County, Oklahoma, hereinafter referred to as the “Board” and the Mannford Educational Association, Creek County, Oklahoma, hereinafter referred to as the “Association.”

The Association is here defined as the designated bargaining agent for professional educators of Mannford School District I-3.

The Board and the Association, in order to provide the framework for effective professional negotiations, hereby agree upon the following procedures.

**I. RECOGNITION**

The Board recognizes the Association as the exclusive representation of the professional educators of this district. The governing Board of each school district is hereby designated and shall hereinafter be known as the Board of Education of each district (Sec. 5-106, HB 1155, 1971 Legislature). The Board, after validating teacher representatives’ proxies, agrees to recognize the Association as the exclusive representative of its members for a period of three years from the date of acceptance of this procedural agreement. At the completion of this three-year period, the Association shall gather signed authorizations, if required by the Board, to decide upon the exclusive representative association for an ensuing period, with the further stipulation that any person so employed as a professional educator, who desires not to be represented by any organization may so state in writing to the Board. Amendments to this procedural agreement may be negotiated at the first meeting of each year of the recognized period, not to exceed four items by each team. Additional amendments may be considered by the majority vote of each committee.

**II. PURPOSE**

All privileges and obligations granted to or assumed by the Association under the terms and provisions of this agreement are the exclusive use of the Association during and coincident with the period of exclusive recognition.

**III. PROCEDURE**

**A. Meetings**

1. A minimum of two meetings shall be held each school year between the representatives of the Board and the Association. Items for current year negotiations will be presented to the chief negotiators by June 1st of each year. If deemed necessary, either chief negotiator may call for additional meetings

between the two chief negotiators to clarify items before the first negotiations session. A workable meeting date, as determined by mutual agreement between both parties will be chosen for the first negotiations meeting.

2. Request for Additional Meetings

- a. Request from the Association for additional meetings, if desired, shall be made in writing to the Board Chief Negotiator.
- b. Request from the Board of additional meetings, if desired, shall be made in writing to the Association Chief Negotiator.
- c. Within 10 calendar days after receipt of such request from either party, the respective chief negotiator shall establish a mutually acceptable time and place for the meeting. Sufficient meetings shall be held to ensure adequate consideration and agreement on negotiable items prior to June 30<sup>th</sup> of each year. The date represents the point in time when budgetary decisions must be made.

3. Agenda – The Board Team and the Association Team shall agree on the agenda for each meeting prior to the end of the previous meeting. The chief negotiator who requested the meeting will begin by presenting his agenda items. Thereafter, presentations will be made by the other committee chairman.

B. Committee Composition and Chairmanship

1. Meetings shall be conducted between a committee designated by the Board of Education and a committee representing the Association. Each such committee shall consist of not more than five members. Each group shall designate its spokesman or chairman. Neither party shall endeavor to establish any control over the other's selection of representatives or their use of consultants.
2. Each committee will designate its secretary who will keep written and separate minutes for his or her respective group. This secretary shall be a member of the committee.
3. At the first meeting of each year of the recognition period, each committee chairman will present the other committee chairman with a list of committee members who will represent their Association or Board of Education.

C. Attendance at Meetings

1. Each committee member shall be notified by his respective chief negotiator as to the time and place of the meeting.
2. These meetings shall be closed to all except:

- a. Board and Association negotiations committee members
- b. Members of the Association (not to exceed 2 per meeting) as invited by the Association Chief Negotiator.
- c. Members of the Board who are not Association members or employees of the School District (not to exceed 2 per meeting) as invited by the Board Chief Negotiator.
- d. All visitors are to be in the roles of observers unless invited to speak by a majority vote of each committee. Observers are bound by the procedural agreement.
- e. Facts, opinions, proposals, and counter-proposals relative to the negotiable items shall be exchanged freely and in good faith during all meetings in an effort to reach a mutual understanding and agreement.

#### D. Subject of Negotiations

- 1. It is agreed that the parties negotiate under the provisions of the Professional Negotiations Act of the School Code.
- 2. The Association and the Board do hereby agree that any agreement which is subsequently found to be contrary with state law or which goes beyond the powers granted the Board, will be automatically null and void at the time of such disclosure. In such cases, the Board will adopt an interim policy which then may be renegotiated.

#### E. Impasse

If agreement cannot be reached, the negotiable item(s) causing the impasse shall be referred to a three-member committee. This committee shall consist of one member selected by the representatives of the professional organization, one member selected by the local Board of Education, and the third member selected by the first two members, and this member shall serve as chairman of the committee. This committee shall meet with the Board of Education or its duly designated representatives and the duly designated representatives of the professional organization for the purpose of fact finding. Subsequently, this committee shall make recommendations to each of the above parties. (Sec. 7, HB 1324, 1971 Legislature) Each party shall pay its own expenses in resolving impasse.

#### F. Exchange of Information

The Board agrees to provide the Association with summary data as to anticipated income and expenditures as soon as such data is available. Additionally, the Board agrees to provide the Association with updated information on these documents, a tentative budget for the next school year at least 30 days prior to the date for Board action thereon, and

information on the numbers and levels on the salary schedule. "The Board shall provide other requested information to the Association on negotiable items as listed in the Professional Negotiations Act of the School Code."

G. Press Releases

Joint press releases will be the exclusive device for dissemination of information to the news media. All press releases will be composed and approved by the chief negotiators during the negotiations meeting. Such releases will be made only with the signed approval of both chief negotiators. This agreement on press releases shall be binding until the conclusion of the impasse procedures.

H. Each committee recognizes that negotiated agreements on negotiable items are subject to final approval by both the Mannford Education Association and the Mannford Board of Education. Agreements on specific negotiable items are tentative until ratified by the teaching staff and the Board. When the two committees reach an agreement on negotiable items, such agreement shall be reduced to writing and signed by the chairman of each group. Upon an agreement, all items will constitute a complete tentative agreement. The Association shall then present agreement to the Association members for ratification by secret ballot, with the result being certified to the Board of Education, signed by the President and Secretary of the Association. The Board shall then act on the agreement at its next regular meeting. Approval by the Board is defined as that Board action which, by official public vote, approves the total package by entering such approval into the Board minutes.

INDEPENDENT SCHOOL DISTRICT NUMBER THREE OF CREEK COUNTY,  
OKLAHOMA

BY Marj 9-9-19  
President of the Board of Education Date

THE MANNFORD EDUCATION ASSOCIATION

BY Kim Morris 9-9-19  
President Date

## **LEAVE**

Professional employees will be given a written accounting of accumulated leave days by June 30<sup>th</sup> of each school year. (See pages 10-11)

## **SICK LEAVE**

Unauthorized use of emergency, personal business, or sick leave will result in salary deduction of 1/173rd for each day of use.

All teachers shall be granted sick leave in accordance with the School Code of Oklahoma without loss of salary for not more than twelve (12) school days per year. Unused leave shall accumulate to a total of seventy-two (72) days, of which a percentage is transferable to another school district. In order to qualify for leave, the teacher must give notice to the principal prior to the absence.

When a teacher is absent after all sick leave benefits have been utilized, the teacher shall receive contract pay less the amount paid his/her substitute teacher for an additional twenty (20) days. When the twenty (20) days have been used, the teacher will be taken off contract until they return. In no case will extended leave continue past June 30 of a contract year.

## **PAYMENT FOR UNUSED SICK LEAVE**

Upon termination of employment after ten (10) years of continuous service in the Mannford Public School System, professional employees will receive lump sum payment in an amount equal to their own accumulated and unused sick leave at the rate of \$10 per day. If a teacher goes to another school, only the nontransferable sick leave days will be paid.

If a teacher does not complete the current school year, no payment for unused sick leave shall be made for that school year.

Upon request, the school district shall report to the Oklahoma Teacher's Retirement System the sick leave accumulation total of each employee for retirement purposes.

The school district shall report to the TRS the accumulation of 120 days sick leave for retirement purposes.

## ATTENDANCE BONUS

The district will pay the following attendance bonus in the December 30th paycheck and the June 15th paycheck in accordance with the following schedule.

The attendance bonus will be calculated at the end of each semester (August through December; January through May) by determining the employee's number of contracted days less absence due to usage for sick leave, personal business leave, emergency leave, and bereavement leave. The following payment schedule shall apply.

Days Missed	Amount of Bonus
0 (not even a partial day)	\$250
1	\$200
2	\$150

YEAR 2011-2012

NAME

LAST FIRST MIDDLE

DEPARTMENT

PAYROLL/CLOCK NUMBER

TELEPHONE NUMBER

DATE OF HIRE

SICK DAYS DUE

VACATION TIME DUE

# EMPLOYEE ATTENDANCE RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		AB	CE		SM	ARY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
--	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	--	----	----	--	----	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CODE DIRECTORY:  
B - BEREAVEMENT  
E - EMERGENCY H -  
HOLIDAY J - JURY

L - LEAVE WITHOUT PAY  
LS - LEAVE WITH SUB PAY  
ML - MILITARY LEAVE  
P - PERSONAL

PL - PROFESSIONAL LEAVE  
S - SICK  
V - VACATION  
SB - SICK BANK

YEARLY TOTALS



## Employee Attendance Record Summary

YEAR 2011-2012 FMPI OYFF ATTENDANCE RECORD

SICK TIME SUMMARY:

ALLOWED IN CURRENT YEAR \_\_\_\_\_

CARRIED OVER FROM PREVIOUS YEAR \_\_\_\_\_

TOTAL \_\_\_\_\_

DAYS TAKEN \_\_\_\_\_

BALANCE \_\_\_\_\_

UNUSED PERSONAL DAYS CONVERTED TO SICK DAY(S) - ADD \_\_\_\_\_

AUTHORIZED CARRY OVER TO NEXT YEAR \_\_\_\_\_

SICK DAYS OVER 72 APPLIED TO RETIREMENT: \_\_\_\_\_

ALLOWED IN CURRENT YEAR \_\_\_\_\_

CARRIED OVER FROM PREVIOUS YEAR \_\_\_\_\_

TOTAL \_\_\_\_\_

## SICK LEAVE DONATION

Sick leave days may be donated from one District employee to another within the following guidelines:

1. Permission to receive donations will be granted only for a District employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the Board of Education.
2. For purpose of this policy, the following definitions apply:
  - a. "Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.
  - b. "Household member" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
  - c. "Severe" or "extraordinary" means serious, extreme or life-threatening.
  - d. "District employee" means a teacher or any full-time employee of the School District. Whether an employee is a "full-time employee of the School District" will be determined by the standard period of labor, which is customarily understood to constitute full-time employment for the type of service performed by the employee.
3. The request for permission to receive donations must be in writing and may be presented to the superintendent by the District employee or another employee (acting with the affected employee's permission) on his or her behalf. The Superintendent will place the request on the agenda of the Board of Education. A District employee may be eligible to receive donation if the Board determines that the employee has followed district policies regarding the use of sick leave. To allow the Board to determine whether the employee meets the criteria described in this policy, the employee must first submit a medical certification from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
4. The teacher-donee may not use any donated sick leave until his or her own sick leave and twenty (20) day substitute-deduction leave have been exhausted. All non-teacher-donees must exhaust their own sick leave before using any donated sick leave. The donee may use donated sick leave only for the purposes specified in this policy.
5. Donated sick leave will be paid at the daily rate of the donee, not the donor. This sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances.
6. Donated sick leave not used by the donee during an occurrence as determined by the Board shall be returned to the donating employee. The donated sick leave remaining will be divided among the donors on a prorated basis based on its original donated

value, returned at its original donor value and reinstated to the annual leave balance of each donor.

7. The maximum total number of days that may be received as donations by an employee is 60 during any one academic year (July 1 through June 30). [An employee shall not be determined to be eligible for donations more than four times during his or her term of employment by the District. Donations may be made only during the academic year (July 1 through June 30) in which the employee is determined to be eligible to receive donations.]
8. An employee may donate only days that are earned and accumulated. The donor may donate any amount of sick leave provided the donation does not cause his or her sick leave balance to fall below ten (10) days.
9. Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave under this policy. Each contribution of sick leave must be confirmed in writing by the donor to the office of the superintendent.

## **FAMILY MEDICAL LEAVE ACT**

The District shall maintain a policy consistent with federal law regarding family medical leave, a copy of which will be on file in the Office of the Superintendent.

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

A summary of the basic provisions of the FMLA as it applies to school personnel is below.

### **FAMILY AND MEDICAL LEAVE SUMMARY**

This Act requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees. Eligible employees are those employees who; (1) have been employed for at least one year by an employer (Mannford Public Schools); and (2) worked at least 1,250 hours during the previous twelve month period; and, (3) have requested leave for a reason covered by the Act.

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

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) weeks unpaid family leave and paid sick, vacation and personal leave combined (during any year as defined below) for the following reasons.

1. For the birth and the care for such child, or placement for adoption or foster care of a child.
2. To care for a spouse, child, or parent with a serious health condition; or
3. For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

The term "serious health condition" means one which requires either inpatient care or continuing treatment care by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that inpatient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District's sick leave policies.

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

#### **B. Availability of Leave**

In determining the availability of leave, the District will consider the leave available to a person (whether paid or unpaid) by virtue of existing employment conditions. The intent of the

District is to insure that each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of the District or this policy to provide leave benefits that exceed those authorized by rule, policy, or existing law as supplemented by the Act. Thus, an eligible employee must use any accrued paid vacation leave, personal leave, and sick leave for any part of the twelve (12) week period. It is the policy of the District that all paid non-Act leave will be used first.

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

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

#### C. Application for Leave

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

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

Eligible employees are entitled to leave for qualifying conditions and, as discussed above, an employee may initiate the request for family and medical leave. Also, the District may initiate the assignment of leave as family and medical leave based on information available to the School District tending to indicate that the leave requested or being taken is leave which is for family and to assist the District in determining the nature of the leave and in arriving at a decision regarding approval or disapproval of the leave.

#### D. Medical Certification Statement

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

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

The District may require subsequent certifications to support FMLA leave but not more often than every thirty (30) days unless the employee: (1) requests an extension of leave; (2) changed circumstances occur regarding the illness or injury; or (3) the District receives information that casts doubt on the validity of an existing certification.

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

#### E. Intermittent Leave or Leave on a Reduced Leave Schedule

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

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

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

When an instructional employee requested intermittent or reduced leave for planned medical treatment for more than twenty percent (20%) of the total number of working days in the period during which the leave would be used, the District may require the employee to elect either to (1) take leave for a "particular duration" of time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required, the district may deny the taking of leave until thirty (30) days after notice was

provided, or may require the employee to take leave for either a “particular duration” or accept an alternative position.

#### F. Leave Taken Near the End of an Academic Term

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

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

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

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

#### G. The Effect of Leave on Benefits

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

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

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

#### H. Reinstatement to Former Position



An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as “highly compensated employee.” The District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by the District. A highly compensated employee is one who is salaried, and is “among the highest paid 10 percent” of the employees employed within 75 miles of the employee’s work site. An employee who qualifies as a “highly compensated” employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the District.

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

#### I. Failure to Return from Leave

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

### **POST NATAL CARE**

Accrued Sick Leave may be used for the birth of a child and post natal care. In general, employees are expected to return to their respective duties of employment no later than six (6) weeks after child birth, unless their physician provides the Board of Education written notification that the employee is physically unable to return to their position of employment. In the event the child birth and post natal period occurs during non-contract days (Christmas break, spring break, summer break, or other holidays) these days will count toward the aforementioned six (6) week period, however, no accumulated sick leave will be deducted.



## **PERSONAL BUSINESS LEAVE**

At the end of each school year, unused personal business leave may be converted to sick leave by the following formula: three (3) of personal business leave convert to three (3) days sick leave; two (2) of personal business leave convert to two (2) days of sick leave; or one (1) days personal business leave convert to one (1) day sick leave. None of the converted days may be used for compensation on unused sick leave.

All teachers may be granted three days of non-cumulative Personal Business leave per contract school year. However, should the building principal feel that a prohibitive number of faculty are requesting personal business leave on the same school day, the personal business may be denied. All three days of this leave will be with district paid substitute.

The teacher shall make the request to the building principal at least one full day in advance.

Personal business leave may be used for any personal business with the exception of extension of a holiday or approved vacation period, inclement weather, or participation in any vocational activity for compensation.

If used to seek other employment it would be with full substitute deduct.

Unauthorized use of emergency, personal business, or sick leave will result in salary deduction of 1/180<sup>th</sup> for each day of use.

## **EMERGENCY LEAVE**

Unauthorized use of emergency, personal business, or sick leave will result in a salary deduction of 1/180<sup>th</sup> for each day of use.

Emergency Leave: Professional employees may be granted two (2) days of non-cumulative emergency leave per year without lose of salary for the following reason:

1. Funerals of persons other than immediately family.
2. A mandatory court appearance.
3. Unusual and unforeseen circumstances within the family.

If requested by either the principal or superintendent, the employee will present a signed statement that the emergency leave was not used for:

1. Seeking other employment.
2. Participating in political activities.
3. Performing service for compensation.
4. Participating in professional activities.
5. Entertainment, recreation, travel or vacation.
6. Inclement weather.

## **BEREAVEMENT LEAVE**

Bereavement leave without loss of pay for each instance of death according to the following situations:

- A. Up to five (5) days, at the discretion of the teacher, for spouse, children, father, mother, or former guardian.
- B. Up to two (2) days, at the discretion of the teacher, for other members of immediate family, which consists of: brother, sister, grandparents, grandchild, mother-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, and sister-in-law.
- C. Funeral leave of one (1) day to cover additional needs may be taken in half-day increments not to exceed one day per school year.

## **MANNFORD EDUCATION ASSOCIATION PRESIDENT'S LEAVE**

The President of the Mannford Education Association shall be granted release time up to four (4) days per school year without loss of pay for MEA work. Release time shall be taken no less than one-half day at a time.

## **MEA LEAVE**

In addition to the MEA President's leave, an additional six (6) leave days may be allotted to the MEA membership. These six leave days must be approved by the building principal and Superintendent at least two teaching days prior to their use. The MEA will pay the cost of the substitute.

There will be no more than six (6) MEA members on this leave during one day. No more than two of these members may come from the same building.

## PROFESSIONAL LEAVE

Request for professional leave should be submitted in writing to the building principal at least three days prior to the leave date. The building principal will either deny the request and/or send the request to the Superintendent for final approval.

Professional leave will be granted only when the school system or building site will benefit from the activity requested. Upon returning from professional leave, the teacher must share the knowledge gained with the staff in their particular building site and prepare a written or verbal report to the Board of Education to be presented at the next available Board meeting.

### PROFESSIONAL LEAVE REQUEST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING SITE \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

LOCATION \_\_\_\_\_

DATE(S) REQUESTED: FROM \_\_\_\_\_ TO \_\_\_\_\_

How will this benefit you and/or this system professionally:

---

---

---

---

---

---

---

PRINCIPAL: Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SUPERINTENDENT: Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **EXTENDED LEAVE OF ABSENCE**

Career teachers with at least three (3) years of service to the District may apply to the Board of Education for one (1) year unpaid leave of absence for the purpose of advanced study, maternity leave, personal illness, or other approved requests.

Applications for unpaid leave of absence for the ensuing year must be filed prior to April 25<sup>th</sup> of the current year.

Applications for reinstatement for the ensuing year following the leave of absence must be filed by March 1<sup>st</sup> (1). If no such request is received by that date, the teacher will be deemed to have resigned effective at the end of the current year.

Upon receiving a timely request for reinstatement from unpaid leave of absence teacher, the District will assign the teacher to the same position held prior to the leave if the vacancy exists or to another position for which the teacher is certified and qualified if a vacancy exists.

If no vacancy exists for which the leave teacher is certified and qualified, the leave teacher will be placed on a recall list for one (1) year.

Teachers on this recall list will be notified by certified mail of position vacancies for which they are certified and qualified. The teacher shall remain on the recall list for one (1) year unless the teacher:

- a. Does not accept a position within ten (10) days from the mailing of the notice as provided above;
- b. Waives a recall in writing;
- c. Resigns;
- d. Refuses to accept a position for which the teacher was qualified and was offered to the teacher by the District.

If the recall period expires and the leave teacher has not been reinstated, the teacher shall be deemed to have resigned at the end of the recall period.

Offers of employment under this section shall be by certified mail, return receipt requested. It shall be the teacher's responsibility to see that the District has the teacher's current address on file and that address will be used for recall purposes.

Upon returning from an unpaid leave of absence, the teacher will be placed on the salary step for which the teacher is qualified. All accumulated leave benefits will be reinstated upon return from an unpaid leave of absence.

Teachers may remain on the group health insurance plan while on leave provided the teacher pays the entire cost during his/her leave of absence.

## **SALARY SCHEDULE**

Each full-time teacher shall receive, as part of Total Compensation, sixty-nine dollars and seventy-one cents (\$69.71) per month in the form of a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma. The District will apply the FBA toward the total premium cost of the District's Health Plan or to any option the teacher selects under the District's Section 125 Cafeteria Plan. Teachers who choose not to participate in the District's Health Plan or the District's Section 125 Cafeteria Plan shall receive the sixty-nine dollars and seventy-one cents (\$69.71) per month as cash. 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. Part-time teachers shall receive the appropriate prorated amounts of the above payments.

Benefit for part-time teachers is dependent upon State Department of Education determination of eligibility.

The District will provide a written explanation for any payroll change(s) that affects the majority of certified personnel. The Business Office will provide a response to individuals seeking clarification of pay warrants.

The date for official notification for degree and hour changes to the school business office for contract and salary schedule purposes by an employee is to be no later than August 25<sup>th</sup> of the contract year. This must be done by presentation of an official transcript of work completed and accompanied by a signed written statement that the employee has filed for the correct certification with the State Department. If certification is not received in the business office within sixty (60) days from the beginning of school, then pay status will revert back to previous degree status.

FY20 BACHELOR'S SALARY SCHEDULE						
166	INSTRUCTIONAL DAYS					
2	PARENT/TEACHER CONFERENCE DAYS					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
				HB2765 SB1048		
		DIST	STATE	July 1 2019	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM		ABOVE	COMP
0	35,101.00	1,500.00	36,601.00	1,220.00	400.00	38,221.00
1	35,535.00	1,500.00	37,035.00	1,220.00	425.00	38,680.00
2	35,969.00	1,500.00	37,469.00	1,220.00	450.00	39,139.00
3	36,404.00	1,500.00	37,904.00	1,220.00	475.00	39,599.00
4	36,838.00	1,500.00	38,338.00	1,220.00	500.00	40,058.00
5	37,310.00	1,500.00	38,810.00	1,220.00	525.00	40,555.00
6	37,773.00	1,500.00	39,273.00	1,220.00	550.00	41,043.00
7	38,237.00	1,500.00	39,737.00	1,220.00	575.00	41,532.00
8	38,700.00	1,500.00	40,200.00	1,220.00	600.00	42,020.00
9	39,163.00	1,500.00	40,663.00	1,220.00	625.00	42,508.00
10	40,184.00	1,500.00	41,684.00	1,220.00	650.00	43,554.00
11	40,677.00	1,500.00	42,177.00	1,220.00	675.00	44,072.00
12	41,170.00	1,500.00	42,670.00	1,220.00	700.00	44,590.00
13	41,662.00	1,500.00	43,162.00	1,220.00	725.00	45,107.00
14	42,155.00	1,500.00	43,655.00	1,220.00	750.00	45,625.00
15	42,667.00	1,500.00	44,167.00	1,220.00	775.00	46,162.00
16	43,160.00	1,500.00	44,660.00	1,220.00	800.00	46,680.00
17	43,653.00	1,500.00	45,153.00	1,220.00	825.00	47,198.00
18	44,146.00	1,500.00	45,646.00	1,220.00	850.00	47,716.00
19	44,639.00	1,500.00	46,139.00	1,220.00	875.00	48,234.00
20	45,152.00	1,500.00	46,652.00	1,220.00	900.00	48,772.00
21	45,645.00	1,500.00	47,145.00	1,220.00	925.00	49,290.00
22	46,139.00	1,500.00	47,639.00	1,220.00	950.00	49,809.00
23	46,632.00	1,500.00	48,132.00	1,220.00	975.00	50,327.00
24	47,125.00	1,500.00	48,625.00	1,220.00	1,000.00	50,845.00
25	48,549.00	1,500.00	50,049.00	1,220.00	1,025.00	52,294.00
26	48,549.00	1,500.00	50,049.00	1,220.00	1,500.00	52,769.00
27	48,549.00	1,500.00	50,049.00	1,220.00	1,700.00	52,969.00
28	48,549.00	1,500.00	50,049.00	1,220.00	1,900.00	53,169.00
29	48,549.00	1,500.00	50,049.00	1,220.00	2,100.00	53,369.00
30	48,549.00	1,500.00	50,049.00	1,220.00	2,300.00	53,569.00
30+	48,549.00	1,500.00	50,049.00	1,220.00	2,500.00	53,769.00
In light of the specific language of the legislation, the HB2765/HB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						



FY20 BACHELOR'S +15 SALARY SCHEDULE						
168	INSTRUCTIONAL DAYS					
2	PARENT TEACHER CONFERENCES					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
				HB2765 SB1048		
		DIST	STATE	July 1 2019	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM		ABOVE	COMP
0	35,101.00	1,500.00	38,601.00	1,220.00	600.00	38,421.00
1	35,535.00	1,500.00	37,035.00	1,220.00	625.00	38,880.00
2	35,969.00	1,500.00	37,469.00	1,220.00	650.00	39,339.00
3	36,404.00	1,500.00	37,904.00	1,220.00	675.00	39,799.00
4	36,838.00	1,500.00	38,338.00	1,220.00	700.00	40,258.00
5	37,310.00	1,500.00	38,810.00	1,220.00	725.00	40,755.00
6	37,773.00	1,500.00	39,273.00	1,220.00	750.00	41,243.00
7	38,237.00	1,500.00	39,737.00	1,220.00	775.00	41,732.00
8	38,700.00	1,500.00	40,200.00	1,220.00	800.00	42,220.00
9	39,163.00	1,500.00	40,663.00	1,220.00	825.00	42,708.00
10	40,184.00	1,500.00	41,684.00	1,220.00	850.00	43,754.00
11	40,677.00	1,500.00	42,177.00	1,220.00	875.00	44,272.00
12	41,170.00	1,500.00	42,670.00	1,220.00	900.00	44,790.00
13	41,662.00	1,500.00	43,162.00	1,220.00	925.00	45,307.00
14	42,155.00	1,500.00	43,655.00	1,220.00	950.00	45,825.00
15	42,647.00	1,500.00	44,147.00	1,220.00	975.00	46,342.00
16	43,140.00	1,500.00	44,640.00	1,220.00	1,000.00	46,860.00
17	43,633.00	1,500.00	45,133.00	1,220.00	1,025.00	47,378.00
18	44,126.00	1,500.00	45,626.00	1,220.00	1,050.00	47,896.00
19	44,619.00	1,500.00	46,119.00	1,220.00	1,075.00	48,414.00
20	45,112.00	1,500.00	46,612.00	1,220.00	1,100.00	48,932.00
21	45,605.00	1,500.00	47,105.00	1,220.00	1,125.00	49,450.00
22	46,098.00	1,500.00	47,598.00	1,220.00	1,150.00	50,009.00
23	46,591.00	1,500.00	48,091.00	1,220.00	1,175.00	50,527.00
24	47,084.00	1,500.00	48,584.00	1,220.00	1,200.00	51,045.00
25	47,577.00	1,500.00	49,077.00	1,220.00	1,225.00	51,563.00
26	48,070.00	1,500.00	49,570.00	1,220.00	1,250.00	52,081.00
27	48,563.00	1,500.00	50,063.00	1,220.00	1,275.00	52,599.00
28	49,056.00	1,500.00	50,556.00	1,220.00	1,300.00	53,117.00
29	49,549.00	1,500.00	51,049.00	1,220.00	1,325.00	53,635.00
30	50,042.00	1,500.00	51,542.00	1,220.00	1,350.00	54,153.00
30+	50,535.00	1,500.00	52,035.00	1,220.00	1,375.00	54,671.00
In light of the specific language of the legislation, the HB2765/HB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						

FY20 BACHELOR'S + *NBC SALARY SCHEDULE						
166	INSTRUCTIONAL DAYS					
2	PARENT/TEACHER CONF DAYS					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
				HB2765 SB1048		
		DIST	STATE	July 1 2019	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM		ABOVE	COMP
0	36,259.00	1,500.00	37,759.00	1,220.00	400.00	39,379.00
1	36,693.00	1,500.00	38,193.00	1,220.00	425.00	39,838.00
2	37,128.00	1,500.00	38,628.00	1,220.00	450.00	40,298.00
3	37,562.00	1,500.00	39,062.00	1,220.00	475.00	40,757.00
4	37,996.00	1,500.00	39,496.00	1,220.00	500.00	41,216.00
5	38,468.00	1,500.00	39,968.00	1,220.00	525.00	41,713.00
6	38,932.00	1,500.00	40,432.00	1,220.00	550.00	42,202.00
7	39,395.00	1,500.00	40,895.00	1,220.00	575.00	42,690.00
8	39,858.00	1,500.00	41,358.00	1,220.00	600.00	43,178.00
9	40,322.00	1,500.00	41,822.00	1,220.00	625.00	43,667.00
10	41,344.00	1,500.00	42,844.00	1,220.00	650.00	44,714.00
11	41,836.00	1,500.00	43,336.00	1,220.00	675.00	45,231.00
12	42,329.00	1,500.00	43,829.00	1,220.00	700.00	45,749.00
13	42,822.00	1,500.00	44,322.00	1,220.00	725.00	46,267.00
14	43,315.00	1,500.00	44,815.00	1,220.00	750.00	46,785.00
15	43,827.00	1,500.00	45,327.00	1,220.00	775.00	47,322.00
16	44,320.00	1,500.00	45,820.00	1,220.00	800.00	47,840.00
17	44,813.00	1,500.00	46,313.00	1,220.00	825.00	48,358.00
18	45,306.00	1,500.00	46,806.00	1,220.00	850.00	48,876.00
19	45,799.00	1,500.00	47,299.00	1,220.00	875.00	49,394.00
20	46,313.00	1,500.00	47,813.00	1,220.00	900.00	49,933.00
21	46,806.00	1,500.00	48,306.00	1,220.00	925.00	50,451.00
22	47,299.00	1,500.00	48,799.00	1,220.00	950.00	50,969.00
23	47,792.00	1,500.00	49,292.00	1,220.00	975.00	51,487.00
24	48,285.00	1,500.00	49,785.00	1,220.00	1,000.00	52,005.00
25	48,732.00	1,500.00	51,232.00	1,220.00	1,025.00	53,477.00
	-					
26	49,732.00	1,500.00	51,232.00	1,220.00	1,500.00	53,952.00
27	49,732.00	1,500.00	51,232.00	1,220.00	1,700.00	54,152.00
28	49,732.00	1,500.00	51,232.00	1,220.00	1,900.00	54,352.00
29	49,732.00	1,500.00	51,232.00	1,220.00	2,100.00	54,552.00
30	49,732.00	1,500.00	51,232.00	1,220.00	2,300.00	54,752.00
	-					
30+	49,732.00	1,500.00	51,232.00	1,220.00	2,500.00	54,952.00
In light of the specific language of the legislation, the HB2765/HB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						
*NBC salary schedule is for teacher who applied for and/or received NBC after June 30, 2013 but are NO LONGER eligible to receive the NBC bonus.						



FY20 MASTERS SALARY SCHEDULE						
166	INSTRUCTIONAL DAYS					
2	PARENT TEACHER CONFERENCES					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
		DIST	STATE	HB2765 SB1048	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM	July 1 2019	ABOVE	COMP
0	36,491.00	1,500.00	37,991.00	1,220.00	400.00	39,611.00
1	36,925.00	1,500.00	38,425.00	1,220.00	425.00	40,070.00
2	37,359.00	1,500.00	38,859.00	1,220.00	450.00	40,529.00
3	37,794.00	1,500.00	39,294.00	1,220.00	475.00	40,989.00
4	38,228.00	1,500.00	39,728.00	1,220.00	500.00	41,448.00
5	38,700.00	1,500.00	40,200.00	1,220.00	525.00	41,945.00
6	39,163.00	1,500.00	40,663.00	1,220.00	550.00	42,433.00
7	39,627.00	1,500.00	41,127.00	1,220.00	575.00	42,922.00
8	40,090.00	1,500.00	41,590.00	1,220.00	600.00	43,410.00
9	40,554.00	1,500.00	42,054.00	1,220.00	625.00	43,899.00
10	42,088.00	1,500.00	43,588.00	1,220.00	650.00	45,438.00
11	42,561.00	1,500.00	44,061.00	1,220.00	675.00	45,956.00
12	43,054.00	1,500.00	44,554.00	1,220.00	700.00	46,474.00
13	43,547.00	1,500.00	45,047.00	1,220.00	725.00	46,992.00
14	44,039.00	1,500.00	45,539.00	1,220.00	750.00	47,509.00
15	44,552.00	1,500.00	46,052.00	1,220.00	775.00	48,047.00
16	45,045.00	1,500.00	46,545.00	1,220.00	800.00	48,565.00
17	45,538.00	1,500.00	47,038.00	1,220.00	825.00	49,083.00
18	46,031.00	1,500.00	47,531.00	1,220.00	850.00	49,601.00
19	46,524.00	1,500.00	48,024.00	1,220.00	875.00	50,119.00
20	47,038.00	1,500.00	48,538.00	1,220.00	900.00	50,658.00
21	47,531.00	1,500.00	49,031.00	1,220.00	925.00	51,176.00
22	48,024.00	1,500.00	49,524.00	1,220.00	950.00	51,694.00
23	48,518.00	1,500.00	50,018.00	1,220.00	975.00	52,213.00
24	49,011.00	1,500.00	50,511.00	1,220.00	1,000.00	52,731.00
25	50,471.00	1,500.00	51,971.00	1,220.00	1,025.00	54,216.00
26	50,471.00	1,500.00	51,971.00	1,220.00	1,500.00	54,691.00
27	50,471.00	1,500.00	51,971.00	1,220.00	1,700.00	54,891.00
28	50,471.00	1,500.00	51,971.00	1,220.00	1,900.00	55,091.00
29	50,471.00	1,500.00	51,971.00	1,220.00	2,100.00	55,291.00
30	50,471.00	1,500.00	51,971.00	1,220.00	2,300.00	55,491.00
30+	50,471.00	1,500.00	51,971.00	1,220.00	2,500.00	55,691.00
In light of the specific language of the legislation, the HB2765/HB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						

FY20 MASTERS +15 SALARY SCHEDULE						
166	INSTRUCTIONAL DAYS					
2	PARENT TEACHER CONFERENCES					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
		DIST	STATE	HB2765 SB1048	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM	July 1 2019	ABOVE	COMP
0	36,491.00	1,500.00	37,991.00	1,220.00	600.00	39,811.00
1	36,925.00	1,500.00	38,425.00	1,220.00	625.00	40,270.00
2	37,359.00	1,500.00	38,859.00	1,220.00	650.00	40,729.00
3	37,794.00	1,500.00	39,294.00	1,220.00	675.00	41,189.00
4	38,228.00	1,500.00	39,728.00	1,220.00	700.00	41,648.00
5	38,700.00	1,500.00	40,200.00	1,220.00	725.00	42,145.00
6	39,163.00	1,500.00	40,663.00	1,220.00	750.00	42,633.00
7	39,627.00	1,500.00	41,127.00	1,220.00	775.00	43,122.00
8	40,090.00	1,500.00	41,590.00	1,220.00	800.00	43,610.00
9	40,554.00	1,500.00	42,054.00	1,220.00	825.00	44,099.00
10	42,068.00	1,500.00	43,568.00	1,220.00	850.00	45,638.00
11	42,561.00	1,500.00	44,061.00	1,220.00	875.00	46,156.00
12	43,054.00	1,500.00	44,554.00	1,220.00	900.00	46,674.00
13	43,547.00	1,500.00	45,047.00	1,220.00	925.00	47,192.00
14	44,039.00	1,500.00	45,539.00	1,220.00	950.00	47,709.00
15	44,552.00	1,500.00	46,052.00	1,220.00	975.00	48,247.00
16	45,045.00	1,500.00	46,545.00	1,220.00	1,000.00	48,765.00
17	45,538.00	1,500.00	47,038.00	1,220.00	1,025.00	49,283.00
18	46,031.00	1,500.00	47,531.00	1,220.00	1,050.00	49,801.00
19	46,524.00	1,500.00	48,024.00	1,220.00	1,075.00	50,319.00
20	47,038.00	1,500.00	48,538.00	1,220.00	1,100.00	50,858.00
21	47,531.00	1,500.00	49,031.00	1,220.00	1,125.00	51,376.00
22	48,024.00	1,500.00	49,524.00	1,220.00	1,150.00	51,894.00
23	48,518.00	1,500.00	50,018.00	1,220.00	1,175.00	52,413.00
24	49,011.00	1,500.00	50,511.00	1,220.00	1,200.00	52,931.00
25	50,471.00	1,500.00	51,971.00	1,220.00	1,225.00	54,416.00
26	50,471.00	1,500.00	51,971.00	1,220.00	1,700.00	54,891.00
27	50,471.00	1,500.00	51,971.00	1,220.00	1,900.00	55,091.00
28	50,471.00	1,500.00	51,971.00	1,220.00	2,100.00	55,291.00
29	50,471.00	1,500.00	51,971.00	1,220.00	2,300.00	55,491.00
30	50,471.00	1,500.00	51,971.00	1,220.00	2,500.00	55,691.00
30+	50,471.00	1,500.00	51,971.00	1,220.00	2,700.00	55,891.00
In light of the specific language of the legislation, the HB2765/SB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						

FY20 MASTERS + *NBC SALARY SCHEDULE						
166	INSTRUCTIONAL DAYS					
2	PARENT TEACHER CONFERENCES					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
YRS	SALARY	DIST TRS	STATE MINIMUM	HB2765 SB1048 July 1 2019	AMOUNT ABOVE	DIST COMP
0	37,649.00	1,500.00	39,149.00	1,220.00	400.00	40,769.00
1	38,083.00	1,500.00	39,583.00	1,220.00	425.00	41,228.00
2	38,518.00	1,500.00	40,018.00	1,220.00	450.00	41,688.00
3	38,952.00	1,500.00	40,452.00	1,220.00	475.00	42,147.00
4	39,386.00	1,500.00	40,886.00	1,220.00	500.00	42,606.00
5	39,858.00	1,500.00	41,358.00	1,220.00	525.00	43,103.00
6	40,322.00	1,500.00	41,822.00	1,220.00	550.00	43,582.00
7	40,785.00	1,500.00	42,285.00	1,220.00	575.00	44,080.00
8	41,249.00	1,500.00	42,749.00	1,220.00	600.00	44,569.00
9	41,712.00	1,500.00	43,212.00	1,220.00	625.00	45,057.00
10	43,228.00	1,500.00	44,728.00	1,220.00	650.00	46,598.00
11	43,721.00	1,500.00	45,221.00	1,220.00	675.00	47,116.00
12	44,213.00	1,500.00	45,713.00	1,220.00	700.00	47,633.00
13	44,706.00	1,500.00	46,206.00	1,220.00	725.00	48,151.00
14	45,199.00	1,500.00	46,699.00	1,220.00	750.00	48,669.00
15	45,712.00	1,500.00	47,212.00	1,220.00	775.00	49,207.00
16	46,205.00	1,500.00	47,705.00	1,220.00	800.00	49,725.00
17	46,698.00	1,500.00	48,198.00	1,220.00	825.00	50,243.00
18	47,191.00	1,500.00	48,691.00	1,220.00	850.00	50,761.00
19	47,684.00	1,500.00	49,184.00	1,220.00	875.00	51,279.00
20	48,198.00	1,500.00	49,698.00	1,220.00	900.00	51,818.00
21	48,692.00	1,500.00	50,192.00	1,220.00	925.00	52,337.00
22	49,185.00	1,500.00	50,685.00	1,220.00	950.00	52,855.00
23	49,678.00	1,500.00	51,178.00	1,220.00	975.00	53,373.00
24	50,171.00	1,500.00	51,671.00	1,220.00	1,000.00	53,891.00
25	51,653.00	1,500.00	53,153.00	1,220.00	1,025.00	55,398.00
26	-					
26	51,653.00	1,500.00	53,153.00	1,220.00	1,500.00	55,873.00
27	51,653.00	1,500.00	53,153.00	1,220.00	1,700.00	56,073.00
28	51,653.00	1,500.00	53,153.00	1,220.00	1,900.00	56,273.00
29	51,653.00	1,500.00	53,153.00	1,220.00	2,100.00	56,473.00
30	51,653.00	1,500.00	53,153.00	1,220.00	2,300.00	56,673.00
30+	-					
30+	51,653.00	1,500.00	53,153.00	1,220.00	2,500.00	56,873.00
In light of the specific language of the legislation, the HB2765/HB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2765/SB1048 column will be amended to \$220 for FY21.						
*NBC salary schedule is for teacher who applied for and/or received NBC after June 30, 2013 but is NO LONGER eligible to receive the NBC bonus.						

FY20 DOCTORATE SALARY SCHEDULE						
186	INSTRUCTIONAL DAYS					
2	PARENT TEACHER CONFERENCES					
5	PROFESSIONAL DAYS					
173	TOTAL WORK DAYS					
		DIST	STATE	HB2785 SB1048	AMOUNT	DIST
YRS	SALARY	TRS	MINIMUM	July 1 2019	ABOVE	COMP
0	37,881.00	1,500.00	39,381.00	1,220.00	400.00	41,001.00
1	38,315.00	1,500.00	39,815.00	1,220.00	425.00	41,460.00
2	38,749.00	1,500.00	40,249.00	1,220.00	450.00	41,919.00
3	39,184.00	1,500.00	40,684.00	1,220.00	475.00	42,379.00
4	39,618.00	1,500.00	41,118.00	1,220.00	500.00	42,838.00
5	40,090.00	1,500.00	41,590.00	1,220.00	525.00	43,335.00
6	40,554.00	1,500.00	42,054.00	1,220.00	550.00	43,824.00
7	41,017.00	1,500.00	42,517.00	1,220.00	575.00	44,312.00
8	41,480.00	1,500.00	42,980.00	1,220.00	600.00	44,800.00
9	41,944.00	1,500.00	43,444.00	1,220.00	625.00	45,289.00
10	42,408.00	1,500.00	43,908.00	1,220.00	650.00	45,778.00
11	42,872.00	1,500.00	44,372.00	1,220.00	675.00	46,267.00
12	43,336.00	1,500.00	44,836.00	1,220.00	700.00	46,756.00
13	43,800.00	1,500.00	45,300.00	1,220.00	725.00	47,245.00
14	44,264.00	1,500.00	45,764.00	1,220.00	750.00	47,734.00
15	44,728.00	1,500.00	46,228.00	1,220.00	775.00	48,223.00
16	45,192.00	1,500.00	46,692.00	1,220.00	800.00	48,712.00
17	45,656.00	1,500.00	47,156.00	1,220.00	825.00	49,201.00
18	46,120.00	1,500.00	47,620.00	1,220.00	850.00	49,690.00
19	46,584.00	1,500.00	48,084.00	1,220.00	875.00	50,179.00
20	47,048.00	1,500.00	48,548.00	1,220.00	900.00	50,668.00
21	47,512.00	1,500.00	49,012.00	1,220.00	925.00	51,157.00
22	47,976.00	1,500.00	49,476.00	1,220.00	950.00	51,646.00
23	48,440.00	1,500.00	49,940.00	1,220.00	975.00	52,135.00
24	48,904.00	1,500.00	50,404.00	1,220.00	1,000.00	52,624.00
25	49,368.00	1,500.00	50,868.00	1,220.00	1,025.00	53,113.00
26	49,832.00	1,500.00	51,332.00	1,220.00	1,050.00	53,602.00
27	50,296.00	1,500.00	51,796.00	1,220.00	1,075.00	54,091.00
28	50,760.00	1,500.00	52,260.00	1,220.00	1,100.00	54,580.00
29	51,224.00	1,500.00	52,724.00	1,220.00	1,125.00	55,069.00
30	51,688.00	1,500.00	53,188.00	1,220.00	1,150.00	55,558.00
30+	52,895.00	1,500.00	54,395.00	1,220.00	2,500.00	58,115.00
In light of the specific language of the legislation, the HB2785/SB1048 column will remain in place until the OSDE Minimum Teacher Salary Schedule exceeds the current (FY20) amount plus \$1220. For instance, if the OSDE Minimum Teacher Salary Schedule is raised by \$1,000 for FY21, the HB2785/SB1048 column will be amended to \$220 for FY21.						



## EXTRA DUTY PAY SCHEDULE

By the fall of 1978 a minimum salary scale for all extra-curricular duties will be included with the Mannford Public Schools' Salary Schedule.

<u>Position</u>	<u>Range</u>	
<b>Coaching:</b>	<b>From</b>	<b>To</b>
Athletic Directory	8,250.00	16,500.00
HS Head FB Coach	4,275.00	8,550.00
HS Asst FB Coach (Coordinator)	2,625.00	5,250.00
HS Asst FB Coach	2,250.00	4,500.00
9 <sup>th</sup> Head FB Coach	1,350.00	2,700.00
9 <sup>th</sup> Asst FB Coach	1,125.00	2,250.00
MS Head FB Coach	1,500.00	3,000.00
MS Asst FB Coach	1,250.00	2,250.00
HS Head BB Coach	4,275.00	8,550.00
HS Asst BB Coach	1,875.00	3,750.00
9 <sup>th</sup> Head BB	1,125.00	2,250.00
8 <sup>th</sup> Head BB	937.50	1,875.00
7 <sup>th</sup> Head BB	937.50	1,875.00
HS Head Wr	4,275.00	8,550.00
HS Asst Wr	937.50	1,875.00
MS Head Wr	1,350.00	2,700.00
HS Head Ba	3,375.00	6,750.00
HS Asst Ba	2,250.00	4,500.00
HS Head SB	3,375.00	6,750.00
HS Asst SB	2,250.00	4,500.00
MS Head SB	1,350.00	2,700.00
MS Asst SB	1,125.00	2,250.00
HS Head Tr (Boys and Girls)	2,250.00	4,500.00
HS Asst Tr (Boys and Girls)	1,500.00	3,000.00
MS Head Tr	937.00	1,875.00
Head Cross Country	937.00	1,875.00
HS Head Golf	1,250.00	2,250.00
MS Head Golf	750.00	1,500.00
HS Head Soccer	1,725.00	3,450.00
HS Asst Soccer	975.00	1,950.00
HS Strength	375.00	750.00
MS Strength	375.00	750.00
<b>Counseling:</b>		
HS	3,375.00	6,750.00
MS	2,625.00	5,250.00
Elem	2,625.00	5,250.00

<b>Fine Arts:</b>		
Band	3,450.00	6,900.00
Vocal	2,250.00	4,500.00
Speech & Drama	1,687.50	3,375.00
<b>Gifted Program:</b>		
HS GAT Only	675.00	1,350.00
HS Academic Bowl	450.00	900.00
MS	1,125.00	2,250.00
UE	1,125.00	2,250.00
Elem	1,125.00	2,250.00
Elem (Includes Dist Coordinator)	300.00	500.00
<b>District Media Coordinator</b>	1,125.00	2,250.00
<b>Web Design Maintenance</b>	500.00	1,000.00
<b>Web Social Media Coordinator</b>	500.00	1,000.00
<b>Special Services Coordinator</b>	2,700.00	5,400.00
<b>Yearbook</b>		
HS	750.00	1,500.00
MS/UE/Elem/ECC	250.00	750.00
<b>Computer Coordinator:</b>		
HS (Includes Dist Coord)	937.50	1,875.00
MS	562.50	1,125.00
Elem	562.50	1,125.00
<b>Sound System</b>	375.00	750.00
<b>Staff Dev Chair</b>	450.00	900.00
<b>National Honor Society</b>	450.00	900.00
<b>Class Sponsors:</b>		
Senior (2)	412.50	825.00
Junior (2)	637.50	1,275.00
Sophomore (2)	150.00	300.00
Freshman (2)	150.00	300.00
<b>Cheerleading:</b>		
HS (3)	1,500.00	3,000.00
MS	1,500.00	3,000.00

**Student Council:**

HS Student Council (2)	525.00	1,050.00
MS Student Council (1)	525.00	1,050.00

**Lead Teachers:**

HS (8)	225.00	450.00
MS (5)	225.00	450.00
UE (2)	225.00	450.00
Elem (3)	225.00	450.00
ECC (2)	225.00	450.00

### **PAY FOR WORKING BALLGAMES**

Teachers may work duty for additional season passes in lieu of compensation. One additional pass may be earned for each work assignment performed. Passes may be used by a teacher's spouse, children, and one designated guest.

Rate of pay will be \$7.50 per hour with a \$15.00 minimum for each event.

The payment for the assigned duty will be made in the next payroll period.

The administration will provide a list of athletic events at the beginning of the school year so that the teachers may voluntarily sign up for such duties as ticket booth, gate, book, etc. In the event that all duties for each event are not filled, the administration will, at their discretion, assign the remaining duties to those teachers who have not volunteered. If there still remain unfilled duties after making assignments to those teachers who have not volunteered, the administration may, in an effort to equally assign the duties among all teachers, assign another duty to a teacher who has already volunteered.



**MANNFORD PUBLIC SCHOOLS  
INTRA-DISTRICT TRAVEL VOUCHER**

Teachers with a classroom assignment designated by the administration and by the board traveling the average 1 ½ miles between middle and high school will be paid per semester the amount of \$77 based on the approximate rate of .57 cents per mile.

Checks will be issued for travel reimbursement in the months of December and May to coincide with the end of semesters.

The teacher must fill out the form below some time during the semester in which they are traveling and turn it in to the superintendent's office before December 10 or May 10 of that semester.

\*\*\*\*\*

I, \_\_\_\_\_, teacher at Mannford Public Schools,  
apply for the travel reimbursements for the current semester.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

## GRIEVANCE PROCEDURE

### I. Definitions

- A. A “grievance” is claim based upon an event or condition which affects the condition or circumstances under which a teacher or group of teachers work, allegedly caused by a violation, misinterpretation, or misapplication of the Policies and Regulations of the Board of Education, established rights to fair treatment, or any established policy or practice. A grievance does not include non-renewal of a non-tenured teacher’s contract. (It is understood that the term “grievance” shall not apply to any matter as to which the Board is without authority to act.)
- B. An “aggrieved person” is the individual making the claim. The Association refers only to the MEA.
- C. A “party of interest” is the person making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- D. All time limits herein mentioned shall consist of working school days, except where otherwise indicated; weekend or vacation days are hereby excluded.

### II. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or items and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

- A. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally and confidentially with any appropriate member of the administration, and having the grievance adjusted without intervention of the MEA, provided the adjustment is not inconsistent with the terms of any established policy.
- B. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort would be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- C. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party of interest, the time limits set forth herein

shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.

- D. In the event a grievance is filed so that sufficient time as stipulated under all levels of the procedure cannot be provided before the last day of the school year, should it be necessary to pursue that grievance to all levels of the appeals, then said grievance shall be resolved in the new school terms under the terms of this grievance procedure and this item, not under any succeeding grievance procedure.
- E. Upon selection and certification by the MEA, the Board shall recognize a grievance committee of three members from each building who act in all grievance cases within their school. The MEA reserves the right to substitute a different representative for the one originally designated as its representative for a particular school, when a committee member is also either an aggrieved person, a party of interest, or closely involved in the actual grievance, provided such substitution is made in writing to all parties in interest. At least one member of the building grievance committee and/or the MEA Professional Rights and Responsibilities Committee shall be present for any meetings, hearings, appeals or other proceedings relating to a grievance which was formally presented. The building grievance committee shall essentially perform an advisory function to any party of interest.

### III. Formal Grievance Procedures

- A. Level One: A teacher with a grievance will first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. Given unusual circumstances, either party may exercise the option of being accompanied by a building colleague. Both shall be notified of such intent before the scheduled meeting.
- B. Level Two: If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within two (2) days after presentation of the grievance, he/she may file a written grievance with his/her principal. Information copies are to be sent by the aggrieved person to the President of the MEA and to the offices of the superintendent. The principal shall arrange a meeting of the aggrieved person, the Building Grievance Committee, and himself/herself within five (5) days after receipt of the grievance. The principal shall communicate this decision in writing five (5) days after the meeting to the aggrieved person, the Building Grievance Committee, the President of the MEA, and to the office of the superintendent.
- C. Level Three: Within two (2) days of receipt of the decision rendered by the principal, the decision of the principal may be further appealed to the MEA's Grievance Committee. The appeal shall include a copy of the principal's decision, the grounds for further appeal, and any option by the Building Grievance Committee. In addition, it shall state the names of persons officially present at the prior meetings, and such persons shall receive a copy of the appeal

within five (5) days of receipt of the appeal and after completion of a hearing on the case, the Association's Grievance Committee may or may not refer the grievance to the office of the Superintendent.

Appeals to the Office of the Superintendent shall be heard by the Superintendent within five (5) days of receipt of the appeal. Written notification of the time and place of the hearing shall be given five (5) days prior thereto to the chairperson of the Association's Grievance Committee. The chairperson shall notify the aggrieved person and his representative, if any, the Building Grievance Committee, and any administrator who has heretofore been involved in the grievance.

Within ten (10) days of hearing the appeal, the Superintendent shall communicate to the aggrieved person and all other parties in interest his written decision, including supporting reasons therefore.

D. Level Four: (1) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within two (2) days after a decision by the Superintendent, request in writing that the Chairperson of the Grievance Committee submit the grievance to the Board of Education. If the Grievance Committee determines that the grievance is meritorious, it may submit the grievance to the Board of Education within fifteen (15) days after receipt of a request by the aggrieved person.

Appeals to the Board of Education shall be heard no later than five (5) days after the receipt of the appeal. Written notification of the time and place of the hearing shall be given five (5) days prior thereto to the Chairperson of the Grievance Committee. This chairperson shall notify the aggrieved person and his representative, if any, the Building Grievance Committee, and any administrator who has heretofore been involved in the grievance.

Within ten (10) days of hearing the appeal, the Superintendent shall communicate to the aggrieved person and all other parties in interest the Board's decision.

### Grievance Form

\_\_\_\_\_  
Grievant's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Home Phone

Statement of Grievance (Be specific)

---

---

---

---

---

---

---

Action Requested

---

---

---

---

---

---

---

Grievant's Signature \_\_\_\_\_

Level One – Informal Meeting with Principal

Date \_\_\_\_\_

Persons Present \_\_\_\_\_

\_\_\_\_\_

Level Two – Formal Grievance Submitted to Principal (within two (2) school days of informal decision)

Date Submitted \_\_\_\_\_

Date of Formal Meeting \_\_\_\_\_  
(within five (5) school days of being submitted)

Persons Present \_\_\_\_\_

Decision of Principal (to be rendered within five (5) school days after formal meeting)

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Decision: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

To appeal the grievance to Level Three the grievant must present this grievance form to the Mannford Education Association Grievance Committee within two (2) school days of the principal's decision.

Level Three A – Meeting with Mannford Education Association Grievance Committee

Date Submitted \_\_\_\_\_

Date of Formal Meeting \_\_\_\_\_  
(within five(5) school days of being submitted)

Persons Present \_\_\_\_\_

Grounds for Further Appeal \_\_\_\_\_

---

---

Decision of Grievance Committee (within five (5) school days of meeting)

---

---

---

---

---

---

---

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

To appeal to Superintendent, this grievance form must be submitted within two(2) school days of Grievance Committee decision.

Level Three B – Meeting with Superintendent

Date Submitted \_\_\_\_\_

Date of Formal Meeting \_\_\_\_\_  
(within five (5) school days of being submitted)

Persons Present \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision of Superintendent (within ten (10) school days of meeting)

---

---

---

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Decision: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

To appeal this grievance to Level Four the grievant must present this grievance form to the Chairperson of the Grievant Committee within two (2) school days of Superintendent's decision.

Date Submitted \_\_\_\_\_

Persons Present \_\_\_\_\_

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

Level Four A – Meeting with Mannford Education Association Grievance Committee

Date Submitted \_\_\_\_\_

Date of Formal Meeting \_\_\_\_\_  
(within five (5) school days of being submitted)

Persons Present \_\_\_\_\_

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

Grounds for Further Appeal \_\_\_\_\_

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

Decision of Grievance Committee (within five (5) school days of meeting)

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

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Level Four B – Meeting with Board of Education (at next regularly scheduled Board Meeting if there are five (5) or more school days before meeting)



Date Submitted\_\_\_\_\_

Date of Meeting\_\_\_\_\_

Persons Present\_\_\_\_\_

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

Decision of Board (within ten (10) school days after meeting)

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

Superintendent's Signature\_\_\_\_\_ Date\_\_\_\_\_

## **CERTIFIED TEACHER EMPLOYEE EVALUATIONS**

The teacher evaluation will comply with the Oklahoma State Law and the Teacher and Leaders Effectiveness and the following instruments from the Tulsa Model TLE System:

1. TLE Observation and Evaluation Handbook
2. TLE Observation and Evaluation Rubric
3. TLE Teachers Observation Form
4. Personal Development Plan Form
5. Walk Through Form
6. TLE Observation and Evaluation Rubric – Librarians
7. TLE Observation and Evaluation Rubric – Counselor
8. TLE Observation and Evaluation Rubric – Speech Language Pathologist
9. TLE Push Pin Form
10. OKTLE Positive Remark Form
11. Tulsa Model Goal Setting Form
12. Professional Learning Focus (PLF)

## **USE OF AUDIO/VISUAL EQUIPMENT**

All monitoring or observation of the work of a teacher shall be conducted openly. The use of audio or video equipment or devices will not be used for observation purpose. On a completely voluntary basis, a teacher may provide his or her evaluator with audio/video evidence of professional proficiency in the form of a portfolio or artifact file/binder which will be considered as evidence for the assignment of a rating for the purpose of his or her evaluation.

During a Personal Development Plan, a teacher may choose to audio or video a segment of their teaching performance for the purpose of self-evaluation. The video will be the property of the teacher.

## **RIGHT TO NOTICE**

Any complaint made against a teacher by any parent, student, or other person, which may be used in a disciplinary manner against a teacher shall be promptly called to the attention of the teacher prior to the action being taken and the teacher shall be afforded the opportunity to answer or respond to such complaint.

## **TEACHER'S HOURS**

The 2019-2020 teacher's work contract will consist of 166 instructional days, 2 parent/teacher conference days, and 5 professional days. The teacher's work day shall begin at 7:45 a.m. and end at 3:30 p.m. On Fridays and days preceding holidays the teacher's day shall end after the school buses have gone. Exceptions to start and dismissal times above are on days when general faculty meetings, building meetings, grade level meetings, department meetings or in-service/professional development meetings are held. An individual teacher and the building principal may by mutual agreement, modify the teacher's contracted workday so that it may begin as early as seven thirty (7:30) A.M. The length of that individual teacher's workday may not exceed seven (7) hours and fifty (50) minutes.

## **CLASS SIZE**

It is agreed that every effort be made to limit class size to twenty-five (25) students.

## **DAILY SCHEDULED PREPARATION PERIOD FOR ELEMENTARY TEACHERS**

There will be a daily scheduled preparation period of at least thirty (30) minutes for each elementary teacher.

## **DUTY FREE LUNCH FOR ALL TEACHERS**

At the beginning of each year, the principal shall establish a lunch duty schedule. Said schedule shall assign duties to teachers on a rotating and equitable basis. Teachers shall be provided with as much duty-free lunch time as is possible each day given the District's responsibility to provide appropriate supervision. Even on days when teachers have duty, the District will strive to arrange duty assignments so those teachers can be provided twenty (20) minutes of non-duty lunch time.

## **SCHEDULED DUTY**

Teachers may leave school during duty free lunch time after signing out at the principal's office. Teachers may leave school during planning time to conduct school business and necessary personal business after signing out with an explanation in the principal's office.

When inequities exist in the amount of scheduled duty\* vs. non-duty time among certified staff, steps will be taken to attempt to rectify these inequities. Representatives from the administration will meet with representatives from each grade level and/or discipline to consider the inequities and discuss if there are any corrective measures that can be taken. If a meeting is required it will take place in a timely manner. Final decisions regarding these assigned times rest with the administration.

\*Duty time includes before school, classroom, grounds, hall, cafeteria/snack bar, and bus supervision.

## **SCHOOL CALENDAR**

Any MEA input into the following year calendar must be presented to the Superintendent by December 1st of the current school year.

Prior to Board adoption of future school calendars, the Superintendent shall confer with representatives of the MEA.

## **PRIVATE TELEPHONE LINE IN WORKROOM**

As an additional benefit to teachers, the Board shall install a private line telephone in each teacher work area in the Elementary, Middle, and High School buildings, limited to local calls.

## **POSTING OF VACANCIES**

Certified staff will be notified via District-wide email as to certified vacancies. After notification, vacancies will remain open for at least 3 days prior to being filled.

## **ACCESS TO BOARD OF EDUCATION POLICIES AND PROCEDURES**

All current certified staff shall have access to view electronically the policies and procedures manual via the Mannford Public Schools Google Drive.

## **ACCESS TO THE MEMORANDUM OF AGREEMENT BETWEEN THE MANNFORD EDUCATION ASSOCIATION AND THE MANNFORD BOARD OF EDUCATION**

Two hard copies of the Memorandum of Agreement will be maintained, one by the Superintendent and one by the MEA President. All current certified staff shall have access to view electronically the policies and procedures manual via the Mannford Public Schools Google Drive. The Memorandum of Agreement will be updated annually. The MEA President shall be responsible for annually updating the Memorandum of Agreement and providing an updated copy to the Superintendent. The Superintendent's office shall be responsible for providing updated agreements.

## **PARENT TEACHER CONFERENCE DAYS**

Two Parent/Teacher Conference Days shall be incorporated into the school calendar (as 2 of the 175 instructional days). A committee consisting of teachers and an administrator from each building will be formed to set the procedure of these conference days.

## **PERSONNEL FILES**

The personnel files in the superintendent's office are open to teacher inspection. They may contain, but are not limited to such items as: applications, transcripts, contracts, teacher's certificates, evaluation, payroll deductions, tax information, sick leave records, loyalty oaths, and staff development records.

Copies of these materials will not be provided as they are open to inspection at any time.

## **BOARD MEETING PACKET**

The superintendent's office will prepare an extra board meeting packet. This will contain an agenda, a financial statement, and a copy of the previous board meeting minutes. The packet will be on the table at the board meeting and must be returned to be prepared for the next meeting.

## **NOTIFICATION OF ASSIGNMENT**

Teachers shall be assigned within the scope of their certification as prescribed by the rules and regulations of the State Board of Education. After considering the certification and qualification of teachers, assignments shall be made by the administration in order to best meet the interest of the students of the district.

Teachers shall be notified of their tentative teaching assignment for the ensuing year by May 15<sup>th</sup>, if possible. In the event a change of teaching assignment is made during the summer, the teacher will be notified as soon as possible. In reaching its decision regarding teaching assignments, the district will consider qualified volunteers to affect necessary changes, if any exist. Also, if a change in teaching assignments is implemented, the district will provide assistance in moving classroom materials and supplies, if requested.

A transferred teacher may submit a budgetary request for instructional materials and supplies pertinent to the new position. The administration will consider the request.

## **TEACHING ASSIGNMENTS**

By March 1, each teacher may turn in to the building principal a written sheet outlining his or her teaching preferences for the next school year.

## **COMPENSATION FOR CERTIFIED STAFF SUBSTITUTING**

MHS rate is \$10 per planning period covered (\$70/7 periods).

MMS rate is \$11.67 per planning period covered (\$70/6 periods).

5<sup>th</sup> grade will hire substitute or cover with an aide.

ECC, Elementary, and 4<sup>th</sup> grade for full day is \$70 divided by number of teachers, with exception of 5 or 6 teacher split which is a flat \$15 per teacher rate (\$70/3=\$23.33, \$70/4=\$17.50). For half day is \$10 per teacher.

## MANNFORD PUBLIC SCHOOLS REDUCTION IN FORCE POLICY

### A. General Matters

A. Reasons for a Reduction in Force. A teacher may be nonreemployed when the board decides that due to (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, a reduction in teaching staff is necessary.

B. Definitions. For the purpose of this policy, the following terms have the stated meanings:

1. "Financial exigency" means a reduction in the School District's financial resources resulting from declining enrollment or any other action or event that in the sole judgment of the board of education will result in a reduction in the School District's current or future operating budget.
2. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.
3. "Declining enrollment" means a decrease in the School District's total enrollment or enrollment in a particular program or curriculum offering which in the sole judgment of the board of education may adversely affect the School District's current or future allocation of funds and/or the necessity of maintaining certain current or future class sections or curriculum offerings.

C. Criteria for Eliminating Positions. The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which position to eliminate, the superintendent and the board will consider the curriculum and the needs of students.

D. Priority. In determining which teacher(s) will be nonreemployed, the following criteria, **in this order**, shall govern:

- a. The teacher(s) who has the most years of teaching experience in the School District will be retained.
- b. If the teachers are equal under the above criteria, then the teacher(s) who hold the most Certifications will be retained.
- c. If the teachers are equal under the above criteria, then the teacher(s) who holds the most advanced degrees will be retained.

- d. If the above criteria is equal then a lot drawing made by the Superintendent of Schools in the presence of an authorized representative of the MEA.

#### **E. Bumping Rights**

- a. 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.
- b. In the event a teacher eliminated through RIF is certified to hold a position other than the one being eliminated, said teacher may bump another teacher in that position, as long as the teacher has more years of teaching experience in the school district over the person.
- c. If the teachers in the affected positions are identical then the following, in this order, shall control bumping:
  - i. Years of local experience
  - ii. Certifications held
  - iii. Advanced degrees

#### **B. Procedures**

- A. Action by Superintendent. The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own volition, shall submit to the board the superintendent's written recommendations for terminating particular teaching positions. In making recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or other administrator in whose school or unit a position elimination/termination is proposed and (iii) shall take into consideration the criteria set out herein.
- B. Action by Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.
- C. Notice and Hearing Procedures. Prior to taking any action to nonreemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on affected teacher; provided, however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding



nonreemployment of teachers for cause. Notice of a recommendation of nonreemployment shall be given to the teacher prior to the 1<sup>st</sup> Monday in June.

- D. Hearing. At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District and (ii) whether the recommendation to not renew the specific teacher is being made in good faith and pursuant to the process set out herein.
- E. Effect of Board Decision. The decision of the board based on the evidence presented at the hearing shall be final.

**C. Reemployment or Other Employment After Reduction in Force**

- A. Teachers who are released because of a Reduction in Force will have priority for eighteen (18) months after the year in which the reduction occurred to fill subsequent vacancies in positions for which they are certified and highly qualified. Teachers will be offered reemployment in reverse order according to the provisions of the policy.
- B. Throughout the calendar year of the reduction, released teachers will be placed on a recall list. Teachers on a recall list will be notified by certified mail of position vacancies for which they have priority. A teacher shall remain on the recall list unless the teacher:
  - i. Does not accept a position within (10) days from the mailing of the notice of the vacancy as provided above;
  - ii. Waives recall in writing;
  - iii. Resigns; or
  - iv. Refuses to accept a position for which the teacher was qualified and was offered to the teacher by the district.
- C. Offers of employment under this section shall be made by certified mail, return receipt requested. It shall be the teacher's responsibility to see that the district has the teacher's current address on file, and that address will be used for recall purposes.
- D. A career teacher who has been nonreemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.