

CHENEY USD 268

2023-2024

NEGOTIATED AGREEMENT

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PREAMBLE

The Cheney USD 268 Board of Education and the Cheney Teachers' Association have negotiated in good faith the following terms and conditions of professional service. The Board and the Association recognize and declare that providing a quality education for the students of Cheney USD 268 is their mutual desire. It shall be the mutual aim of the parties of the agreement to maintain and improve the quality of the instructional program and morale of the teaching staff and the Board.

ARTICLE 1: DEFINITIONS

School District: Cheney Unified School District 268, Sedgwick County, Kansas

Board: Cheney Unified School District 268 Board of Education, Sedgwick County, Kansas

Superintendent: Cheney Unified School District 268 Superintendent of Schools

Association: Cheney Teachers' Association

Teacher: Any staff member who is a member of the bargaining unit as defined in this agreement. Nothing in this agreement shall be construed as conferring upon any classified staff member; any right or privilege afforded a certificated staff member under state statutes.

Professional Day: The period set forth in the professional day article.

Base Contract: The teacher's basic contract for assigned services and for a designated number of contract days, and which contract incorporates the terms of this agreement.

Contract Addendum: A teacher's contract(s) for assigned services for contract days in an assignment which is an extension of the duties assigned under the teacher's base contract.

School in Session or School Day: Those hours during which students are regularly required to attend classes.

School Year: The period of time when school is in session as set forth in the school calendar adopted by the Board.

Professional Year: The number of contract days annually for which a teacher is paid and their placement on the school calendar.

Contract Days: Those days of a professional year on which assignments can be made and for which a teacher is paid to work.

Immediate Family Sick Leave: The immediate family shall mean the husband, wife, mother (in-law), father (in-law), brother (in-law), sister (in-law), daughter (in-law), son (in-law), stepchildren or any other person living in the immediate household.

Immediate Family Bereavement Leave: The immediate family shall mean the husband, wife, mother (in-law), father (in-law), brother (in-law), sister (in-law), daughter (in-law), son (in-law), grandparents (in-law), grandchildren, stepchildren or any other person living in the immediate household.

Daily Rate: The teacher's annual base salary divided by the number of days in the contract.

Non-teaching Professional Days: Those contract days for assigned services during which school is not in session.

Work Day: is a non-teaching professional day that is free of any meetings called or arranged by an administrator.

Nonworking Days: Those days, Monday through Friday, interspersed between the first and last contract days of the contract year on which the teacher is not required to be on duty.

Administrator: Any person employed by the Board in an administrative capacity who is fulfilling duties for which an administrator's certificate is required.

Days: Except when otherwise indicated, days shall mean days that the district office is open.

ARTICLE 2: GENERAL PROVISIONS

A. RECOGNITION

The Board recognizes the Cheney Teachers' Association for the purposes of professional negotiations under K.S.A. 72-5413, et. seq. as the exclusive representative for the teachers' unit of the certified staff members.

The bargaining unit shall be defined as those staff members of the Board in positions which require a certificate issued by the Kansas State Department of Education but shall not mean any such person who is in administrative capacity.

B. DURATION CLAUSE

This agreement shall govern the rights of the Board and the Association during the effective period from July 1, 2023 through June 30, 2023. The agreement together with all the terms, conditions, and effects thereof, shall expire on June 30, 2023.

Representatives of the Board and Association may by mutual agreement reopen discussion at other times in order to develop a joint recommendation to resolve conflicts in the agreement. If the joint recommendation is found acceptable to both the Board and the Association, it may become a part of the written agreement.

If after negotiations are complete and base state aid per pupil increases revenue by a total amount greater than \$25,000, negotiations will be reopened for salary items only.

C. SAVINGS CLAUSE

If any provision of the Agreement or any application of this Agreement to any staff member or group of staff members is held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Furthermore, it is agreed that by mutual agreement the Board and the Association may reenter discussions concerning the resolution of conflict precipitated by a change in statute.

D. REPRODUCTION OF AGREEMENT

Copies of the 2023-2024 Cheney USD 268 Negotiated Agreement shall be printed at the expense of Cheney USD 268 after the agreement is signed by both parties. Copies will be furnished to all teachers on or before the effective date on the teacher contract.

E. REFERENCE CLAUSE

This professional agreement may not be altered, changed, added to, deleted from, or modified except by the voluntary mutual consent of the parties in a written and signed amendment to this agreement. The Board and the Association agree to the commitments contained herein and give them full force and effect.

ARTICLE 3: ASSIGNMENT

A. NOTIFICATION OF ASSIGNMENT

Each teacher shall be given a notice of his or her tentative class and/or subject assignment for the forthcoming year not later than May 31.

ARTICLE 4: TRANSFER AND PROMOTION

A. POSTING OF VACANCIES

The superintendent shall cause to be posted by email or on the bulletin board in all school offices a vacancy list which lists any and all known vacant certified staff positions and supplemental positions which occur in the school system. The Board and/or administration will determine when such vacancies exist. The vacancy list shall be currently maintained with appropriate additions, deletions, revisions and described by positions and schools.

A teacher may have copies of the vacancy list mailed to him/her in the summer by leaving stamped, self-addressed envelopes with the superintendent's office.

Teachers interested in such vacancies shall notify the superintendent in writing within five teaching days after notification.

A teacher may express preference for in-school instructional assignments by stating such preference in writing and submitting such preference to the principal and the superintendent or designee upon notice of such vacancy.

Transfer of teachers will be made by the superintendent subject to Board approval. When the request is granted or denied, the superintendent shall notify the individual.

B. ADMINISTRATIVE REQUEST FOR TEACHER TRANSFER

A recommendation to change the assignment or transfer of a teacher may be made by the administration after consultation with the teacher.

ARTICLE 5: TEACHER RIGHTS AND USE OF FACILITIES

A. MEETINGS

Teachers have the right to use of building facilities for meetings at reasonable times and hours.

B. INSTRUCTIONAL PREPARATION

Teachers shall have access to classrooms or appropriate offices for instructional purposes.

C. EQUIPMENT

When not otherwise in use, teachers may make reasonable use of office equipment (not including supplies) located in their assigned school(s). Such equipment shall not be removed from the building except with advance approval of the school principal.

Equipment of the school district shall not be used during the contract day for non-instructional purposes. District owned equipment may be used by teachers outside the contractual day and year only by prior authorization to be specified in writing by the administrator directly responsible for said equipment.

D. ANNOUNCEMENTS

Teachers have the right to request the placement of items in daily bulletins and reasonable use of intercom equipment. Such requests and use shall not be arbitrarily denied.

E. POSTING MATERIALS

The teachers have the right to post items on staff bulletin boards and to place items in teachers' boxes. A copy of any duplicated material placed in teachers' boxes shall be furnished to the school principal no later than the time of distribution.

F. PROCEDURES

Such use as referred to above shall be arranged, and approved through the school principal. If a teacher's request for use of building facilities, classrooms, equipment, to make announcements, post material on bulletin boards or to place items in teachers' mail boxes is denied the teacher shall, upon request, be entitled to an explanation from the school principal.

ARTICLE 6: EVALUATION PROCEDURES FOR ALL TEACHERS

For the 2023-2024 school year, teachers will be evaluated using the Kansas Educator Evaluation Protocol (KEEP).

In an effort to provide a uniform process to promote the improvement of instructions, to upgrade the quality of all certified staff, and to comply with the requirements set forth by Kansas statutes, The BOARD agrees to the following procedures:

- A. The Board reserves the right to evaluate all teachers, in writing, on the forms adopted by the Board for such purposes. Teachers, in the first two consecutive school years of employment, shall be formally evaluated at least one time per semester not later than the 60th day of the semester, except in cases where the teacher is not employed for the entire semester. Teachers in their third and fourth years of employment shall be formally evaluated at least one time per year, on or before February 15. Teachers in their fifth year and beyond may be evaluated annually and shall be evaluated a minimum of every other year as per timelines established in Kansas statute. Evaluations should be initiated early in the school year and made as often as deemed necessary by the teacher or the administration.
- B. The school principals are assigned by the Board to the responsibilities of evaluating the certified staff within their school. The superintendent has the authority to work with the principal on a given evaluation if and when deemed necessary by either the principal or the superintendent.
- C. A copy of the evaluation instrument will be provided and explained in detail by the school principals at the beginning of the school year and further it is agreed the instrument will not be changed during the length of this agreement.
- D. The evaluation instrument will be comprised of two parts, a formal evaluation covering a general spectrum of teacher qualities, and an informal evaluation dealing with individual instructional goals and notes on the instructional progress made. The instrument shall be developed cooperatively by a committee which shall be composed of a teacher and principal from each building along with the superintendent.

- E. The persons authorized to have access to the evaluation documents are: (1) the evaluated teacher; (2) the Board; (3) the administrative staff designated by the Board; (4) the Board's attorney upon request of the Board; and (5) other persons specified by the teacher in writing.
- F. Special problems or concerns existing for any teacher should be identified by his/her evaluator at the earliest possible date.
- G. If a disagreement of an administrative rating or comment exists with the teacher, that teacher has not more than two weeks from the date of evaluation to attach an amendment to the formal evaluation for filing and the face of the evaluation should note the attachment and the date of the attachment.
- H. All formal evaluations will remain on file for a period of three (3) years and no more.
- I. Whenever any evaluation is made of any teacher, the written document thereof shall be presented to the teacher, and the teacher shall acknowledge such a presentation by affixing his/her signature thereon. The teacher will receive a duplicate copy of the document.
- J. Administrative ratings except "appropriate" and "not applicable" are to be accompanied by sufficient administrative data to support the rating.

ARTICLE 7: TEACHER DISCIPLINE

A. DISCIPLINARY ACTION AGAINST A TEACHER

It is agreed by both parties that informal disciplinary actions are the first steps taken in constructive discipline; and, are to be taken by administrators in situations of a minor nature involving violation of a rule, regulation, or safety practice.

The Board agrees that information concerning proposed disciplinary actions is privileged information. The teacher may divulge such information for the purpose of consulting with or obtaining representation from the Association.

In formal disciplinary actions an oral reprimand will be the first level of discipline and will be conducted in private. The specific incident shall be cited, and the teacher shall be permitted to respond to the proposed disciplinary action.

The next step in formal disciplinary action shall be a written reprimand which may be included in the teacher's personnel file. The teacher shall be advised that he/she has the right to respond and that any response shall be attached to the written reprimand. All material concerning disciplinary action will be removed from the teacher's files after the third year.

*** Approved at BOE meeting on 3/18/2024 *** In the event a licensed staff member is not performing satisfactorily and/or that the principal has concerns, the principal may choose to have the licensed staff member continue to be evaluated, whether through the normal evaluation cycle or by adding an out-of-cycle evaluation. If the licensed staff member does not improve after being evaluated, then the principal will implement a plan of improvement.

A conference between the administrator and teacher will be held prior to any recommendation to the Board regarding disciplinary action. The teacher may request that a representative of their choice be allowed in the conference but the representative may do nothing more than listen.

Disciplinary actions shall be administered promptly within a 30-day period following the incident unless binding legal restrictions prevent compliance within this time line.

If a complaint regarding a certified staff member is not called to the attention of the certified staff member within 30 days of receipt by administrators, unless legally restrained, such complaint will not be used in disciplinary actions, dismissal or non-renewal.

The administering of discipline for a given incident does not preclude the administration from referencing said incident should a pattern occur thereby establishing a need for action based upon repeated incidents.

ARTICLE 8: TEACHER DISMISSAL

If the Board of Education gives notice of its intention to non-renew a certified teacher who has completed at least three full contract years and is in at least a fourth contract year, that teacher may request a meeting with the Board of Education by submitting a written request to the clerk of the Board within ten days of receiving the notice. The Board shall meet with the employee in executive session within twenty days of receiving notice and will state its reason for the non-renewal. The teacher shall be permitted to offer statements in response, which the Board shall consider before making a final decision on non-renewal.

ARTICLE 9: GRIEVANCE PROCEDURE

A. PURPOSE AND DEFINITIONS

The purpose of this grievance procedure is to provide for a systematic method of handling disputes at the lowest possible administrative level.

Grievance: An alleged violation, misinterpretation or an inequitable application of the negotiated agreement.

Grievant: A staff member or group of teachers of the school district who file a grievance.

Days: The term "days" shall mean when the superintendent is in the district office and it is open for business.

B. PROCEDURE

Level One

The aggrieved person having a complaint shall first discuss the problem with the school principal within thirty (30) days of the occurrence which gave rise to the concern with the objective of resolving the matter informally. If the matter is not resolved informally within five (5) days, the complaint shall be stated specifically in writing and presented to the school principal and thereafter be considered a formal grievance to be dealt with as herein provided. If the grievance does not pertain to any aspect of the operation of the school and it would be inappropriate to file the grievance with the school principal, then the teacher may file the grievance directly with the superintendent at level three of the procedure.

Level Two

If the aggrieved person is not satisfied with the informal disposition of the complaint at level one, then he/she may within ten (10) days following the informal decision, file the grievance in writing with the school principal. Within seven (7) days after receiving the written grievance, the principal shall meet

with the aggrieved person in an effort to resolve it. The principal shall submit a decision in writing to the aggrieved person(s) and the superintendent within seven (7) days following the meeting.

Level Three

If the aggrieved person is not satisfied with the disposition of the grievance at level two, or if no decision has been rendered within seven (7) days after the meeting, then he/she may within ten (10) days file the grievance in writing with the superintendent. Within seven (7) days after the receipt of the written grievance the superintendent shall meet with the aggrieved person in an effort to resolve it. The superintendent shall submit a decision in writing to the aggrieved person(s) and the president of the Board within seven (7) days following the meeting.

Level Four

If the aggrieved person is not satisfied with the disposition of the grievance at level three, or if no decision has been rendered within seven (7) days after the meeting, then he/she may within ten (10) days file the grievance in writing with the clerk of the board. Within thirty (30) days after receipt of the written grievance the Board shall meet with the aggrieved person(s) in an effort to resolve it. The grievant may have representation, employ legal counsel, or have witnesses appear on his/her behalf at this hearing, if he/she so desires and providing he/she notifies the Board of the fact at the same time he/she files the grievance in writing with the clerk of the board. The Board shall submit a decision in writing to the aggrieved person within seven (7) days following the meeting. Failure of the Board to act within the time allotted shall result in the aggrieved person(s) receiving the remedy he/she is seeking.

The decision of the Board will be final.

C. RIGHTS OF TEACHERS TO REPRESENTATION

No reprisals of any kind will be taken by the Board or by any member or representative of the administration against any aggrieved person, any party in interest, any witness, any grievance representative, any member of the Teacher Rights Commission, or any other participant in the grievance procedure by reason of such participation.

A teacher may be represented at all stages of the grievance procedure by a Grievance Representative selected by the Association.

D. MISCELLANEOUS

Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Year-End Grievance

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, the days shall be those days on which the district office is open for business.

If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may initiate and submit such grievance in writing to the superintendent directly and the processing of such grievance will be commenced at Level Three.

ARTICLE 10: METHOD OF PAYMENT

A. PAYMENT OF SALARY

Teachers will be paid in twelve installments payable on or before the twentieth of every calendar month. **Teachers are required by law to furnish certificates and updated copies of transcripts before any payment will be made.** Teachers wishing to receive their summer checks at one time must submit written requests prior to April 1. Summer checks are dependent upon the availability of state funds. The intent of the board is to supply summer checks as soon as feasible.

Lapse of certification or expired license – An employee who lets their certification lapse will not receive pay until they receive certification. Teachers may apply for Emergency substitute certificate if they cannot get their certificate in a timely manner, but that will result in receiving substitute pay until they are fully certified. If the employee's certificate is pending at the State department, that will be the equivalent of being certified.

Summer checks - Summer checks other than for summer school teachers may be emailed to their email address designated by the staff member.

Sick leave pay for supplemental assignments: Primary Contract sick leave shall not apply to the amount paid for supplemental assignments.

Should a staff member be unable to fulfill a significant portion of their supplemental assignment, proration of salary and other related salary adjustments will be considered on an individual basis by the Board.

DEFINITIONS in reference to above statement:

Significant: 15% of the assignment based on the beginning and ending dates of the activity.

Consideration on extenuating circumstances: The board reserves the right to review each case based on extenuating circumstances.

Procedure: The Board will begin the review process when 15% of the activity has been missed.

Negotiation settlement payment: In the event negotiations between the Board and the Association result in an agreement reached after the first regular payment date of the contract year has passed, the balance due each member of the bargaining unit for the period of time already worked shall be made payable in the form of a lump sum distribution no later than the second regularly scheduled payment date following ratification of the agreement.

ARTICLE 11: PROFESSIONAL DAY

A. ELEMENTS OF THE DAY FOR TEACHERS

Teachers will be responsible for being present:

- while school is in session, unless specific permission has been given from the school principal or his/her designee;
- a minimum of 8 hours a day with a contract time of 7:30-3:30pm to be available for students/parents; with the balance **of a teacher's contract time to equal 40 hours each 5-day work week.**
- in addition: before/after school as needed and requested by students/parents to provide additional assistance and learning opportunities or to conference;
- before/after school as needed and requested by administration to participate in scheduled meetings with other teachers and administrators;
- before/after school to complete adequate preparation to carry out his/her responsibility to the students and for necessary administrative work related to his/her assignment;
- before/after school for planning and curriculum development and in-service work as deemed necessary for program improvement.
- Any exceptions will need to be approved by administration.

If a teacher needs to be absent from the school grounds during the planning period due to teacher responsibilities, he/she needs to sign in and out in the school office stating what the responsibility is and where he/she may be reached.

If a teacher needs to be absent from the school grounds anytime school is in session for personal reasons, he/she must have permission from the school principal or, if that administrator is absent, from another administrator.

Parent Teacher Conferences:

It is the mutual agreement between the Association and the BOE that teachers are expected to be present at Parent/Teacher Conferences. Any extenuating circumstances that require a teacher's absence must be approved by a building administrator on a case-by-case basis.

Association Leave: The Association may be granted two days of Association leave annually for staff members who are officers or agents of the Association. The Association agrees to pay costs of the substitute and notify the administration a minimum of 48 hours in advance of such leave.

B. NON-TEACHING SERVICES

Noon duty, playground duty (elementary only), bus loading and unloading are considered a part of the teacher's responsibility. Such assignments shall be made as equitably as possible to all teachers within a given attendance center.

The sales and/or handling of milk and/or meal tickets or money or any other type ticket or fee will be kept to a minimum part of the duties of teachers as is feasible at the given center.

All teachers will have a duty free lunch period of 20 minutes.

C. PLANNING PERIODS

In meeting his or her professional responsibilities, a teacher is required to respond to many and varied demands upon his/her time. It is the desire of the Board that some planning time be provided daily for all teachers. Planning time is not to be defined as free time and should not be used as such.

The administrator shall provide for at least the equivalent of one daily planning period for all elementary teachers and the equivalent of one class period for all secondary teachers. In the event a teacher performs other school-related educational duties during such planning time, the teacher shall be paid at the hourly rate of \$20.00 per hour. It shall not be required that the planning period be used for the development of IEP's.

Specifically, the planning period times are defined as follows:

- Cheney High School will equal one regular class period,
- Cheney Middle School will equal one regular class period, and
- Cheney Elementary School will be equal to the combined length of the physical education and music classes.

It is the intent that a mutual attempt will be made to include as much regularly scheduled planning time as possible within the normal teaching day.

ARTICLE 12: PROFESSIONAL YEAR

A. CONTRACT DAYS

The basic contract days for teachers, exclusive of supplemental and extended time contracts, shall be 186 days (with one additional day (**187**) for teachers new to the district). It is the intent that a mutual attempt will be made to include grading period times within the non-teaching days. **This adjustment in days is based on the teachers having student contact of 1160 hours each year.**

B. SCHOOL CALENDAR AND DESIGNATION OF HOLIDAYS

The Board shall adopt the school calendar each year. When adopting the school calendar, the board shall schedule the following holidays for the number of days as designated:

Labor Day	One weekday
Thanksgiving Break	Three weekdays
Winter Break	Minimum of six weekdays including Christmas Day and New Year's Day
Spring Break	Minimum of five weekdays
Memorial Day	One weekday

The Board of Education and the Cheney Teacher's Association agreed on the 2023-2024 calendar as voted on.

ARTICLE 13: STAFF DEVELOPMENT

A. PROFESSIONAL DEVELOPMENT COUNCIL

The Professional Development Council (PDC), under the auspices of the Kansas Results-Based Staff Development Plan, will assist in developing the school district's staff development plan. The PDC (which is operated under the local School Improvement Team) shall be responsible for assessing staff development needs and helping design the district's staff development activities. The PDC shall consist of one administrator and one teacher representative selected from each building. The superintendent, or his/her designee, shall be an ex-officio member of the council.

B. CLASSROOM VISITS

Arrangements shall be made with administrators for teachers to visit classrooms within the system and may arrange, if feasible, to visit other school systems as an aid to professional growth and improvement at their grade level and subject matter field.

ARTICLE 14: TEACHER PROTECTION

A. ASSAULT AND/OR BATTERY

A teacher shall report as soon as feasible, in writing, to the school principal all cases of assault and/or battery suffered by the teacher in connection with his/her employment. Such report shall be forwarded as soon as feasible to the superintendent who shall inform the Board.

The principal, superintendent, and Board will provide reasonable cooperation by providing any information in their possession which will aid a teacher in preparing a defense to any threatened charge by a third party.

Case(s) in which a teacher is involved in litigation as a result of his/her actions while following Board or administrative policy, shall be referred to the Board as expeditiously as possible. Should the teacher request assistance in the preparation of his/her defense and/or prosecution, the Board will provide such assistance pursuant to law and policy and as per the advice of the board's legal counsel.

B. INJURY BENEFITS RESULTING FROM ASSAULT AND/OR BATTERY

Whenever a teacher is absent as a result of personal injury caused by battery arising out of or in the course of his/her employment, and when investigation by the administration indicates that he/she used reasonable judgment, the Board, at its discretion, may excuse such absence without loss of pay or accumulated temporary leave less any workers' compensation disability payments. The Board reserves the right to have the teacher examined by a physician selected and paid by the Board to assist in determining the teacher's condition to perform his/her duties.

**ARTICLE 15: NONRENEWAL, TERMINATION,
REDUCTION IN FORCE, AND REEMPLOYMENT**

A. Nonrenewal/Termination

The teaching staff may be reduced by lay off due to (a) a substantial decrease in the number of students, (b) changes in the makeup of the enrollment which requires modification of existing programs, (c) as a result of substantial reductions in funds available, (d) for causes over which the Board has no control. The classification and number of staff reductions shall be determined by the Board as early as possible.

In the event of staff reductions, the following steps will be applied:

1. Reduction in Force when possible will be accomplished through attrition.
2. If additional reductions are required beyond attrition, the Board will consider the recommendations of administration prior to making further reductions.
3. If non-renewal or termination is necessary, in order to implement the decision of the Board to reduce staff, then any teacher who is to be recommended for non-renewal or termination shall be informed in a conference by the superintendent, and shall be notified in writing at least thirty days prior to the proposed effective date of such non-renewal or termination.

B. Rights/Re-Employment

1. After implementing such a reduction, a list of names of those teachers who have been non-renewed shall be maintained by the district for a period of three years. It is the responsibility of the teacher to keep the district office informed of his/her current address and any changes in teaching qualifications.
2. Any teacher that faces RIF but is qualified for future positions for which they are certified/qualified for will have first right of refusal including, but not limited to long-term substitute positions.

ARTICLE 16: TEMPORARY LEAVES

All sick leave and personal leave must be used prior to salary deduction being implemented.

Emergencies for Temporary Chargeable Leave shall be granted by the superintendent and reviewed by the Board.

Notification of the Need to Use Temporary Leaves

A teacher finding it necessary to utilize any of the chargeable accumulated days of temporary leave as defined shall notify his/her school principal in advance. Those instances in which notification cannot be done in advance will be dealt with on an individual basis.

Absences Chargeable to Leaves

Each day a teacher is absent from his/her assignment for any of the reasons provided shall be chargeable and subtracted from the teacher's accumulated temporary leave days. Absences in

excess of the teacher's accumulation of temporary leave days shall require a salary deduction of his/her daily rate of compensation for each additional day of absence.

Absences of less than a day but more than one-half (1/2) day shall be chargeable as one (1) day. Absences for one-half (1/2) day or less shall be chargeable as one-half (1/2) day.

Teachers may be absent from the classroom for periods of one (1) hour or less, during the hours school is in session, without either salary deduction or deduction in accumulated temporary leave but only if prior arrangements have been made to assure another teacher's presence in the classroom and provided the reason is approved by the school principal.

Voluntary duties assumed under this arrangement by a teacher shall not be reported for compensation.

A. PROFESSIONAL LEAVE

Subject to the prior approval of the superintendent, a teacher may be granted Professional leave for the following purposes, subject to the following provisions. During Professional leave days, the teacher will receive his/her full pay.

Curriculum: A teacher may be granted temporary leave to participate in the development of a school project within the school system. (For example, working as a committee member during the school day).

Professional: A teacher may be granted temporary leave to pursue professionally related activities such as attendance at workshops, conferences, state or national meetings of educators.

Visitation: A teacher may be granted temporary leave to consult with and/or observe for professional purposes a person or school.

School Business: A teacher may be granted temporary leave to conduct business for the school system at the direction of the superintendent.

Joint Study: A teacher will be granted temporary leave to work on a committee jointly sponsored by the Board and the Association.

B. COURT AND/OR JURY DUTY

A teacher will be granted temporary leave to appear in court to answer a jury summons, or for reasons other than personal neglect, violations of law or matters in which the teacher has a vested interest. The amount paid for jury duty or witness fees, if any, shall be submitted to the district office to be placed in the general fund. The amount paid shall not be deducted from the teacher's regular pay. Part time teachers shall submit the full payment for jury pay or witness fees for reimbursement to the general fund. Verification of the amount received for jury duty or witness fees must be provided. The amount paid for expenses to the certified staff member shall not be submitted for general fund reimbursement however verification of the amount of those expenses shall be required.

C. SICK LEAVE

Unused sick leave shall not be considered additional compensation and payment will not be made for the unused portion of such leave upon the staff member ending employment in the district.

Each teacher who is under contract for a full year, will be granted ten and one-half (10.5) days of sick leave on the first day that the teacher reports to work in any contract year. Unused sick leave days shall be accumulated to a maximum of seventy (70) days. Sick leave days accumulated to seventy

(70) days plus ten and one-half (10.5) days issued each year will be the maximum number that may be held by any teacher.

A teacher under an extended contract will be granted one (1) additional day of sick leave for each twenty (20) days of extended contract to be computed to the nearest one-half (1/2) day.

Sick leave days will be prorated for any teacher who is employed for less than a full contract year.

Each teacher will be furnished an accounting of the number of accumulated days of sick leave available at the beginning of each contract year and when administratively feasible monthly thereafter.

D. PROVISIONS FOR THE USE OF SICK LEAVE

Personal and Immediate Family Sick/Disability

These days may be charged to the individual as either ½ day or full day depending on the amount of time missed during the school day. This amount can be modified by the ¼ day in emergency situations by the building principal.

Illness, Disability or Death in the Immediate Family

The accumulated leave may be used by the teacher to cover absence on account of illness, disability or death to members of the immediate family.

Death Outside the Immediate Family

A maximum of two (2) days of temporary leave may be used in any contract year to cover absence on account of death of persons outside the immediate family, subject to arrangements with the school principal.

IF A TEACHER HAS USED TEN (10) DAYS OF SICK LEAVE IN ONE YEAR, THE SUPERINTENDENT OR BUILDING PRINCIPAL SHALL CONFER WITH HIM/HER TO REVIEW THE TEACHERS USE OF SICK LEAVE AND THE NUMBER OF DAYS REMAINING.

Job Related Illness or Disability

Under the provisions of the Kansas Workers' Compensation Law the Board will continue to provide coverage for all teachers.

Because workers' compensation law covers the certified staff, accumulated temporary days of leave will not be used to pay for the salary of the staff member as the payment will be received from the workers' compensation pool. The affected staff member will not be charged any usage of accumulated sick leave since workers' compensation is being used. Any days covered by workers' compensation will not be covered by the district and if need be, appropriate reductions will take place.

A teacher who contracts a compensable illness or sustains an injury in the course of his/her employment shall notify the office and file the workers' compensation claim form within five (5) days following the first day of such absence.

Any staff member who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written release from a doctor before being allowed to return to work. In addition, should the staff member be released to return to work by a doctor and fail to do so, all benefits under this illness or disability leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current state statute. It also shall be known that under the effects of the previous statements, the Board shall not provide benefits once the doctor has released the staff member for work and the staff member fails to report to work. It is expected that once released, the staff member will return to work.

ACCUMULATED SICK LEAVE BENEFIT

At the end of each school year, teachers with more than 70 days accumulated sick leave shall be paid \$50.00 per each such day. Partial days will be calculated to the nearest half day. Pay for such half-days shall be \$25.00. Payment for such days shall be made in June following the end of the school year.

E. PERSONAL LEAVE

Certified staff members will be credited 3 days of personal leave at the beginning of each school year.

Un-used Personal Leave Reimbursable:

Upon the completion of a school year, any personal days remaining shall be compensated at a rate of \$120 per day and shall be included in the June check. This can be a half or a full day.

Any personal days granted beyond the maximum allowable 3 days shall carry a loss of compensation equal to one day of the total contracted amount for that staff member.

Personal leave days are not intended to be used to expand a holiday or vacation period. Exceptions will be reviewed on a case by case basis and must be approved in advance by the school principal and superintendent. A forty-eight (48) hour previous notification on the part of the teacher is required. Requests for personal leave beyond the allowable five days in a given year will require approval of the Board of Education.

No more than two personal leave days can be used in any continuous absence from the job. If the personal leave is over two consecutive days, any additional consecutive days must be approved one week in advance by the Board of Education or the Superintendent.

F. OTHER LEAVES

Bereavement Leave

The teacher may use a maximum of two (2) days, per incident, on account of death of members of the immediate family without reduction from any of the temporary leaves.

SICK LEAVE BANK

The purpose of the sick leave bank is to provide additional temporary leave assistance, during the contract year only, for the participating full-time employee who has exhausted all of his/her accumulated leave and experiences catastrophic or emergency illness.

A. Membership in the bank is voluntary. Participating employee must donate one sick leave day per year by September 1st, or 20 days after they are hired. Employees must donate 1 day per year, for every year following, to remain a member until the pool limits are met (pool limits are a maximum of 300 days and a minimum of 200 days). When the pool falls below the minimum, everyone in the pool will be assessed an additional day per year until the maximum days are reached. Teachers who wish to join the bank after their initial employment and were employed by the district but not members of the SL Bank as of August 1, 2007, will have to contribute 2 days to become a member of the sick leave bank.

B. The employee must use all accumulated sick and personal leave before drawing from the bank.

C. Sick Leave days are for catastrophic situations not to include maternity, or when the employee is covered under workman's comp. Days may be used for incidents involving employee, employee's spouse, or employee's child.

D. No more than 30 days may be requested at one time, per employee, per year.

E. Leave from the bank may be drawn only after contributing, and the request must be made in writing by the member (or a representative of the member) within 30 days following use of the members last accumulated sick leave day.

F. Applications will be presented to the Sick Leave Bank Committee for final approval. Members of the committee will include; one CTA member (or CTA designee) from each building (CES, CMS, and CHS), one classified representative and one building principal. The Superintendent will serve as an ex-official member.

G. FAMILY MEDICAL LEAVE ACT (FMLA):

Eligible teachers shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave, the paid leave shall be used first and counted toward the annual family and medical leave. In all cases, FMLA leave and paid leave shall be used concurrently, not consecutively.

ARTICLE 17: COMPENSATION

A. TEACHER SALARY SCHEDULE

The current teacher salary schedule (Appendix A) will be effective for the 2023-2024 school years.

Extended Contracts

Extended certified staff contracts will be determined by dividing the individual teacher's base salary by 186 and multiplying times the number of contract days approved.

Teachers who are assigned to teach with no planning period assigned shall receive 20% of the base salary as additional pay.

Outside Experience

Beginning with persons employed July 1, 1981, full credit will be given for outside experience.

Vertical Salary Schedule Movement

Teachers may not move more than one step vertically in a given year, with the exception of the 2012-13 school year.

Horizontal Salary Schedule Movement

All hours leading to horizontal advancement on the salary schedule must be approved by the superintendent. The criteria for approval of college credits will be improvement of the teacher's professional knowledge or skill and the needs of the organization. To be eligible for horizontal movement on the salary schedule, credits must be certified in the central office by October 1 of each year. Only hours earned after the awarding date of a M.S. degree will be applied to horizontal

movement in conjunction with the M.S. +. Hours earned prior to that will be applied to the B.S. + factor.

Individual Development Plan (IDP) Points for Salary Schedule Advancement

Teachers may earn IDP points to advance on the salary schedule according to the guidelines approved in the district's five-year staff development plan.

B. FIXED BENEFIT HEALTH INSURANCE

Teachers shall be provided with an opportunity to participate in a fixed benefit health insurance plan. Full-time* teachers choosing to enroll in the school district's approved health insurance plan will receive a "take-it-or-leave-it" monthly health insurance fringe benefit of \$800.00 for each month you are eligible for and enrolled as an active employee in the health insurance plan. Should the group plan single premium be less than \$800.00 per month, the amount provided will be equal to the single premium amount, but the full amount will be applied to the family premium for those utilizing family coverage.

Certified staff members will be allowed to elect participation in the fixed benefit plan the first of the month following completion of a 30-day waiting period or in special enrollment event situations allowed by ACA. Certified staff members who do not participate in the fixed benefit plan will not have a cash option as an alternative.

*Full-time = at least a 6/8's schedule or 30+ hours per week, as defined to be compliant with the ACA (Affordable Care Act).

Any Certified staff member that is currently enrolled in the District health insurance plan as of September 30, 2015, but is working less than the above full-time eligibility definition, will retain eligibility for health insurance and will continue to receive a pro-rated health insurance fringe benefit. If any such member discontinues enrollment in the health insurance, they must meet the above full-time eligibility to re-enroll at a future date.

C. SUPPLEMENTAL SALARY SCHEDULE

The supplemental salary schedule attached as Appendix D will be effective for the 2023-2024 school year. Calculations are based on a base teacher salary of \$46,600.

D. EXTRA DUTY ASSIGNMENTS

Certified persons will be asked to volunteer to cover the extra duty assignments required to administer the school programs. If there are no volunteers, the principal or his designee shall assign extra duties as equally as possible among the staff or may secure certified or non-certified personnel outside the current certified staff. The following rates of compensation will apply with a timecard signed by supervisor:

Building Leadership Team Member	\$15.00 per hr. (yearly timecard required)
Weight Room Supervisor	\$15.00 per hr. (timecard required)
All other approved assignments (i.e.)	\$12.00 per hr. (Initialed pay sheet from AD required)
Timer / Scorer	
Bus Driver (ride time)	
Ticket taker	
All other approved assignments	

E. TUITION REIMBURSEMENT

At administration discretion, whenever it is determined that an endorsement or certification is needed, and the current employee does not have it, the district shall reimburse the employee that is willing and able to gain the required certification / endorsement.

The employee shall pursue the credits needed in the following order upon approval by the superintendent:

1. Online public university
2. Public University
3. Other

The employee will be reimbursed for tuition and books (rental will be the first option). If the employee must travel more than 45 miles, the district shall reimburse for mileage at the current federal rate.

If the employee leaves the district prior to 3 years of utilizing this program, they shall reimburse the district for all costs incurred unless the employee retires or is physically unable to continue employment per physician recommendation at this or any other district.

F. MATCHING 403(B) CONTRIBUTIONS

1. A Retirement Plan Portfolio will be established for every full time employee in USD #268. This portfolio will contain up to two (2) accounts. An Employee Paid Account will be initiated for each employee at his or her request. An Employer Paid Account will be initiated for each individual who has created an Employee Paid Account and contributes at least \$25 per month.

2. USD #268 will contribute \$25 per contract month into each full time employee employer paid account.

3. Upon completing his/her 2nd consecutive year as an employee, employed by USD #268, each employee will become vested in 25% of the amount contained within their Employer Paid Account. Their vested portion will continue to increase by an additional 25% per year until the employee is 100% vested upon completing their 5th consecutive contract year with USD #268. Employees who terminate employment with USD #268 after completing the 5th contract year may leave the vested amount in their Employer Paid Account, thereby retaining their continued vesting status upon returning to a employed position with USD #268 at a future date. An individual who is eligible for KPERs retirement in the next 5 years (as of the 2023-2024 school year) will be fully vested in their accounts.

4. Employees may voluntarily contribute, from their salary, an amount of their choosing into their Employee-Paid Account. Voluntary contributions may not exceed the amount allowed by Federal and State laws and regulations. An employee who chooses to make contributions into their Employee Paid Account will be fully vested in this account immediately.

ARTICLE 18: MISCELLANEOUS

A. SALARY REDUCTION

The school district shall establish a program in conformity with Section 125 of the Internal Revenue Code of 1954 as amended, and in compliance with applicable rules and regulations issued by the

Internal Revenue Service for Salary Reduction. Any certified staff member may reduce his/her salary by an amount up to the statutory limit on nontaxable benefits as set forth in the program. The certified staff member shall make any salary reduction request within ten (10) days after commencing work in Cheney USD 268, which begins on the first day of the contract. That reduction shall remain in force throughout the twelve (12) ensuing months or through the August pay period or upon termination of employment with the district, whichever occurs first.

Items by which the certified staff member may reduce his/her contract are as follows: health insurance, cancer insurance, dependent care, and medical expense reimbursement. If none of the options are chosen, the certified staff member shall receive his/her total salary without reduction. A plan participant will be allowed to change his/her health care insurance status if the change is due to a change in family status (e.g., marriage, divorce, death of spouse, or birth or adoption of a child).

B. AUTOMOBILE ALLOWANCE

Bargaining unit members who are required during the course of their work to drive personal vehicles on school business will be reimbursed at the mileage rate as set by the Board for all district staff members.

C. ACTIVITY PASSES

District passes will be provided each teacher and his/her immediate family. These will be for events within Cheney USD 268. League passes will be distributed at the discretion of the high school principal.

D. TEACHER FILES

Teacher personnel files will be administered and provided in a manner consistent with K.S.A. 72-9003 the Kansas Statute referring to teacher files.

ARTICLE 19: VOLUNTARY EARLY RETIREMENT

A. ELIGIBILITY

A full-time certified teacher who has served at least 12 years of full-time continuous service in the district, or is currently a part-time teacher who has previously served at least 12 years as a full-time teacher in the district is eligible.

When the employee's age and length of service under KPERS total 85 (**or the current law**) and the employee retires under the KPERS plan, or when the employee reaches age 60, but not more than age 64 years of age on or before June 30.

**B. PROCEDURE AND BENEFITS
Early Retirement Incentive**

Upon retirement, the district will pay the retired employee 10% of their highest teaching salary, which will include any extended or supplemental salary, earned as a district employee. The district will make this payment for a maximum of five (5) years or until the age 65 of the employee. The early retirement payment will be paid as a lump sum payment in July, and continue as lump sum payments in July for the following years that the employee is eligible. Upon death of the employee, the remaining payments will be made to the beneficiary that the employee chooses.

Certified employees wishing to retire early must resign their position in writing by March 1 of the current contract year. The employee should designate, with the board office, a beneficiary. The retiring employee will complete a beneficiary form at the time of application for voluntary early retirement, which will be available at the District Office.

Employees that meet the requirements of early retirement eligibility and are retiring with full KPERS benefits are entitled to a one-time payment of \$2,000 if you declare your intent to retire by December 1 of the current school year. This payment would be made in the December pay period. Employees retiring with full KPERS will be paid for all accumulated sick leave at \$50.00 per day on their last paycheck.

This plan will be considered void if it is ever found to be illegal. The district will honor those employees' retirement plans who are already receiving the benefits.

C. EARLY RETIREE HEALTH INSURANCE CONTINUATION PLAN

Upon satisfaction of the following provisions, any District employee eligible for our group health insurance plan has the option to continue participation in the District's group health plan beyond retirement. This policy is intended to comply with Kansas Statute Annotated 12-5040, which includes but is not limited to the following provisions:

1. Early retiree must have been employed by our District for not less than 10 years.
2. The early retiree is an employee who has terminated employment and is receiving a retirement or disability benefit for service with the District from which they terminate employment.
3. Early retiree will pay the full monthly health insurance premium as established by the District.
 - a. The full monthly premium is due in the District office by the 10th of the prior month of coverage.
 - b. The District will not send the member monthly invoices; it is the members responsibility to pay premiums timely.
4. Early retiree may continue coverage for eligible spouses and dependents that are covered under our group health plan at the time of your retirement and activation of this extension of coverage.
5. Retired employees who wish to elect this extension of coverage, should make a written request for continued participation in the group health plan to the District's Business Office within thirty (30) days following retirement (in lieu of electing any available COBRA continuation coverage).

This continuation plan and continued health plan coverage will be terminated in any of the following situations:

6. District no longer provides a group health plan to its active employees.
7. The premium for the health plan coverage is not paid by the retiree or member in a timely manner.
 - a. If the full monthly premium is not received in the District office by the 10th of the month, payment is not timely and cancellation of the coverage will be made to coincide with the date to which coverage has been paid.
8. The member becomes eligible for coverage under another employers' health plan.
 - a. It is the responsibility of the covered member, whether the member is the retiree or the spouse and/or dependent of the retiree, to notify the District in writing that they have become eligible to be covered under a plan of another employer. The member will lose eligibility to continue health insurance coverage under our District health plan even if the member does not elect to enroll in the other employer coverage for which they become eligible.
 - b. If the member becomes eligible for coverage as an active full time employee again in our District, the member transfers back to our active group health plan. The provisions of this continuation plan are again offered at the subsequent early retirement.
9. The retired employee attains age 65. [It is the intent of this policy to terminate coverage when the retiree employee becomes eligible for Medicare, which, at the time of adoption of this policy, is age 65. Should federal laws change the age of eligibility for Medicare, this policy will mirror such changes.]
10. Covered spouses and/or dependents will lose eligibility when the retiree loses eligibility.
11. In the event of the death of a retired employee, the surviving spouse and eligible dependents, covered under the retiree's group health plan, will have a right to elect applicable COBRA

continuation coverage.

12. Once a retiree or eligible dependent is no longer eligible for coverage according to these provisions, there will be no reinstatement of coverage.

Any employee electing such continuation acknowledges that they will be given the option to change deductible options at subsequent plan anniversary dates, as might be allowed by the District's group health insurance plan in place at the time. However, once participating under KSA 12-5040 continuation, the plan does not allow for the addition of future dependents to the retiree's insurance coverage.

The District expressly reserves the right to terminate or modify any or all coverage under this provision which is not required by Federal and State law and regulations.

SIGNATURE PAGE

The agreement set forth herein and ratified by both parties shall be in force for the period of July 1, 2023 through June 30, 2024.

Cheney Teacher's Association

Cheney USD Board of Education

President

Board of Education President

Negotiations Team Member

Board of Education Vice-President

Negotiations Team Member

Superintendent

Appendix A

pay scale	BS	BS+12	BS+24	BS+36	BS+48	MS	MS+12	MS+24	MS+36
Step									
1	46,600	47,025	47,550	48,075	48,600	50,050	50,675	51,300	51,925
2	47,000	47,425	47,950	48,475	49,000	50,500	51,125	51,750	52,375
3	47,400	47,825	48,350	48,875	49,400	50,950	51,631	52,200	52,825
4	47,800	48,225	48,750	49,275	49,800	51,400	52,025	52,650	53,275
5	48,200	48,625	49,150	49,675	50,200	51,850	52,475	53,100	53,725
6	48,600	49,025	49,550	50,075	50,600	52,300	52,925	53,550	54,175
7	49,000	49,425	49,950	50,475	51,000	52,750	53,375	54,000	54,625
8	49,400	49,825	50,350	50,875	51,400	53,200	53,825	54,450	55,075
9	49,800	50,225	50,750	51,275	51,800	53,650	54,275	54,900	55,525
10	50,250	50,675	51,200	51,725	52,250	54,150	54,775	55,400	56,025
11		51,125	51,650	52,175	52,700	54,650	55,275	55,900	56,525
12		51,631	52,100	52,625	53,150	55,150	55,775	56,400	57,025
13		52,025	52,550	53,075	53,600	55,650	56,275	56,900	57,525
14			53,000	53,525	54,050	56,150	56,775	57,400	58,025
15			53,500	54,025	54,550	56,700	57,325	57,950	58,575
16			54,000	54,525	55,050	57,250	57,875	58,500	59,125
17				55,025	55,550	57,800	58,425	59,050	59,675
18				55,525	56,050	58,350	58,975	59,600	60,225
19				56,025	56,550	58,900	59,525	60,150	60,775
20					57,100	59,500	60,125	60,750	61,375
21					57,650	60,100	60,725	61,350	61,975
22					58,200	60,700	61,325	61,950	62,575
23						61,300	61,925	62,550	63,175
24						61,900	62,525	63,150	63,775
25						62,550	63,175	63,800	64,425
26							63,825	64,450	65,075
27							64,475	65,100	65,725
28							65,125	65,750	66,375
29								66,400	67,025
30								67,100	67,725

31								67,800	68,425
32									69,125
33									69,825
34									70,525

Cheney USD 268
2023-2024 Supplemental Salary Schedule

POSITION	LEVEL	PERCENT	SALARY	Base
CHS Head Basketball	15.4	0.154	\$7,176	\$46,600
CHS Head Football	14.3	0.143	\$6,664	
CHS Head Baseball Coach	14.3	0.143	\$6,664	
CHS Head Girls Softball Coach	14.3	0.143	\$6,664	
CHS Head Volleyball	14.3	0.143	\$6,664	
CHS Head Wrestling	14.3	0.143	\$6,664	
CHS Head Track	14.3	0.143	\$6,664	
5-12 Instrumental Music Coord.	12.2	0.122	\$5,685	
CHS Asst. Basketball	10.1	0.101	\$4,707	
CHS Asst. Wrestling	10.1	0.101	\$4,707	
CHS Head Cross Country	9	0.09	\$4,194	
CHS Head Golf	9	0.09	\$4,194	
CHS Asst. Football	9	0.09	\$4,194	
CHS Asst. Volleyball	9	0.09	\$4,194	
CHS Asst. Boys Baseball Coach	9	0.09	\$4,194	
CHS Asst. Girls Softball Coach	9	0.09	\$4,194	
CHS 9th Basketball	9	0.09	\$4,194	
CHS Head Bowling	9	0.09	\$4,194	
CHS Asst. Track	9	0.09	\$4,194	
CMS Head Track	9	0.09	\$4,194	
CMS Head Basketball	7.9	0.079	\$3,681	
CMS Head Football	7.9	0.079	\$3,681	
CMS Head Volleyball	7.9	0.079	\$3,681	
CHS 9th Volleyball	7.9	0.079	\$3,681	
District Crisis Manager	7.9	0.079	\$3,681	
CHS Debate	6.8	0.068	\$3,169	
CMS Head Wrestling Coach	6.8	0.068	\$3,169	
CHS 11th-12th Play Director	6.8	0.068	\$3,169	
CHS Dance	6.8	0.068	\$3,169	
CHS Yearbook Advisor	6.8	0.068	\$3,169	
6-12 Vocal Music Coordinator	6.8	0.068	\$3,169	
CHS Cheerleader Sponsor	6.8	0.057	\$3,169	
CMS Asst. Football	5.7	0.057	\$2,656	
CMS Asst. Volleyball	5.7	0.057	\$2,656	
CMS Asst. Basketball	5.7	0.057	\$2,656	
CMS Asst. Track	5.7	0.057	\$2,656	
CHS Asst. Cross Country	5.7	0.057	\$2,656	
Counselor	5.7	0.057	\$2,656	
Curriculum & Assessment Chair	5.7	0.057	\$2,656	
CHS Scholar Bowl Sponsor	5.7	0.057	\$2,656	
CHS Forensics	5.7	0.057	\$2,656	
VE2 Chair	5.7	0.057	\$2,656	
BPA Sponsor	5.7	0.057	\$2,656	
FFA Sponsor	5.9	0.057	\$2,656	
FCCLA Sponsor	5.9	0.057	\$2,656	
CHS Asst. Bowling	4.6	0.046	\$2,144	
CHS Asst. Debate	4.6	0.046	\$2,144	
CHS National Honor Society	4.6	0.046	\$2,144	
CMS Asst. Wrestling Coach	4.6	0.046	\$2,144	
CHS Newspaper Advisor	4.6	0.046	\$2,144	
CHS Student Council	4.6	0.046	\$2,144	
CMS/CHS Robotics	4.6	0.046	\$2,144	
CMS Cheerleader Sponsor	3.5	0.035	\$1,631	
CMS Yearbook Advisor	3.5	0.035	\$1,631	
CES Yearbook Advisor	3.5	0.035	\$1,631	
CMS 8th Play Director	3.5	0.035	\$1,631	
CMS Scholar Bowl Sponsor	3.5	0.035	\$1,631	
CHS Art Competition	3.5	0.035	\$1,631	
Color Guard Sponsor	3.5	0.035	\$1,631	
K-5 Vocal Music Coordinator	3.5	0.035	\$1,631	
7-8 Art Competition/Shows	3.5	0.035	\$1,631	
CHS Senior Sponsor	2.4	0.024	\$1,118	
CHS Junior Sponsor	2.4	0.024	\$1,118	
CMS Student Council Sponsor	2.4	0.024	\$1,118	

CES Student Council Sponsor	2.4	0.024	\$1,118
CMS Battle of the Books Sponsor	2.4	0.024	\$1,118
CMS Math Competition	2.4	0.024	\$1,118
CMS Science Competition	2.4	0.024	\$1,118

**Appendix C:
Grievance Report**

Level of Grievance _____ Date Filed _____

Name of Grievant _____ Assignment _____

Date Cause of Grievance Occurred _____

Statement of Grievant's Claim:

Relief Desired:

Grievant's Signature _____ Date _____

Date Received _____

Disposition by the Appropriate Administrator or the Board of Education

Signature _____ Date _____