

**NEGOTIATIONS
PROCEDURAL AGREEMENT
AND
POLICIES**

**OOLOGAH-TALALA PUBLIC SCHOOLS
AND
OOLOGAH CLASSROOM TEACHERS ASSOCIATION**

2023-2024

TABLE OF CONTENTS

PROCEDURAL AGREEMENT	4
RATIFIED ITEMS 1977-78	7
GRIEVANCE PROCEDURE	7
Purpose	7
Definitions	7
General Procedures	7
Level One (1)	8
Level Two (2)	8
Level Three (3)	9
PROFESSIONAL IMPROVEMENT	10
TEACHER ASSIGNMENT	10
INVOLUNTARY TRANSFER OR RE-ASSIGNMENT	10
POSTING OF VACANT POSITIONS	10
TEACHER SENIORITY	11
NOTIFICATION TO STAFF MEMBERS	11
DURATION	11
NON-DISCRIMINATION	12
TEACHER RETIREMENT	12
COMPENSATION	12
STIPEND BONUS	13
SEVERABILITY CLAUSE	13
PERSONAL LEAVE	13
ASSOCIATION PRIVILEGES	14
PERSONNEL FILES	14
TEACHER EVALUATION	15
SITE OBSERVATION	16
FINALISTS FOR SUPERINTENDENT AND ASSISTANT SUPERINTENDENT	16
EXTENDED LEAVES OF ABSENCE WITHOUT PAY	17
RETURN FROM EXTENDED LEAVE OF ABSENCE	17
JURY DUTY	18
SICK LEAVE	18
SICK LEAVE BANK	20
DIRECT DONATION SICK LEAVE PROGRAM	25
REQUEST FOR DIRECT DONATION SICK LEAVE PROGRAM	28

REDUCTION IN FORCE (RIF)	29
SECTION 1. PURPOSE AND PHILOSOPHY	29
SECTION 2. CAUSES	29
SECTION 3. DEFINITIONS	29
SECTION 4. ALTERNATIVES	29
SECTION 5. ORDER OF RELEASE	29
SECTION 6. HEARINGS	30
SECTION 7. RECALL	31
SECTION 8. EXCLUSIVE RIF POLICY	31
SECTION 9. PUBLICATION OF POLICY	32
SCHOOL CALENDAR	33
DIRECT DEPOSIT	33
BOARD POLICY BOOK	33
BOARD MEETINGS	33
TEACHER'S WORK DAY	33
TEACHER SUBSTITUTION	34
(NEW) TEACHER CONTRACTUAL WORK YEAR	34
(NEW) HB 1864 IMPACT	34
DISTRICT'S COMPUTER SOFTWARE POLICY	34
PAY PERIOD	34
ACTIVITY PASS	34
EXTRA DUTY COMPENSATION	34
ATTENDANCE INCENTIVE	36
RIGHT TO REPRESENTATION	36
STATE FLEXIBLE BENEFIT ALLOWANCE	37
ATTACHMENT #1: CONTRACT FORM FOR CERTIFIED EMPLOYEE	38
ATTACHMENT #2: CERTIFIED SALARY SCALE	39
ATTACHMENT #3: OCTA EXTRA DUTY SALARY SCALE	45
ATTACHMENT #4: EMPLOYEE GRIEVANCE FORM	48

**PROCEDURAL AGREEMENT
FOR
NEGOTIATIONS BETWEEN THE OOLOGAH BOARD OF EDUCATION
AND
THE OOLOGAH CLASSROOM TEACHER' ASSOCIATION**

This AGREEMENT, made and entered into this 21 day of February, 1977 by and between the OOLOGAH CLASSROOM TEACHERS' ASSOCIATION, party of the First Part, hereinafter referred to as the ASSOCIATION, and the BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 4, ROGERS COUNTY, OKLAHOMA, Party of the Second Part, hereinafter referred to as the BOARD.

WITNESSETH:

WHEREAS, the Board recognizes the Association as the official and exclusive representative for the certified public school teachers for the purpose of professional negotiations; and,

WHEREAS, the parties hereto desire to establish an agreement governing the procedure to be followed in the course of any negotiations as provided by Oklahoma statutes.

NOW, THEREFORE, in consideration of the premises, the parties hereto have agreed and do hereby agree to and with each other:

1. Upon the signing of this agreement each party shall notify the other in writing of the names of not more than three (3) representatives authorized to act in its behalf in carrying out the provisions for professional negotiations provided by Oklahoma School Laws. Each party shall designate a chairman who shall serve as the chief negotiator and spokesman for their respective party.
2. Written requests for negotiations shall be submitted by the Association or its agent to the Superintendent or his/her agent or by the Superintendent or his/her agent to the Association or its agent by April 1 to open negotiations for the next contractual year. In the event neither party submits such notification to the other, the Negotiated Agreement shall be extended for one (1) additional contractual work year and negotiations between the parties for that year shall not occur unless the parties mutually agree in writing to negotiate for that year.
3. Within ten (10) school days after the receipt of the request, the respective chairperson of each party will arrange a mutually agreeable time and place for the first negotiating session and establish an agenda therefore.
4. The Board will provide one (1) copy to the Association of requested public records and data or information that is easily complied or readily accessible.
5. In the initial meeting conceptual and/or specific proposals shall be exchanged.
6. During the course of each session, the teams shall agree as to the time, place and agenda of the next meeting. Meetings not so scheduled shall be mutually arranged for by the respective chairmen.

7. Meetings between the Association representatives and the Board representatives shall be closed to all except the participating teams and the parties' legal counsel and/or consultants. A maximum of five (5) persons for each party may be approved. (2016-2017)
8. Negotiating sessions shall not exceed two (2) hours in length unless the extension of time is mutually agreed to by both parties. Either team may, at any time during a session, request a recess for the purpose of caucus. Caucus time shall be limited to fifteen (15) minutes and shall not be charged against the total session time; provided however, that the chairman of either party may adjourn the meeting at any time after three (3) hours duration.
9. It is the intent of both parties hereto that negotiating sessions should be held outside regular working hours. However, by mutual agreement of the chairman of both parties, said negotiation session may be held during working hours so long as the same does not interfere with classroom activities.
10. During the course of the discussions, each party shall provide its own record of the proceedings. At the conclusion of the negotiating session, any tentatively approved items will be marked with the symbols "TA" and initialed by the respective teams.
11. When all items listed for negotiation have been fully considered and representatives of both parties have reached tentative agreement on the total negotiation proposals, a joint written agreement will be prepared and approved by the respective chairmen.
12. The negotiated written agreement shall be presented to the Association and the Board for their consideration. Upon ratification of the negotiated agreement by the Teachers of the Certified bargaining unit the agreement will be placed on the agenda for the Board's consideration at their next scheduled meeting.
13. Upon ratification and Board's consideration the current accepted negotiated written agreement shall be electronically posted on the school web site for access to all certified district employees, no later than October 1st of the agreement year. The district shall provide a certified staff member a paper copy of the current negotiated agreement, only upon request by the staff member if electronic copy is not available; the staff member must allow a reasonable amount of time for request to be fulfilled. The Classroom Teachers Association will be provided with one paper copy of permanent records. (2016-2017).
14. If, after thoughtful consideration and careful deliberation of all items for negotiation by both parties, an agreement cannot be reached, an impasse in negotiations will be declared and the implementation of Title 70 O.S., Sec. 509.7, will be followed.
15. Upon the approval of the Board of a declaration of impasse and the implementation of Title 70 O.S., Sec. 509.7, the following procedures shall be observed:
 - a. Appointments to the impasse committee as directed by the law shall be made within ten (10) school days.
 - b. The impasse committee shall undertake such activities as it shall determine most appropriate to resolve the disagreement.

- c. Not later than twenty (20) days after the conclusion of the fact finding hearing, the impasse committee shall submit a written report to both parties.
 - d. Cost of the services of the impasse committee will be borne as follows:
 - 1. Board to pay the direct costs of its appointee's services.
 - 2. Association to pay the direct costs of its appointee's services.
 - 3. All other costs including the third party nominee's services and expenses directly related to negotiations will be shared equally by the Association and the Board.
16. The findings or subsequent recommendations of the impasse committee shall not be binding on either party. Nothing in the afore written statements of this agreement shall be construed as an abrogation or delegation of the legal responsibilities, powers and duties of the Board, including its right to make final decisions.
17. Upon execution of this Procedural Agreement, the terms hereof shall be binding on both parties hereto and may be amended by mutual consent of both parties.

RATIFIED ITEMS 1977-78

GRIEVANCE PROCEDURE

PURPOSE

The purpose of this procedure is to secure equitable solutions to grievances at the lowest possible level.

DEFINITIONS

The term "Days" shall mean teacher work days during the regular term. At any time other than when school is in session, the term "Days" shall mean those days during which the administrative offices of the district are normally open.

A "Grievant" is a teacher or teachers within the negotiating unit asserting a grievance. The Association may act as a grievant when 1) more than one teacher has the same grievance at the same time or 2) there is an alleged grievance over "Association Privileges" herein.

A "Grievance" shall be limited to a dispute, disagreement, controversy and/or complaint involving a violation, a misinterpretation, misapplication, or inequitable application of the terms of this Agreement. The term "Grievance" shall not apply to any matter in which (1) the method of review is prescribed by law, (2) the Board is without authority to act.

"Parties in interest"---Any persons involved in the processing of the grievance.

"Grounds" shall mean the basis upon which a grievance is being presented or appealed.

GENERAL PROCEDURES

Since it is important that grievances be processed as rapidly as possible, the time limitations specified at each level should be considered as a maximum and every effort should be made to expedite the process. The time limitations specified may, however, be extended by mutual agreement.

Nothing herein contained will be construed as limiting the right of a grievant to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted, provided the adjustment is consistent with the terms of the Agreement in existence between the Board and the Association.

A grievant may be represented at any level of the grievance procedure by a person or persons of his/her own choosing, or may elect to represent him/her self.

When a grievant is not represented by the Association, the Association shall have the opportunity of having a representative present to state the Association's views at any level.

A grievance initiated at a time other than during the regular school term shall commence at Level Two, provided the principal is not readily available.

No grievance shall be recognized by the Board or the Association unless it shall have been presented at Level One within twenty (20) days after the grievant knew of the act or condition on which the grievance is based; and, if not so presented, the grievance will be considered waived.

A grievant may withdraw a grievance at any time by notifying in writing the Board's and Association's representatives at the level at which the grievance is being heard. Any such grievance that is withdrawn shall be considered waived.

If a grievance affects more than one teacher, the grievants, through their designated representative, may submit such grievance in writing to the Superintendent, and the processing of such grievances shall be commenced at Level Two (2).

When it is necessary at any level beyond Level One (1) for a grievant and his/her designated representatives to attend a meeting or a hearing called by the Superintendent, or his/her designee, during the school day, the Superintendent, or his/her designee, shall so notify the principal or immediate supervisor of such persons and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the grievant shall permit the grievant to proceed to the next level.

Failure by the grievant at any level of this procedure to appeal the grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision given at that level.

On those occasions when a decision is rendered in favor of the person filing the grievance, a recommended remedy should be forwarded to the grievant within the specified time limits of the agreement.

If a grievance arises because of a dispute, disagreement, controversy, and/or complaint involving a violation, mis-interpretation or inequitable application of the terms of this Agreement above the grievant's building level, the grievant shall have the right to submit such grievance to the Superintendent and the processing of such grievance will start at Level Two (2).

Level One (1)

A grievance will first be discussed with the building principal of the grievant with the objective of resolving the matter informally. If legal counsel or research is necessary in order for the principal to respond to the grievance, the principal shall be permitted up to ten (10) days from the date of the informal meeting to respond to the grievant on the matter raised at the informal meeting. If the grievant is not satisfied with the disposition of his/her grievance as the result of the informal meeting, the grievant may file the grievance in writing with the building principal within seven (7) days of the informal meeting on the grievance form attached hereto as Appendix A.

Within seven (7) days after the receipt of the written grievance, the building principal shall provide his/her decision in writing, together with supporting reasons, to the grievant.

Level Two (2)

If the grievant is not satisfied with the disposition of his/her grievance at Level One (1) or if no decision has been rendered within the allowed time limits at Level One (1), the grievant may, within seven (7) days after receiving the Level One (1) response or the expiration of the deadline for the response if no response is received, appeal the decision to the Superintendent on the grievance form attached hereto as Appendix A.

Within seven (7) days after receipt of the written appeal the Superintendent shall provide a written decision to the grievant along with the reason(s) therefore.

Level Three (3)

Within seven (7) days of receipt of the Superintendent's decision, the grievant may appeal the decision to the Board of Education on the grievance form attached hereto as Appendix A. The appeal should be presented to the Clerk of the Board and include a copy of the decisions rendered at Levels One (1) and Two (2) if available. A copy of the appeal shall be presented at the same time to the Superintendent.

Appeals at this level shall be heard by the Board at the next regularly scheduled meeting of the Board if received in sufficient time to be placed on the agenda for the meeting. If the appeal is not received in sufficient time to be placed on the agenda of the next regularly scheduled Board meeting, the hearing shall be heard no later than the second regularly scheduled meeting of the Board following its receipt. This hearing may be during a regular scheduled meeting or a special meeting called by the Board.

Written notice of the time and place of the hearing shall be given by the Board's designee to the grievant, the Association Grievance Committee Chairperson, and other parties of interest no later than 3 days prior to the hearing.

The Board shall render its decision in writing within ten (10) days after conclusion of the hearing. The written decision shall go to the grievant, with copies to the Principal, the Superintendent, and the Association Grievance Committee Chairperson.

The decision of the Board shall be final except that nothing herein shall prevent the grievant from securing legal counsel or seeking whatever legal recourse is available to him/her.

PROFESSIONAL IMPROVEMENT

It is not mandatory for a teacher to attain professional training beyond the Bachelor's degree.

TEACHER ASSIGNMENT

Teachers shall be assigned by the principals within the scope of their certification and the rules and regulations of the State Department of Education. When considering applicants for a vacant position, the principal shall consider teachers who have requested a transfer as well as outside applicants. Teachers currently employed in the district shall have an opportunity to apply and shall be considered for vacancies before outside applicants are employed. If the principal decides to fill the vacancy with a currently employed teacher and more than one teacher has requested such a transfer, the principal will consider the following criteria in prioritized order: Qualifications of candidates, compared to those of all other candidates being considered for the position, shall include: certification, training, experience and special skills. Length of service in district. The principal will select the teacher that the principal believes will best meet the needs of the students and the district. (2000-2001)

INVOLUNTARY TRANSFER OR RE-ASSIGNMENT

When an involuntary transfer or re-assignment is deemed necessary, a conference shall be held between the teacher and the principal. At the conference, the reasons for the transfer will be explained and discussed to afford the teacher an opportunity to understand all factors involved in making the decision. When a realignment in the number of teachers in the district is deemed necessary, the principal will consider the needs of the students and determine the grade level and/or subject area where the transfer/re-assignment can best be made. When selecting the teacher to be transferred/reassigned the principal will consider criteria in prioritized order: Qualifications of teachers, compared to those of all other teachers being considered for transfer/reassignment, shall include: certification, training, experience and special skills. Length of service in district. The principal will select the teacher for transfer that the principal believes will best meet the needs of the students of the district. Qualified teachers who volunteer for transfer shall be transferred first. (2000-2001)

POSTING OF VACANT POSITIONS

During the school year, notification shall be by school e-mail for a minimum of five (5) consecutive workdays prior to the filling of the position.

Teachers interested in extra duty positions for the ensuing year may submit a letter listing the positions of interest, by March 1, to the principal at the school other than their own. The principal shall post extra duty assignment vacancies as they occur within his/her building. All teachers from other buildings who have submitted a letter of interest shall receive a copy of the posted vacancy at the time of the posting. Teachers interested in extra duty positions, may apply within five (5) days of the vacancy posting. The principal will consider all teachers who apply.

During the summer, notification of vacant positions for the ensuing school year shall also be made by school email for a minimum of five (5) consecutive workdays prior to the filling of the position. Teachers interested in receiving notice of a vacancy for a specific position,

which may become vacant shall, prior to the last day of the school year, submit a letter to the superintendent and principal specifying the position of interest. In addition the teacher shall provide a summer address and telephone number. Once notified of a vacancy for which they have expressed an interest, a teacher will have five (5) days to apply for that vacancy. (2022-2023) All postings will be submitted on the same day (internal and external). (2004-2005)

TEACHER SENIORITY

Consideration will be given to seniority throughout the district in matters concerning job placement, classroom assignment, and committee assignments. (1997-98)

NOTIFICATION TO STAFF MEMBERS

Notification to teachers of not receiving an in-school position will be made within ten (10) days after the position is offered and accepted by another applicant (2000-2001)

DURATION

This agreement shall continue in effect for successive fiscal year periods after June 30, 1978 unless notice is given in writing, no later than ninety (90) days prior to the end of the fiscal year, by either the President of the Association or by the Board, through the Superintendent, to the other party expressing a desire to modify, amend or terminate the Agreement.

Should no notice be given by either the Board of the Association, this agreement shall automatically renew for another fiscal year.

NON-DISCRIMINATION

The Board shall not discriminate against any teacher on the basis of race, color, creed, age, sex, religion, national origin, political affiliation, domicile, marital status, membership or non-membership, or participation in the activities of any professional, civic, parent, or charitable organization, in the evaluation, employment, transfer, compensation, classifying, promotion, or awarding of fringe benefits.

No handicapped person shall, on the basis of handicap, be subjected to discrimination and the school district shall not limit, segregate, or classify any applicants for employment or any employee in any way that adversely affects their opportunities or status because of the handicap.

TEACHER RETIREMENT

The school district will pay each teacher's total contribution to the Teacher's Retirement System.

COMPENSATION

The 2015-2016 Salary Schedules shall be retained as the 2016-2017 Salary Schedules. However due to financial hardship, payment of the step movement will be deferred until March, 2017. When paid, all step increases will be calculated retroactively to the beginning of the 2016-2017 contract year. Individual partial year contracts will be prorated according to the length of the contract agreement. At the start of the 2016-17 contract year, certified personnel will receive the same compensation as they did in 2015-16, unless their hours and/or duties are altered pursuant to an individual contract.

Each eligible teacher will advance one (1) step on the district teacher compensation schedule. The stipend for teachers whose creditable experience exceeds the maximum number indicated on the salary schedule shall be continued at \$478.00 for the (current) contract year. (2007-2008) (2012-2013) (2013-2014) (2015-2016) (2016-2017) (2018-2019) (2019-2020) (2021-2022) (2022-2023) (2023-2024).

The 2016-2017 Salary Schedules shall be retained as the 2017-18 Salary Schedules. All eligible personnel will advance one-step on their salary schedule. Individual partial year contracts will be prorated according to the length of the contract agreement. (2017-2018).

The 2018-2019 Salary Schedules will be constructed by adding the state mandated salary increases set forth in H.B. 1023XX to the 2017-2018 Salary Schedules. A list of the mandated increases for each step and level is attached. (2018-2019)

The 2019-2020 Salary Schedule will be constructed by adding the state mandated salary increases of \$1,220 as set forth in state law to the 2018-2019 Salary Schedules. Each qualified full-time teacher will advance one step on their salary schedule. The District salary schedule will start zero level bachelors at \$40,000 total compensation and adjustments will be made to the zero level of other various salary schedules.

One-time Stipend Compensation for employees whose creditable experience exceeds the maximum number indicated on the salary schedules shall be continued for 2021-2022 contract year. (2017-2018) (2018-2019) (2019-2020) (2021-2022)(2022-2023) (2023-2024).

Currently employed teachers receiving OTRS benefits and who have been retired for thirty-six (36) or more months shall be compensated at step twenty (20) of the appropriate column on the district teacher compensation schedule.

Establish compensation for school psychologist @\$47,000.00 per year.

The 2023-2024 salary schedule will be updated per OSDE pay increase. (HB1119/SB482) (2023-2024) **See 2023-2024 pay schedule

STIPEND BONUS

At anytime during the contract year if funds are available the Board will consider a stipend bonus to be divided equally by the total number of full time certified employees. (2005-2006)

SEVERABILITY CLAUSE

Should any part of this Agreement be declared invalid by statute or a court of competent jurisdiction, said part shall be automatically deleted from the Agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of Agreement, if not affected by the deleted part. If mutually acceptable to the Board and the Association, negotiations may commence at any time for the purpose of arriving at a legally permissible replacement for the deleted part.

PERSONAL LEAVE

All certified personnel shall be allowed a total of six (6) days personal leave in any one (1) fiscal year without loss of salary. All 12-month certified personnel shall be allowed an additional 10 vacation days. No reasons or justification for the absence is necessary. EXCEPTION: Personal days requested immediately before or immediately after school holidays, professional days, or the last week of each semester may be granted at the discretion of the building principal or the superintendent. In this situation only, a reason must be stated in the request. (2022-2023)

A written request to use personal leave must be submitted at least one (1) day in advance, except in emergency situations. (2000-2001)

Personal days must be taken in full or 1/2 day increments. These days are non-accumulative.

No more than three (3) requests for personal days shall be allowed per school on any one school day. The requests will be granted by the building principal on a first request basis. Exceptions to this may be granted by the building principal.

~~Teachers who do not use all their personal leave days will be reimbursed at a rate of \$45.00 per day at a maximum of 3 days, or have the option to convert unused personal days to sick leave in lieu of reimbursement at the end of the school year. (10-02-95)~~

~~Personal leave records will be maintained in the central office.~~

Half day	\$ 22.50
1.0 day	\$ 45.00

1.5 days	\$ 67.50
2.0 days	\$ 90.00
2.5 days	\$112.50
3.0 days	\$135.00 (10-02-95)(2022-2023)

EMERGENCY LEAVE (2023-2024)

Three (3) days of emergency leave or bereavement leave per year may be authorized upon request of the teacher to the superintendent. No payment will be deducted when emergency or bereavement leave is granted. Additional days may be granted by the superintendent and administration team.

An emergency is defined as an unexpected catastrophe involving damage or danger to the teacher's personal well-being, family, or property, or the death of an immediate family member. Immediate family is defined as spouse, children, parents, siblings, aunts, uncles, grandparents, grandchildren and like relations established through the marriage of the current spouse of persons living in the home.

MATERNITY LEAVE (SB1121) (2023-2024)

Persons employed full time as teachers for at least one year and have worked at least one thousand two hundred fifty (1,25) hours during the preceding twelve-month period, shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the school district employee's child. *pending board adoption of OSSBA policy.

ASSOCIATION PRIVILEGES

The Board shall grant the Association use of school facilities for meetings of the Association's general membership or committees. Use of all school facilities and all school equipment shall be scheduled at the discretion of the administration.

The Board shall grant the Association use of a bulletin board in each teacher lounge for Association business. Material placed on the bulletin board shall not be considered offensive by the administration.

The Association shall be granted use of the inter-school mail delivery system for communication of Association business to its members.

The Association shall have the privilege of using school printing services, copy machines, calculators, computers, typewriters and audio-visual equipment providing the following conditions are met:

1. Support school employees will not be utilized during their workday for the operation of the equipment, unless it is equipment, which is operated by support personnel only.
2. Teachers' instructional time will not be used for the operation of the equipment for Association business.
3. The equipment is not being used for instructional purposes.

4. The Association will be responsible for any damages to equipment for which the Association is responsible.
5. The Association will be responsible for the cost of all materials used.

The Board shall provide two hours of meeting time for Association meetings during In-Service week at the beginning of the school year.

The Association shall be allotted a minimum of six (6) professional days per year as deemed necessary by the executive committee, and approved by the Administration. (1992-93)

PERSONNEL FILES

The Board shall maintain two (2) personnel files for each teacher; one at the Central Administrative Office and one at the building where the teacher is assigned.

Materials to be kept in the file at the Central office will include information relating to the teacher's employment and information relating to the teacher's professional training, experience and attendance.

Materials to be kept at the building level in the principal's working file will include information relating to evaluation, including but not limited to the following records: formal observations, informal observations, conferences, staff development, professional growth, anecdotal information, plans for improvement, and attendance.

The teacher will have the right to see what is in his/her file and to make a written response to all material placed in the personnel files. No information may be placed in the file without the knowledge of the teacher. Information placed in a file must be initialed by an administrator and teacher indicating that the teacher has knowledge that such information was placed in the file. The teacher shall have the right during normal business hours to review/reproduce the contents of his/her files.

TEACHER EVALUATION

Administrators are encouraged to list both strengths and weaknesses on the narrative portion of the teacher evaluation instrument. Additional space may be provided on the evaluation instrument as needed. (1997-98) The TLE Tulsa Model shall be used as the district's exclusive teacher evaluation system. (2015-16) (2019-2020)

All career teachers will be formally evaluated at least once during each school year, by April 1st. All probationary teachers will be formally evaluated at least twice during each school year, once prior to November 15 and once prior to February 10. The principal shall evaluate each assigned teacher in writing. Classroom observations may be made by either the principal or assistant principal. If the observation is done by the assistant principal, the information gained through the observation(s) shall be communicated in writing to the principal. Any teacher not assigned to a specific principal shall be evaluated by the appropriate supervisor, which shall be designated in advance. Formal classroom observations shall be conducted openly with the full knowledge of the teacher for the purpose of evaluation. A copy of each formal written evaluation shall be given to the teacher at a conference to be held between the teacher and the building principal or appropriate supervisor. If the formal observation was made by an assistant principal, such person shall be included. The conference shall be held within a reasonable time after the

final formal classroom observation. The teacher shall acknowledge the written evaluation by his/her signature. If the teacher decides to write a response to an evaluation; the teacher may prepare a response in writing and have it attached to the evaluation report to be placed in the personal file. Such written response shall be submitted by the teacher within ten (10) school days of the evaluation conference. (2000-2001)

Every probationary teacher shall receive formative feedback from the evaluation process at least two times per year, once during the fall semester prior to November 30, and once during the spring semester prior to April 1. All teachers shall be evaluated once year prior to April 1st, except for career teachers receiving a superior” or “highly effective” rating under the TLE who may be evaluated once every three (3) years at principal’s discretion. (2013-2014) (2016-2017)

...all teachers shall be evaluated once a year prior to April 1st, except for career teachers receiving a superior or highly effective rating under the TLE who may be evaluated once every three years at principal’s discretion. (2016-2017)

SITE OBSERVATION

A Site Climate Survey will be conducted each March and the results will be funneled through the assistant superintendent for review.

FINALISTS FOR SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

The OCTA will provide finalists for the positions of Superintendent and Assistant Superintendent a form on which the finalists may indicate their willingness to be contacted by the OCTA for the purpose of arranging an opportunity for the finalists to meet district employees. (2000-2001)

EXTENDED LEAVES OF ABSENCE WITHOUT PAY

Extended leaves of absence without pay may be granted for the reasons stated in this policy only after the employee has worked in the Oologah School System for at least three (3) consecutive years as a full time contract employee. Exceptions may be granted in the following cases:

1. Involuntary military service
2. Personal illness
3. Infant child care

Extended leaves of absence will not be granted to employees who do not meet the conditions or who fail to follow the procedures outlined in this policy. All extended leaves of absence will be effective on the morning of the requested date.

Extended leaves of absence are granted through June 30 of the school year in which the leave commences and may be renewed in certain instances upon written request as stated below. Employees requesting an extended leave of absence or renewal of a previously granted extended leave of absence shall submit a written request to the Superintendent. Such request shall designate the beginning and terminal dates of the requested leave and

shall be filed, when possible, not less than one month prior to the beginning date of the requested leave of absence.

All extended leaves of absence shall expire automatically on June 30 of each year, subject to renewal as herein provided. If the position of the employee is eliminated during the first calendar year of the extended leave of absence, the employee shall be returned to an equivalent position.

Extended leaves of absence are granted in the following situations:

A. Infant Child Care

An employee may request an extended leave of absence in order to care for a newborn or adopted child. In cases of illness to the infant child, this may be extended one additional school year. This renewal must be accompanied by a physician's statement.

B. Personal Illness

Requests for leaves of absence for personal illness, requests to return from such leaves, or request to extend such leaves, must be accompanied by a physician's statement. Such statements will indicate the nature of the illness and specifically state the individual is unable to perform his/her assigned duties or other gainful employment. Statements to return shall indicate the employee has sufficiently recovered to resume normal duties. Teachers on leave of absence for personal illness will not be permitted to do substitute teaching. A leave of absence for personal illness may be extended for one additional school year. Return from leave must be accompanied by a Physician's release.

C. Caring for Sick Member of Immediate Family

Request for leave of absence to care for a sick member of the employee's immediate family must be accompanied by a physician's statement. This leave of absence may not be renewed, except as stipulated under infant child care.

D. Further Study

An extended leave of absence for further study may be granted for approved courses of study for not less than 20 hours of credit for the school year. Teachers failing to comply with this requirement will not be entitled to leave of absence benefits. Requests for leave of absence for further study submitted after June 30 will not be granted for the following school year.

E. Public Office

Employee will be granted a leave of absence for up to one year in order to become a candidate for public office.

F. Extended Military Leave

An employee who is involuntarily called to active duty in the Armed Services of the United States, or who is a member of a reserve component and is involuntarily ordered to active duty, shall be entitled to a leave of absence during the period of active duty and shall be entitled to reinstatement and benefits to the extent provided by applicable state and federal laws.

G. Other

Extended leaves of absence for reasons other than those listed in Sections A through F may be recommended by the Superintendent to the Board of Education when in the

judgment of the Superintendent such leave would be in the best interest of the school system and/or the teacher.

RETURN FROM EXTENDED LEAVE OF ABSENCE

Approval to return from extended leave must be secured in advance of the requested date of return. Requests should be in written form and directed to the Superintendent. Requests to return from extended leaves for personal illness, automatic leaves, or temporary disability must provide a physician's release to return to work, stating that the employee has sufficiently recovered to resume normal duties. Requests to return from extended leave for study should be accompanied by an official transcript showing successful completion of 20 hours of college credit during a year's leave or showing such courses in progress.

If a request for return or for the extension of an extended leave of absence has not been submitted in writing to the Superintendent prior to April 25 each year, the leave of absence will lapse and the individual will be deemed to have been resigned. No credit for time missed while on a leave of absence will be given. Upon return the teacher will begin at the same step for which he/she qualified before the leave.

It will be permissible for an employee who is on a leave of absence to stay with the school health insurance group if he/she so desires. The employee will be responsible for all premiums due and will not be eligible for fringe benefit payments from the school during the leave of absence.

JURY DUTY

Each school district shall grant a teacher leave for jury service and shall pay the teacher during such service the full, current contract salary. ~~The district will deduct any compensation received for serving as a juror from the teacher's salary during such service.~~

SICK LEAVE

The local sick leave benefit provides ten (10) days sick leave per year for regular ten-month teachers, eleven (11) sick leave days for those teachers employed on an eleven-month contract, and twelve (12) sick leave days for those teachers employed on a twelve-month contract cumulative to one-hundred-twenty days (120) days. When sick leave allowance is exhausted deductions equivalent to the cost of a substitute teacher will be made from the teacher's salary for a period not to exceed 20 teaching days, whether or not a substitute is hired.

Sick leave shall be interpreted as those absences caused by illness, accidental injury, or pregnancy of the teacher; or illness, accidental injury or death in the teacher's immediate family-- husband, wife, daughter, son, father, mother, brother, sister, or grandchildren and grandparents and corresponding relatives by affinity. Absence for doctor's and/or dental or other medical specialist's appointments and health examinations for teacher and/or minor dependent children will be charged to sick leave. (2016-2017)

When teachers are first employed by this district accumulated sick leave may be transferred into this district from another school not to exceed 60 days. Transferred days shall be used first in case of illness and payment for un-used sick leave upon retirement shall be only for those days accumulated in the receiving district.

For those teachers who join the school system sometime after school starts, sick leave for that year will be determined by the ratio of the number of days left in the school term to the total number of days in the school term multiplied by 10, rounded up to the nearest half-day (number of days left X 10/180 days).

Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence will include any of the following at the direction of the Principal and/or Superintendent.

A physician's statement.

The employee's statement approved by the principal.

Copies of claims submitted for insurance benefits.

Such other information as may be indicated by the circumstances.

Appropriate evidence will be submitted when requested by the principal or superintendent.

Any employee who abuses the sick leave policy is subject to disciplinary action.

Sick leave records will be maintained in the central office.

Upon resigning from the Oologah School System and after ten years of continuous service in the district, the Board shall reimburse each teacher \$20 per day for each day of unused sick leave over 60 days not to exceed 20 days. (amended 1993-94)

Upon full retirement from the teaching profession the Board shall reimburse each teacher \$35.00 per day not to exceed 100 days for each day of unused sick leave. (amended 2004-2005)(2021-2022)

If teachers are able to verify 120 days of unused sick leave, these days will count toward one (1) year of service according to Oklahoma Teacher Retirement guidelines. The school will keep a record of these days. State law eliminates this option for teachers who acquired their zero years of experience after July 1, 1992. (amended 1993-94)

Each certified staff member shall be allotted an additional sick leave day at the rate of one day for each five (5) years of teaching experience above fifteen (15) years beginning with the completion of the 15th year. These extra sick leave days may be used upon retirement to count toward the 120 days for one (1) year of service, but will not apply to the 100 days of district reimbursement upon retirement. (State law permits up to fifteen (15) days per year.)

<u>Year of Experience</u>	<u>Days per Year</u>		
	<u>10 Month</u>	<u>11 Month</u>	<u>12 Month</u>
0 - 15	10	11	12
16 - 20	11	12	13
21 - 25	12	13	14
26 - 30	13	14	15
31 - 35	14	15	16
36 - 40	15	16	17
(1993-94)			

SICK LEAVE BANK AGREEMENT (~~2018-2019~~) (2019-2020)

The Sick Leave Bank Agreement shall be reviewed with changes made as needed in order to meet state law requirements. Other changes may be made if agreed to by the OCTA and the Oologah-Talala Board of Education. (See attachment)

SICK LEAVE BANK

The Board of Education shall establish a sick leave bank for the purpose of permitting full time district employees to voluntarily transfer some of their sick leave to the "Sick Leave Bank" for the purpose of benefiting other employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave due to such illness or accident. Such leave may be necessary for a district employee who is pregnant or recovering from childbirth or 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 which has caused or is likely to cause the employee to take leave without pay or to terminate employment

- I. Creation and administration of the "Sick Leave Bank"
 - A. Participation by full time district employees in the "Sick Leave Bank" will be voluntary. A full time employee is defined as an employee who works six (6) hours or more per day or thirty (30) or more hours per week. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of the sick leave bank.
 - B. Subsequent to the formation of the "Sick Leave Bank," all employees will be given the opportunity to donate to the "Sick Leave Bank." New certified employees may complete a Donation of Sick Leave form within thirty (30) days at the beginning of a new school year. New support employees must complete one (1) year of service before they are eligible to donate to the "Sick Leave Bank." Support employees already under contract that have completed (1) year of service may complete a Donation of Sick Leave form within thirty (30) days at the beginning of a new school year.
 - C. Participating employees will be assessed one day of sick leave immediately upon the creation of the "Sick Leave Bank." Employees who wish to participate must complete a "Sick Leave Bank" donation form and submit to the Superintendent of schools. Employees who do not submit a "Sick Leave Bank" donation form will not be entitled to receive benefits from the Sick Leave Bank.
 - D. The minimum number of sick leave days to activate the "Sick Leave Bank" at any time shall be eighty (80). When the number of days in the "Sick Leave Bank" falls below forty (40), each participating employee may complete and submit an additional "Sick Leave Bank" donation form to the Board of Education requesting to donate one day from his or her sick leave. Employees shall not be assessed more than one day of sick leave during any given school year.
 - E. The maximum number of sick leave days in the bank at any given time shall equal the number of full time contract employees in the district plus forty (40).

- F. Upon retirement, employees who have sick days for which they are not being reimbursed by the district may voluntarily donate up to thirty 30 days to the sick leave bank.
 - G. Employees who are leaving the district (with the exception of retirement) may not donate days to the sick leave bank or transfer days through the direct donation program to any other employees.
- II. Qualifications and procedures to receive days from the "Sick Leave Bank".
- A. An employee may qualify to receive additional sick leave days from the "Sick Leave Bank" only if the employee experiences catastrophic illness or accident or a family or household member experiences catastrophic illness or accident which results in the employee's disability to engage in his or her occupation in this school district by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which is expected to result in the disability to the employee or the aforesaid family or household member for a continuous period of more than thirty 30 days. The "Sick Leave Bank" can be used by an employee only if the condition has caused or is likely to cause the employee to go on leave without pay or to terminate employment during the current school year.
 - B. Donated Sick Leave Request form shall be presented to the Sick Leave Bank Screening Committee. The Donated Sick Leave Request may be presented by the employee or by any other person who is acting with the permission of the employee.
 - C. A Donated Sick Leave Bank Screening Committee shall be composed of 8 members: two (2) administrators and four (4) teachers (one from each building level), and two support staff members. The teachers shall be appointed by the OCTA and the support members shall be appointed by the OTSP. The length of term for this committee will be (1) one year, beginning on July 1 and ending June 30.
 - D. The committee shall conduct as many meetings as it determines to be necessary to review a Donated Sick Leave Request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the chairperson of the committee, after which the dates and times of any subsequent meetings will be determined by the committee.
 - E. After reviewing a Donated Sick Leave Request for a transfer of sick leave days from the sick leave bank, the committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the committee vote in favor of accepting the request for the transfer of sick leave days from the "Sick Leave Bank", the committee shall communicate the recommendation to the requesting district employee. The decision made by the committee shall be considered final. In the event that the majority of the committee members do not vote to accept the request, it shall be deemed to be denied and the requesting employee will be notified in writing.
 - F. Additional sick leave days from the "Sick Leave Bank" shall not be transferred until the employee has exhausted his or her sick leave benefits with the district.

- G. The maximum number of sick leave days which may be transferred from the “common fund” to an employee as a result of catastrophic illness or accident. The request for these days will be made for a total of up to ten (10) days. If additional days are still needed, up to then (10) more days may be requested.
 - H. The Sick Leave Bank Committee may, at its option, require the requesting employee to submit a medical certificate from a licensed physician or health care practitioner verifying the severity or extraordinary nature and expected duration of the condition.
- III. Procedures to repay days to the “Sick Leave Bank”
- A. Certified staff will repay two (2) days a year until their days borrowed have been repaid.
 - B. Support staff will repay one (1) day a year as days are accrued until their days borrowed have been repaid.

DONATION OF SICK LEAVE

NAME OF
DONOR _____

BUILDING OF
DONOR _____

ASSIGNMENT OF
DONOR _____

I hereby request one (1) day of my accumulated sick leave to be donated to the "Leave Sharing Bank." This donation is voluntary and will not reduce my personal sick leave below sixty-three (63) hours for certified employees and thirty-five (35) hours for support employees. I further understand that one (1) day of my accumulated sick leave will be deducted pursuant to my authorization and that, as a result of the donation, that leave is no longer available to me for any purpose.

DATE _____ SIGNATURE _____

DONATED SICK LEAVE REQUEST

Employees of the Oologah-Talala School District shall complete a leave request for donated leave. The employee may accept up to ten (10) days from the Leave Sharing Bank. If additional days are still needed, up to ten (10) more days may be requested and shall be granted upon verification of need by the Leave Sharing Bank Screening Committee.

All requests for donated leave from the Leave Sharing Bank shall be the responsibility of the employee requesting donated leave or any other person who is acting with the permission of the employee.

NAME _____ BUILDING _____
DATE _____

ASSIGNMENT _____

NUMBER OF DAYS REQUESTED _____

REASON FOR REQUEST _____

PERSONAL PHYSICIAN (name, address and phone number) _____

Procedures to repay days to the "Sick Leave Bank"

Certified staff will repay two (2) days a year until their days borrowed have been repaid.
Support staff will repay one (1) day a year as days are accrued until their days borrowed have been repaid.

EMPLOYEE'S SIGNATURE _____

DATE _____

DIRECT DONATION SICK LEAVE PROGRAM
~~2018-2019~~ 2019-2020

The Board shall establish and maintain a direct donation sick leave program for all employees. The program shall permit district employees to donate sick leave to a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

“Relative of the employee” means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

“Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include 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.

“Severe” or “extraordinary” means a serious, extreme or life-threatening including temporary disability resulting from pregnancy, miscarriage, child-birth and recovery there from.

“District employee” means any full-time employee of the school district and is defined as an employee who works six (6) hours or more per day or thirty (30) or more hours per week.

A district employee shall be eligible to receive shared sick leave pursuant to the following conditions:

1. The Superintendent and/or designee determines that the employee meets the criteria described in this policy.
2. The employee has abided by district policies regarding the use of sick leave.

A district employee may donate sick leave to another district employee only pursuant to the following conditions:

1. The receiving employee has exhausted, or will exhaust, only sick leave earned pursuant to 70 O.S. 6-104 due to pregnancy, miscarriage, childbirth and recovery there from, an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, a relative of the employee or household member ;
2. The condition has caused, or is likely to cause, the employee to go on leave without pay or to terminate employment;
3. Employees may donate up to five (5) days per request to another employee; provided, the donating employee’s total unused, accumulated sick leave does not fall below thirty (30) days.
4. District employees may not donate excess sick leave that the donor would not be able to otherwise take;
5. Requests for donations of sick leave shall be made upon the form attached hereto and shall be submitted to the superintendent of schools;

6. The superintendent of schools shall review the request for donations of sick leave for compliance with the provisions of this policy;
7. The superintendent of school shall issue to all staff a notice of request for donations of sick leave; and
8. Donations of sick leave shall be made upon completion and submission to the superintendent of the sick leave donation form attached hereto.
9. Donated sick leave days shall be subtracted first from the donating employee's unused, accumulated sick leave days transferred into the district, if any, or from the donating employee's unused accumulated sick leave days acquired by the donating employee while employed in the district.

The amount of donated leave that may be received by a district employee shall not exceed one hundred twenty (120) days during his/her employment with Oologah Talala Public Schools.

The Board shall require the employee requesting sick leave donations to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

The receiving employee shall be paid his/her regular rate of pay when using donated sick leave. The sick leave shall be designated as shared sick leave and be maintained separately from all other sick leave balances.

Donated sick leave may only be used by the recipient for the purposes specified in this policy.

Only sick leave earned pursuant to 70 O.S. 6-104 available for use by the recipient must be used prior to using shared sick leave.

Any shared sick leave not used by the recipient during each occurrence as determined by the Superintendent and/or designee shall be returned to the donor. The shared sick leave remaining will be divided in half days among donors on a prorated basis based on the original donated value and returned at its original donor value and be reinstated to the annual leave balance of each donor.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of the leave sharing program.

Employees requesting donations of sick leave days shall not solicit donations from other employees.

Identities of employees donating or not donating sick leave days shall not be disclosed by the administration.

District employees who are leaving the district (with the exception of retirement) may not transfer days through the direct donation program to any other district employee.

Oologah Talala Public Schools
Employee's Request for Direct Donation of Sick Leave

To: Dr. David Wilkins, Superintendent of Schools

From: _____ (employee requesting donated sick leave days)

I anticipate using (used) my last sick leave day on _____ (date).

The condition which has caused or is likely to cause me to exhaust all my sick leave is:

Attached is a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

I estimate that I will require _____ (number) of donated sick leave days.

If my request meets the guidelines for donated sick leave days, I request that you provide employees of the district the opportunity to donate their sick leave days to me.

I (☐want; ☐do not want my name disclosed to potential donors). In checking that I want my name disclosed, I waive my rights to privacy on this request only to the extent that my name will be disclosed and I release Oologah-Talala Public Schools and its employees and OCTA and OTSP of any and all liability in connection thereof.

Thank you very much.

Employee Signature

Date

Oologah Talala Public Schools

REQUEST FOR DIRECT DONATION SICK LEAVE PROGRAM

To: Oologah Talala Public School Employees
From: Superintendent of Schools
Re: Request for Donated Sick Leave
Date: _____

We have received a request for donated sick leave that meets the criteria in the district's direct donation sick leave program. If you would like to donate sick leave to the employee who requested donations of sick leave, please indicate the number of days to be transferred from your sick leave account to the sick leave account of the requesting employee, sign and date this form, and return it to my office no later than _____. You may donate up to five (5) days. Any donated days in excess of the amount permitted by the sick leave sharing policy or unused by the recipient will be returned to the donating employees on a prorated basis.

Authorization to Transfer Sick Leave Days

I hereby authorize the transfer of _____(number) of sick leave days from my sick leave account to the requesting employee's sick leave account for whom this notice was published. I am authorizing this transfer pursuant to and acknowledge it is subject to the district's direct donation sick leave policy.

Signature

Date

REDUCTION IN FORCE (RIF)

SECTION 1. PURPOSE AND PHILOSOPHY

The purpose of a reduction in force policy is to have a fair and orderly method of reducing the work force in the Oologah-Talala school system while maintaining the highest standards possible for the education of all students. This document is designed to provide a plan of action, which will be acceptable to the school board, teachers, and parents of the Oologah-Talala school district. It is recognized that the school board has the responsibility by law to 'maintain and operate a complete public school system of such character as the Board of Education shall deem best suited to the needs of the school district,' and the power "to contract with and fix duties and compensation of...teachers."

SECTION 2. CAUSES

Causes are declining student enrollment, loss of enrollment in classes or programs, loss of local, state, or federal funds, program changes, or other good and just causes as determined by the Board of Education. Prior to commencing reduction in force and as soon as possible, the certified, probationary, and licensed staff and the recognized local negotiating group will be notified of the need for reduction.

SECTION 3. DEFINITIONS

For the purpose of this policy, the following terms have the meanings indicated:

- a) "Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract. "Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract. "Licensed teacher" means a teacher who has been issued an emergency or provisional certificate.
- b) "Loss of local, state, or federal funds" means a reduction in the Board of Education's financial resources that in the judgment of the Board of Education compels a reduction in the school district's current or future operating budget.
- c) "Program changes" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation.
- d) "Declining school enrollment," means a decrease in the school district's enrollment which may adversely affect the school district's allocation of funds in future years and/or the necessity of maintaining certain class sections or offerings.

SECTION 4. ALTERNATIVES

Alternatives to staff reduction such as reductions such as reduction in expenditures for administrative operations, staff workshops, maintenance and custodial, construction project, support personnel, salaries, fringe benefits, supplies, equipment, extra-curricular activities, transportation, summer programs, and/or others must be conjunctively considered by the Board, administration, and instructional staff and utilized if the Board determines that it is in the best interest of the school.

Normal attrition such as retirement, resignation, and/or voluntary leave of absence is to be utilized to avoid or minimize involuntary reduction in force.

SECTION 5. ORDER OF RELEASE

In the event that reduction in force cannot be avoided through the items listed herein, the Board will then consider how to reduce staff and maintain a sound and balanced educational program that is consistent with the functions and responsibilities of the school district.

Reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:
 - A. A licensed teacher in an eliminated position will be eliminated first.
 - B. A probationary teacher in an eliminated position will be eliminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and licensed teacher will be terminated.
 - C. A Career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
 - D. If a career teacher is qualified for standard certification in a position a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
 - E. If there is more than one career teacher assigned to a like position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
 - (1) Certification in a retained teaching position. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
 - (2) Seniority in continuous, full-time, contracted, certified employment in the district.
 - (3) If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - (a) Years of teaching experience in retained position(s) in the school district.
 - (b) Academic degree status: A teacher with a doctor's degree will be retained over a teacher with a master's or bachelor's degree; a teacher with a master's degree will be retained over a teacher with a bachelor's degree.
 - (c) Years of verified teaching experience in public schools in Oklahoma.
 - (d) Administrative recommendation.
 - F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E. 1-3 (one through three), will be used in determining which probationary or licensed teacher will be retained.
 - G. Teachers on leave of absence will have the Reduction in force procedures applied to them.

SECTION 6. HEARINGS

- A. If the Board determines that it may be necessary to non-reemploy one or more teachers in order to effectuate a reduction, the Board, prior to taking any action to effectuate a reduction in force or non-renew any teacher's contract, shall cause written notice of that fact to be sent personally and by certified mail, return receipt requested, to each individual who may be non-reemployed. The notice shall state the date, time, and place of the Board meeting at which the action will be considered and shall include a statement that the employment contract of the teacher may not be renewed for the ensuing school year due to reduction in force. The notice shall also advise that teacher of non-reemployment due to reduction in force should not be taken.
- B. **Post-Nonreemployment Hearing.** Teachers who have been non-reemployed to effectuate a reduction in force shall be entitled to a post-nonreemployment due process hearing before the Board of Education. A request for a post-nonreemployment due process hearing before the board of Education must be submitted to the clerk of the Board of Education within ten (10) working days after the teacher has first been notified of the Board's action. Failure of the teacher to request a hearing before the Board of Education within ten (10) working days after receiving the written notice of non-reemployment shall constitute a waiver of the right to a hearing. At such hearing the teacher shall be afforded all such procedural due process rights as are guaranteed by the Oklahoma and United States Constitutions. At such hearing evidence may be presented by the administration and the teacher as to (1) whether the initial reduction in force decision was made in good faith and for the best interest of the school district and (2) whether the decision to not renew the specific teacher's contract was made pursuant to this policy. The decision of the Board shall be final and non-appealable.

SECTION 7. RECALL

- A. Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Such reemployment shall be in reverse order of termination according to the provisions of this policy. Priority for reemployment shall extend for a period of 24 (twenty-four) months.
- B. Failure to respond to notice of possible reemployment within ten (10) working days of its receipt shall constitute rejection of the offer to return to the employment of the Oologah-Talala School District. The ten (10) day period will begin on the date the receipt of notice is signed by the teacher or by someone acting in the teacher's behalf. It is the responsibility of teachers who are subject to recall to inform the personnel office of changes of address or other necessary information.
- C. In the event an employee is recalled he will receive credit for all previously accumulated service. All benefits to which a teacher was entitled at the time of his non-reemployment, including unused accumulated sick leave and credits toward sabbatical eligibility, will be restored to him upon his return to active employment and he will be placed on the proper step of the salary schedule for

his current position according to his experience and education. A teacher will not receive increment credit for time spent on layoff nor will such time count toward the fulfillment of time requirements for acquiring tenure.

- D. During the period of eligibility for recall, the teacher will be placed at the head of the substitute list of the Oologah-Talala system provided the teacher makes this written request.

SECTION 8. EXCLUSIVE RIF POLICY

This procedure is the only one that may be used in connection with a reduction in force. No personnel action other than a reduction in force may be considered under this procedure and the terms of this procedure are limited to non-reemployment due to a reduction in force.

SECTION 9. PUBLICATION OF POLICY

This policy and any amendments to this policy shall be distributed to all “teachers” as defined herein in this policy.

SCHOOL CALENDAR

If the Board approved calendar needs to be revised, during the contract year, due to instructional days/hours missed due to inclement weather, and/or unusual circumstances, the Superintendent of Schools will meet with the Association representatives to receive input before a final recommendation to modify the calendar is made to the Board of Education. The Superintendent will inform the Board of the Association's preference among the alternatives for their consideration in making the final decision. (2015-2016) (2016-2017)

The Association may provide input to the Superintendent, by February 1, regarding the school calendar for the ensuing school year. The Superintendent will consider the Association's suggestions before making his/her recommendation to the Board. (2000-2001)

DIRECT DEPOSIT

The school district will supply automatic deposit of checks to those employees desiring the service, dependent upon implementation by Lakeside State Bank. (10-02-95)

BOARD POLICY BOOK

A complete and current copy of the Board Policy Book will be provided to the OCTA President. (10-02-95)

BOARD MEETINGS

The OCTA shall be notified of any changed or special board meetings. Notice shall be given at least six hours before the meeting. (1999-2000)

The monthly Board booklet shall be available to the OCTA President no later than the same day Board members receive their Board booklets.

Full time employees who are living outside of the district will be able to speak at the board meeting during open session. (2005-2006)

TEACHER'S WORK DAY

Provided that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise, teacher shall report to duty by 7:45 a.m. each day and not depart before 3:10 p.m and include 45 consecutive minutes of planning time per day. (The time modification is being enacted to meet the daily instructional time requirements of the State Department of Education) (2015-2016)

A teacher who, when requested by the administrator, agrees to teach a class during his/her planning period shall be compensated at (1/7) of his/her daily rate of pay times the number of days taught; per a 7-hour day. (2016-2017)

Nonteaching bargaining unit employees shall be provided a lunch break and, in lieu of planning time, break time as arranged with the employee's immediate supervisor.

~~A teacher who, when requested by the administrator, agrees to teach a trimester class before or after the contractual teacher work day or during his/her planning period shall be~~

~~compensated at twenty per cent (20%) of his/her daily rate of pay times the number of days taught.~~

TEACHER SUBSTITUTION

When any teacher is asked to substitute by the administration, the district will pay the teacher an amount equal to the top wage for substitution. In addition to records kept in the principal's office, teachers will keep their own records of substitution, and be responsible for submitting claims for substitution reimbursement. If records conflict, the principal's records shall be the one accepted. A teacher must substitute for a full class period before being eligible for reimbursement. The teacher is responsible for addressing the reimbursement at the time of the request by administration. The teacher will notify the site secretary for the reimbursement the same day as the request or as soon as possible. (amended 1992-93) (2016-2017) (2018-2019)

(NEW) TEACHER CONTRACTUAL WORK YEAR

The 2015-2016 contractual teacher work year for teachers employed on ten (10)-month contracts shall not exceed one hundred eighty (180) days. (2009-2010)

(NEW) HB 1864 IMPACT

If, after contract negotiations have been completed for the 2014-2015 (current school) contract year, the Board votes to alter the calculation of the student year to an hourly option as authorized by HB 1864 and the Board determines a necessity to alter the school year because of inclement weather, representatives of the Association and administration will meet to discuss any potential impact upon teaching staff regarding plans to make up required days or hours missed. (2009-2010) (2016-2017)

DISTRICT'S COMPUTER SOFTWARE POLICY

The certified staff shall have the opportunity for meaningful input into the District's Computer Software Policy at any time when it is revised or updated. (1998-99)

PAY PERIOD

All certified employees will be paid on the 15th of each month. (2022-2023)

ACTIVITY PASS

Each teacher shall be provided an activity pass, which shall admit one guest or immediate family member. (2000-2001)

EXTRA DUTY COMPENSATION

Out of town activity bus driving trips will be compensated at \$10.00 per round trip. (2013-2014) Amend Activity Sponsors Bus Driver pay from \$10.00 to \$15.00 per round trip. (2018-2019). Amend Activity Sponsor Bus Driver pay from \$15.00 to \$20.00 per round trip. (2019-2020). Amend Activity Sponsor Bus Driver pay to the following:

Activity Sponsors driving a bus that requires a CDL will be paid \$.50 per mile driven when driving the bus for their activity.

This pay will be capped at \$90.00 (180 miles total) per trip unless the driver is driving for an Area, Regional, or State Competition. Area, Regional, and State Competitions will be paid on the per mile basis as described.

All mileage for pay will need to be submitted to the transportation director on the school approved trip sheet.(2022-2023)

Assistant Band Director Position shall be established at \$3,000.00 (2013-2014)

Event Manager Position shall be established at \$1,000.00 per year and may be divided among assigned personnel. (2013-2014)

Before and After School Supervision Duty shall be compensated at \$7.50 per half/hour for duty time scheduled beyond the required work day. (2013-2014)

Site Technology Coordinators will be established at \$1,000.00 per year. (2016-2017)

Deaf/Hearing: Not less than \$1,200.00 (2017-2018)

Lower Elementary Testing Coordinator \$1,200.00 (2017-2018)

Increase Driver's Ed instructors from \$20 per hour to \$25 per hour. (2018-2019)

Increase summer school teaching hourly rate from \$20 to \$25 per hour. (2021-2022)

The 2020-2021 Extra Duty Schedule shall be continued for the 2021-2022 contract year with the attached modifications. The new extra duty schedule and review process will be approved and will be implemented during the summer of 2022.

Teachers that complete the LETRS training will receive a \$1000 stipend after completing the training and turning in the certificates to the administration office. Administrators can choose to send up to four teachers from the district to this training annually. Teachers that are not sent by their administrators will not receive the stipend.

ATTENDANCE INCENTIVE (2019-2020)

~~The Board of Education shall pay each teacher three hundred (\$300.00) dollars at the end of the fiscal year for not using any days of sick leave, personal business leave or personal leave. Donation of sick leave to the Leave Sharing Bank will not count as sick days used by the teacher. Any teacher absent one (1) day, under the above criteria, shall be paid at a rate of two hundred (\$200.00) dollars. (2001-2002)~~

The Board of Education shall pay any teacher absent one (1) or zero (0) days during the 1st semester one hundred and fifty (\$150.00) dollars at the end of the 1st semester for only using one (1) or zero (0) days of sick leave ~~personal business leave~~ or personal leave during the 1st semester. Donation of sick leave to the Leave Sharing Bank or Direct Donation of Sick Leave will not count as sick days used by the teacher.

~~Any teacher absent one (1) day during the 1st semester, under the above criteria, shall be paid at a rate of one hundred dollars (\$100.00).~~

The Board of Education shall pay any teacher absent one (1) or zero (0) days during the 2nd semester one hundred and fifty (\$150.00) dollars at the end of the 2nd semester for only using one (1) or zero (0) days of sick leave ~~personal business leave~~ or personal leave during the 2nd semester. Donation of sick leave to the Leave Sharing Bank or Direct Donation of Sick Leave will not count as sick days used by the teacher.

~~Any teacher absent one (1) day during the 2nd semester, under the above criteria, shall be paid at a rate of one hundred dollars (\$100.00). (2022-2023)~~

RIGHT TO REPRESENTATION

If a disciplinary or admonishment conference is to be held, teachers shall have the right to have a witness/observer, who is a certified teacher, to be present at the conference. (2002-2003)(2012-2013)

STATE FLEXIBLE BENEFIT ALLOWANCE

~~2018-2019 2019-2020 2021-2022~~

STATE PAYMENT – CERTIFIED

A. Certified Personnel who choose to participate in Major Medical Coverage Purchased through the District sponsored Cafeteria Plan.

For the 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022 2022-2023, **2023-2024** (current) school year, each full time certified employee who purchases major medical health coverage sponsored through the school district cafeteria plan shall receive the Flexible Benefit Allowance (FBA) as provided by the State of Oklahoma. The District will apply the FBA toward the total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical coverage purchased by the employee may be used to purchase additional benefits or may be taken as taxable compensation as provided for by state law. Part-time teachers shall receive payments as provided for by state law.

B. Certified Personnel who choose not to participate in Major Medical Coverage offered through the District's sponsored Cafeteria Plan.

For the 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022 2022-2023, **2023-2024** (current) school year, full-time certified personnel who choose not to participate in the school sponsored major medical plan shall receive sixty-nine dollars and seventy-one cents (\$69.71) per month as taxable compensation, paid by the State of Oklahoma, in-lieu-of the flexible benefit allowance provided for in Part A above. Part-time teachers shall receive benefits as provided for by state law.

No certified employee shall receive any Flexible Benefit Allowance payment greater or less than provided for by state law.

CONTRACT FORM FOR CERTIFIED EMPLOYEE

CERTIFIED EMPLOYEE CONTRACT FOR OOLOGAH-TALALA PUBLIC SCHOOLS Independent District 1004 ROGERS COUNTY, OOLOGAH, OKLAHOMA

This Contract, made and entered into this 1st day of July, 2019 by and between SCHOOL DISTRICT NUMBER 1004, ROGERS COUNTY, OOLOGAH, OKLAHOMA, party of the first part (hereafter referred to as the Board) and TEACHER NAME party of the second part (hereafter referred to as the teacher), as authorized and required by Title 70, Oklahoma Statutes, Section 6-139.

Witnessed: That said Board does hereby employ the second party in the OOLOGAH-TALALA PUBLIC SCHOOLS in the capacity of TEACHER for the 2019-2020 school year.

The term of this contract shall be for a period of 10 months, with 175 days, as established in the school calendar beginning 08/16/2019

The Board agrees to pay the teacher

BASE SALARY
TRS RETIREMENT
HB1023xx INCREASE
TRS RETIREMENT ON HB1023xx INCREASE
TOTAL (CONTRACT) COMPENSATION
RETIREMENT OFFSET
FLEX STATE BENEFIT

payable in twelve (12) calendar months. Payment being made on the 15th of each month following the beginning date of the contract period as specified above with the provision that the last installment of said salary shall not be payable until teacher shall perform all duties of the assigned position for the full school term. The amount of Teacher Retirement Fringe that is paid by HB1873 will be refunded in salary.

THE TEACHER AGREES TO CARRY OUT THE FOLLOWING OBLIGATIONS:

1. To accept the work and perform the duties assigned by Superintendent and Principal, realizing that assignments will be made in effort to provide the best possible educational program for the youth of this community.
2. To observe all rules, regulations and policies of the Board of Education and Administration pursuant to all written documentation, which is attached hereto and hereby incorporated by reference.
3. To make all reports that are called for by the Superintendent, The Principal, and the Board, and to cooperate with the school authorities and co-workers in all cases.
4. To be in the building where the teacher is to work during the hours designated by the Board unless previously excused by the Administration.
5. To attend all teacher meetings called by the Superintendent or Principal.
6. The teacher agrees to keep fully qualified and maintain proper certification throughout the term of the contract.
7. The teacher shall observe and comply with the provisions of the Oklahoma School Code, all of which are hereby made a part of this contract.
8. Conditions of employment _____.

In witness thereof, we have subscribed our name this ____ day of _____, 20____, for School District Number 1004 of ROGERS County, OOLOGAH, Oklahoma.

Teacher

Superintendent

President of Board of Education

Clerk of Board of Education

Vice-President of Board of Education

Member of Board of Education

CERTIFIED SALARY SCHEDULE

<i>Oologah-Talala Public Schools</i>		<i>Teacher Salary</i>	<i>2023-2024</i>
2023 Pay Increase			
0-4 Years	\$3,000		
5-9 Years	\$4,000		
10-14 Years	\$5,000		
15+ Years	\$6,000		
Years	Bachelor's Degree	District Paid Retirement	Total Bachelor's
0	\$40,199.99	\$3,025.73	\$43,225.72
1	\$40,684.21	\$3,062.18	\$43,746.39
2	\$41,056.93	\$3,090.23	\$44,147.16
3	\$41,430.58	\$3,118.36	\$44,548.94
4	\$41,803.31	\$3,146.41	\$44,949.72
5	\$43,188.12	\$3,250.64	\$46,438.76
6	\$43,564.56	\$3,278.97	\$46,843.53
7	\$43,941.93	\$3,307.38	\$47,249.31
8	\$44,318.38	\$3,335.71	\$47,654.09

9	\$44,694.82	\$3,364.05	\$48,058.87
10	\$46,171.70	\$3,475.21	\$49,646.91
11	\$46,552.80	\$3,503.89	\$50,056.69
12	\$46,933.89	\$3,532.57	\$50,466.46
13	\$47,314.05	\$3,561.19	\$50,875.24
14	\$47,695.15	\$3,589.87	\$51,285.02
15	\$49,093.91	\$3,695.15	\$52,789.06
16	\$49,540.10	\$3,728.73	\$53,268.83
17	\$49,986.30	\$3,762.32	\$53,748.62
18	\$50,432.49	\$3,795.90	\$54,228.39
19	\$50,878.69	\$3,829.49	\$54,708.18
20	\$51,343.49	\$3,864.47	\$55,207.96
21	\$51,885.42	\$3,905.26	\$55,790.68
22	\$52,428.28	\$3,946.12	\$56,374.40
23	\$52,970.22	\$3,986.91	\$56,957.13
24	\$53,512.15	\$4,027.70	\$57,539.85
25	\$54,919.92	\$4,133.66	\$59,053.58
26	\$55,398.61	\$4,169.69	\$59,568.30
27	\$55,877.30	\$4,205.72	\$60,083.02
28	\$56,356.00	\$4,241.75	\$60,597.75

29	\$56,834.69	\$4,277.78	\$61,112.47
30	\$57,313.38	\$4,313.81	\$61,627.19
31	\$57,792.06	\$4,349.83	\$62,141.89
32	\$58,270.74	\$4,385.86	\$62,656.60

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YEARS	BACHELOR'S +NBC	DISTRICT PAID RETIREMENT	TOTAL BACHELOR'S +NBC
0	\$40,665.07	\$3,060.74	\$43,725.81
1	\$41,831.15	\$3,148.51	\$44,979.66
2	\$42,204.80	\$3,176.63	\$45,381.43
3	\$42,577.52	\$3,204.68	\$45,782.20
4	\$42,950.25	\$3,232.74	\$46,182.99
5	\$44,335.06	\$3,336.97	\$47,672.03
6	\$44,712.43	\$3,365.37	\$48,077.80
7	\$45,088.87	\$3,393.70	\$48,482.57
8	\$45,465.32	\$3,422.04	\$48,887.36
9	\$45,842.69	\$3,450.44	\$49,293.13
10	\$47,320.50	\$3,561.67	\$50,882.17
11	\$47,700.67	\$3,590.29	\$51,290.96
12	\$48,081.76	\$3,618.97	\$51,700.73
13	\$48,462.85	\$3,647.65	\$52,110.50

14	\$48,843.95	\$3,676.34	\$52,520.29
15	\$50,242.71	\$3,781.62	\$54,024.33
16	\$50,688.90	\$3,815.20	\$54,504.10
17	\$51,135.10	\$3,848.79	\$54,983.89
18	\$51,581.29	\$3,882.37	\$55,463.66
19	\$52,027.49	\$3,915.95	\$55,943.44
20	\$52,493.22	\$3,951.01	\$56,444.23
21	\$53,035.15	\$3,991.80	\$57,026.95
22	\$53,577.08	\$4,032.59	\$57,609.67
23	\$54,119.02	\$4,073.38	\$58,192.40
24	\$54,660.95	\$4,114.17	\$58,775.12
25	\$56,090.11	\$4,221.73	\$60,311.84
26	\$56,568.80	\$4,257.76	\$60,826.56
27	\$57,047.49	\$4,293.79	\$61,341.28
28	\$57,526.19	\$4,329.82	\$61,856.01
29	\$58,004.88	\$4,365.85	\$62,370.73
30	\$58,483.57	\$4,401.88	\$62,885.45
31	\$58,962.25	\$4,437.91	\$63,400.16
32	\$59,440.93	\$4,473.94	\$63,914.87

YEARS	BACHELOR'S+15	DISTRICT PAID RETIREMENT	TOTAL BACHELOR'S +15
0	\$41,133.99	\$3,096.03	\$44,230.02
1	\$41,067.16	\$3,091.00	\$44,158.16
2	\$41,439.88	\$3,119.06	\$44,558.94
3	\$41,813.54	\$3,147.18	\$44,960.72
4	\$42,186.26	\$3,175.23	\$45,361.49
5	\$43,571.07	\$3,279.46	\$46,850.53
6	\$43,947.52	\$3,307.80	\$47,255.32
7	\$44,324.89	\$3,336.20	\$47,661.09
8	\$44,701.33	\$3,364.54	\$48,065.87
9	\$45,077.78	\$3,392.87	\$48,470.65
10	\$46,554.66	\$3,504.03	\$50,058.69
11	\$46,935.75	\$3,532.71	\$50,468.46
12	\$47,316.84	\$3,561.40	\$50,878.24
13	\$47,697.01	\$3,590.01	\$51,287.02
14	\$48,078.10	\$3,618.69	\$51,696.79
15	\$49,476.86	\$3,723.97	\$53,200.83
16	\$49,923.06	\$3,757.56	\$53,680.62

17	\$50,369.25	\$3,791.14	\$54,160.39
18	\$50,815.45	\$3,824.73	\$54,640.18
19	\$51,261.65	\$3,858.31	\$55,119.96
20	\$51,726.44	\$3,893.29	\$55,619.73
21	\$52,268.37	\$3,934.08	\$56,202.45
22	\$52,811.24	\$3,974.94	\$56,786.18
23	\$53,353.17	\$4,015.73	\$57,368.90
24	\$53,895.11	\$4,056.52	\$57,951.63
25	\$55,302.87	\$4,162.48	\$59,465.35
26	\$55,781.57	\$4,198.51	\$59,980.08
27	\$56,260.26	\$4,234.54	\$60,494.80
28	\$56,738.95	\$4,270.57	\$61,009.52
29	\$57,217.65	\$4,306.60	\$61,524.25
30	\$57,696.35	\$4,342.63	\$62,038.98
31	\$58,175.05	\$4,378.66	\$62,553.71
32	\$58,653.75	\$4,414.69	\$63,068.44

YEARS	BACHELOR'S +15 +NBC	DISTRICT PAID RETIREMENT	TOTAL BACHELOR'S +15 +NBC
0	\$41,038.02	\$3,088.81	\$44,126.83
1	\$42,214.10	\$3,177.33	\$45,391.43

2	\$42,587.75	\$3,205.45	\$45,793.20
3	\$42,960.48	\$3,233.51	\$46,193.99
4	\$43,333.20	\$3,261.56	\$46,594.76
5	\$44,718.01	\$3,365.79	\$48,083.80
6	\$45,095.39	\$3,394.19	\$48,489.58
7	\$45,741.83	\$3,442.85	\$49,184.68
8	\$45,848.27	\$3,450.86	\$49,299.13
9	\$8,225.65	\$619.12	\$8,844.77
10	\$47,703.46	\$3,590.50	\$51,293.96
11	\$48,083.62	\$3,619.11	\$51,702.73
12	\$48,464.71	\$3,647.79	\$52,112.50
13	\$48,845.81	\$3,676.48	\$52,522.29
14	\$49,226.90	\$3,705.16	\$52,932.06
15	\$50,625.66	\$3,810.44	\$54,436.10
16	\$51,071.86	\$3,844.03	\$54,915.89
17	\$51,518.05	\$3,877.61	\$55,395.66
18	\$51,964.25	\$3,911.19	\$55,875.44
19	\$52,410.45	\$3,944.78	\$56,355.23
20	\$52,876.17	\$3,979.83	\$56,856.00
21	\$53,418.10	\$4,020.62	\$57,438.72

22	\$53,960.04	\$4,061.41	\$58,021.45
23	\$54,501.97	\$4,102.20	\$58,604.17
24	\$55,043.91	\$4,142.99	\$59,186.90
25	\$56,473.06	\$4,250.56	\$60,723.62
26	\$56,951.76	\$4,286.59	\$61,238.35
27	\$57,430.45	\$4,322.62	\$61,753.07
28	\$57,909.14	\$4,358.65	\$62,267.79
29	\$58,387.84	\$4,394.68	\$62,782.52
30	\$58,866.54	\$4,430.71	\$63,297.25
31	\$59,345.24	\$4,466.74	\$63,811.98
32	\$59,823.94	\$4,502.77	\$64,326.71

YEARS	MASTER'S DEGREE	DISTRICT PAID RETIREMENT	TOTAL MASTER'S DEGREE
0	\$41,665.00	\$3,136.00	\$44,801.00
1	\$41,919.78	\$3,155.18	\$45,074.96
2	\$42,292.50	\$3,183.23	\$45,475.73
3	\$42,666.15	\$3,211.35	\$45,877.50
4	\$43,038.88	\$3,239.41	\$46,278.29
5	\$44,423.69	\$3,343.64	\$47,767.33
6	\$44,800.13	\$3,371.97	\$48,172.10

7	\$45,177.51	\$3,400.38	\$48,577.89
8	\$45,553.95	\$3,428.71	\$48,982.66
9	\$45,931.32	\$3,457.11	\$49,388.43
10	\$47,471.44	\$3,573.03	\$51,044.47
11	\$47,852.54	\$3,601.72	\$51,454.26
12	\$48,233.63	\$3,630.40	\$51,864.03
13	\$48,614.72	\$3,659.08	\$52,273.80
14	\$48,994.89	\$3,687.70	\$52,682.59
15	\$50,394.58	\$3,793.05	\$54,187.63
16	\$50,936.51	\$3,833.84	\$54,770.35
17	\$51,478.45	\$3,874.63	\$55,353.08
18	\$52,020.38	\$3,915.42	\$55,935.80
19	\$52,562.32	\$3,956.21	\$56,518.53
20	\$53,123.78	\$3,998.47	\$57,122.25
21	\$53,665.72	\$4,039.26	\$57,704.98
22	\$54,207.65	\$4,080.05	\$58,287.70
23	\$54,750.51	\$4,120.91	\$58,871.42
24	\$55,301.75	\$4,162.40	\$59,464.15
25	\$56,733.69	\$4,270.17	\$61,003.86
26	\$57,212.39	\$4,306.20	\$61,518.59

27	\$57,691.08	\$4,342.23	\$62,033.31
28	\$58,169.78	\$4,378.26	\$62,548.04
29	\$58,648.47	\$4,414.29	\$63,062.76
30	\$59,127.16	\$4,450.32	\$63,577.48
31	\$59,605.85	\$4,486.35	\$64,092.20
32	\$60,084.54	\$4,522.38	\$64,606.92
YEARS	MASTERS +NBC	DISTRICT PAID RETIREMENT	TOTAL MASTERS +NBC
0	\$41,890.64	\$3,152.98	\$45,043.62
1	\$43,066.72	\$3,241.50	\$46,308.22
2	\$43,440.37	\$3,269.63	\$46,710.00
3	\$43,813.09	\$3,297.68	\$47,110.77
4	\$44,185.82	\$3,325.73	\$47,511.55
5	\$45,570.63	\$3,429.96	\$49,000.59
6	\$45,948.00	\$3,458.37	\$49,406.37
7	\$46,324.45	\$3,486.70	\$49,811.15
8	\$46,701.82	\$3,515.11	\$50,216.93
9	\$47,078.26	\$3,543.44	\$50,621.70
10	\$48,620.24	\$3,659.50	\$52,279.74
11	\$49,001.34	\$3,688.18	\$52,689.52

12	\$49,381.50	\$3,716.80	\$53,098.30
13	\$49,762.59	\$3,745.48	\$53,508.07
14	\$50,143.69	\$3,774.17	\$53,917.86
15	\$51,543.38	\$3,879.52	\$55,422.90
16	\$52,085.31	\$3,920.31	\$56,005.62
17	\$52,627.25	\$3,961.10	\$56,588.35
18	\$53,169.18	\$4,001.88	\$57,171.06
19	\$53,711.12	\$4,042.67	\$57,753.79
20	\$54,272.58	\$4,084.93	\$58,357.51
21	\$54,815.45	\$4,125.79	\$58,941.24
22	\$55,357.38	\$4,166.58	\$59,523.96
23	\$55,899.31	\$4,207.37	\$60,106.68
24	\$56,441.25	\$4,248.16	\$60,689.41
25	\$57,902.95	\$4,358.18	\$62,261.13
26	\$58,381.65	\$4,394.21	\$62,775.86
27	\$58,860.34	\$4,430.24	\$63,290.58
28	\$59,339.04	\$4,466.27	\$63,805.31
29	\$59,817.73	\$4,502.30	\$64,320.03
30	\$60,296.42	\$4,538.33	\$64,834.75
31	\$60,775.11	\$4,574.36	\$65,349.47

32	\$61,253.80	\$4,610.39	\$65,864.19
YEARS	MASTER'S+15	DISTRICT PAID RETIREMENT	TOTAL MASTER'S+15
0	\$41,665.00	\$3,136.00	\$44,801.00
1	\$42,302.73	\$3,184.00	\$45,486.73
2	\$42,675.46	\$3,212.05	\$45,887.51
3	\$43,049.11	\$3,240.18	\$46,289.29
4	\$43,421.92	\$3,268.24	\$46,690.16
5	\$44,806.65	\$3,372.46	\$48,179.11
6	\$45,183.09	\$3,400.80	\$48,583.89
7	\$45,560.46	\$3,429.20	\$48,989.66
8	\$45,936.90	\$3,457.53	\$49,394.43
9	\$46,314.28	\$3,485.94	\$49,800.22
10	\$47,854.40	\$3,601.86	\$51,456.26
11	\$48,235.49	\$3,630.54	\$51,866.03
12	\$48,616.59	\$3,659.22	\$52,275.81
13	\$48,997.68	\$3,687.91	\$52,685.59
14	\$49,377.84	\$3,716.52	\$53,094.36
15	\$50,777.54	\$3,821.87	\$54,599.41
16	\$51,319.47	\$3,862.66	\$55,182.13

17	\$51,861.40	\$3,903.45	\$55,764.85
18	\$52,403.34	\$3,944.24	\$56,347.58
19	\$52,945.27	\$3,985.03	\$56,930.30
20	\$53,506.74	\$4,027.29	\$57,534.03
21	\$54,048.67	\$4,068.08	\$58,116.75
22	\$54,590.60	\$4,108.87	\$58,699.47
23	\$55,133.47	\$4,149.73	\$59,283.20
24	\$55,684.70	\$4,191.22	\$59,875.92
25	\$57,116.65	\$4,299.00	\$61,415.65
26	\$57,595.34	\$4,335.03	\$61,930.37
27	\$58,074.04	\$4,371.06	\$62,445.10
28	\$58,552.73	\$4,407.09	\$62,959.82
29	\$59,031.42	\$4,443.12	\$63,474.54
30	\$59,510.11	\$4,479.15	\$63,989.26
31	\$59,988.80	\$4,515.18	\$64,503.98
32	\$60,467.49	\$4,551.21	\$65,018.70
YEARS	MASTER'S +15+NBC	DISTRICT PAID RETIREMENT	TOTAL MASTER'S +15 +NBC
0	\$42,273.60	\$3,181.81	\$45,455.41
1	\$43,449.67	\$3,270.33	\$46,720.00

2	\$43,823.33	\$3,298.45	\$47,121.78
3	\$44,196.05	\$3,326.50	\$47,522.55
4	\$44,568.77	\$3,354.56	\$47,923.33
5	\$45,953.59	\$3,458.79	\$49,412.38
6	\$46,330.96	\$3,487.19	\$49,818.15
7	\$46,707.40	\$3,515.53	\$50,222.93
8	\$47,084.77	\$3,543.93	\$50,628.70
9	\$47,461.22	\$3,572.26	\$51,033.48
10	\$49,003.20	\$3,688.32	\$52,691.52
11	\$49,384.29	\$3,717.01	\$53,101.30
12	\$49,764.46	\$3,745.62	\$53,510.08
13	\$50,145.55	\$3,774.31	\$53,919.86
14	\$50,526.64	\$3,802.99	\$54,329.63
15	\$51,926.34	\$3,908.34	\$55,834.68
16	\$52,468.27	\$3,949.13	\$56,417.40
17	\$53,010.20	\$3,989.92	\$57,000.12
18	\$53,552.14	\$4,030.71	\$57,582.85
19	\$54,094.07	\$4,071.50	\$58,165.57
20	\$54,665.54	\$4,114.51	\$58,780.05
21	\$55,198.40	\$4,154.62	\$59,353.02

22	\$55,740.33	\$4,195.41	\$59,935.74
23	\$56,282.27	\$4,236.20	\$60,518.47
24	\$56,824.20	\$4,276.99	\$61,101.19
25	\$58,285.91	\$4,387.01	\$62,672.92
26	\$58,764.60	\$4,423.04	\$63,187.64
27	\$59,243.30	\$4,459.07	\$63,702.37
28	\$59,721.99	\$4,495.10	\$64,217.09
29	\$60,200.68	\$4,531.12	\$64,731.80
30	\$60,679.37	\$4,567.15	\$65,246.52
31	\$61,158.06	\$4,603.18	\$65,761.24
32	\$61,636.75	\$4,639.21	\$66,275.96

YEARS	DOCTOR'S DEGREE	DISTRICT PAID RETIREMENT	TOTAL DOCTOR'S DEGREE
0	\$42,710.99	\$3,214.73	\$45,925.72
1	\$43,155.35	\$3,248.17	\$46,403.52
2	\$43,528.07	\$3,276.23	\$46,804.30
3	\$43,901.73	\$3,304.35	\$47,206.08
4	\$44,274.45	\$3,332.41	\$47,606.86
5	\$45,659.26	\$3,436.64	\$49,095.90
6	\$46,036.63	\$3,465.04	\$49,501.67

7	\$46,413.08	\$3,493.37	\$49,906.45
8	\$46,789.52	\$3,521.71	\$50,311.23
9	\$47,166.89	\$3,550.11	\$50,717.00
10	\$48,948.85	\$3,684.23	\$52,633.08
11	\$49,407.34	\$3,718.74	\$53,126.08
12	\$49,865.83	\$3,753.25	\$53,619.08
13	\$50,324.32	\$3,787.76	\$54,112.08
14	\$50,781.88	\$3,822.20	\$54,604.08
15	\$52,259.90	\$3,933.45	\$56,193.35
16	\$52,718.39	\$3,967.96	\$56,686.35
17	\$53,176.88	\$4,002.46	\$57,179.34
18	\$53,635.37	\$4,036.97	\$57,672.34
19	\$54,093.86	\$4,071.48	\$58,165.34
20	\$54,572.81	\$4,107.53	\$58,680.34
21	\$55,031.30	\$4,142.04	\$59,173.34
22	\$55,572.49	\$4,182.77	\$59,755.26
23	\$56,115.36	\$4,223.63	\$60,338.99
24	\$56,658.25	\$4,264.50	\$60,922.75
25	\$58,140.38	\$4,376.05	\$62,516.43
26	\$58,619.08	\$4,412.08	\$63,031.16

27	\$59,097.77	\$4,448.11	\$63,545.88
28	\$59,576.47	\$4,484.14	\$64,060.61
29	\$60,055.16	\$4,520.17	\$64,575.33
30	\$60,533.85	\$4,556.20	\$65,090.05
31	\$61,012.54	\$4,592.23	\$65,604.77
32	\$61,491.23	\$4,628.26	\$66,119.49

EXTRA DUTY SALARY SCALE

Sport/Activity	Extra Duty Position	Range		
		Minimum	Maximum	
Academic	HS Coach	\$1,600.00	\$2,500.00	
Academic	MS 7th & 8th Coach	\$1,200.00	\$1,500.00	
Academic	6th Grade Coach	\$600.00	\$900.00	
Academic	4th & 5th Coach	\$1,200.00	\$1,500.00	
Advanced Placement	HS Coordinator	\$2,000.00	\$2,500.00	
Asst. Athletic Director	Event Manager	\$3,000.00	\$5,000.00	
Asst. Athletic Director	Co - Assistant	\$3,000.00	\$5,000.00	
Band	HS & MS Assistant/ Marching / Concert	\$4,000.00	\$5,000.00	
Band	Jazz / Basketball Pep	\$1,500.00	\$2,500.00	
Band	HS & MS Head / Marching / Concert	\$8,000.00	\$11,000.00	
Baseball	JH Head	\$2,000.00	\$3,000.00	
Baseball	JH Assistant	\$500.00	\$500.00	(2023-2024)
Baseball	HS Head	\$5,500.00	\$7,500.00	
Baseball	HS Asst.	\$2,500.00	\$3,500.00	
Baseball	9th/JV	\$2,000.00	\$3,000.00	

Basketball	HS Head (Boys)	\$7,500.00	\$9,500.00	
Basketball	9th (Boys)	\$2,500.00	\$3,000.00	
Basketball	HS Asst. (Girls)	\$3,500.00	\$4,500.00	
Basketball	8th (Girls)	\$3,000.00	\$3,500.00	
Basketball	7th (Girls)	\$3,000.00	\$3,500.00	
Basketball	HS Head (Girls)	\$7,500.00	\$9,500.00	
Basketball	9th (Girls)	\$2,500.00	\$3,000.00	
Basketball	HS Asst. (Boys)	\$3,500.00	\$4,500.00	
Basketball	8th (Boys)	\$3,000.00	\$3,500.00	
Basketball	7th (Boys)	\$3,000.00	\$3,500.00	
BPA	Co-Sponsor	\$500.00	\$1,500.00	
BPA	Co-Sponsor	\$500.00	\$1,000.00	
Cheer	7th/8th/9th	\$2,200.00	\$2,500.00	
Cheer	HS Basketball	\$1,700.00	\$2,200.00	
Cheer	HS FB & Competitive	\$2,500.00	\$3,000.00	
Cheer	HS Wrestling	\$1,500.00	\$2,000.00	
Cross Country	All	\$3,000.00	\$4,000.00	
Deaf/Hearing	District Coordinator	\$1,200.00	\$1,700.00	
ELL	Coordinator	\$1,000.00	\$1,500.00	
Event Manager A/V - Aud.	Asst.	\$1,000.00	\$1,500.00	(2023-2024)

Event Manager A/V - Aud.	District Coordinator	\$1,000.00	\$1,500.00	
FCCLA	Sponsor	\$500.00	\$1,000.00	
FFA	Sponsor	\$4,000.00	\$8,000.00	
FFA	Sponsor	\$4,000.00	\$8,000.00	
Football	HS Assistant	\$3,500.00	\$4,500.00	
Football	7th & 8th	\$2,000.00	\$3,000.00	
Football	HS Head	\$9,000.00	\$12,000.00	
Football	9th	\$2,500.00	\$3,000.00	
Football	Weight & Strength Coord	\$2,000.00	\$2,500.00	
Football	HS Assistant	\$3,500.00	\$4,500.00	
Football	HS Assistant	\$3,500.00	\$4,500.00	
Football	9th	\$2,500.00	\$3,000.00	
Football	7th & 8th	\$2,000.00	\$3,000.00	
Football	HS Assistant	\$3,500.00	\$4,500.00	
Football	7th & 8th Coord.	\$3,000.00	\$3,500.00	
Football	HS Assistant	\$3,500.00	\$4,500.00	
Football	7th & 8th	\$2,000.00	\$3,000.00	
Football	7th & 8th	\$2,000.00	\$3,000.00	
Gifted and Talented	3rd Grade Instructor	\$300.00	\$600.00	
Gifted and Talented	4th Grade Instructor	\$300.00	\$600.00	

Gifted and Talented	5th Grade Instructor	\$300.00	\$600.00	
Gifted and Talented	District Director	\$2,500.00	\$3,000.00	
Gifted and Talented	UE Site	\$2,000.00	\$2,500.00	
Gifted and Talented	MS Site	\$1,000.00	\$1,500.00	
Gifted and Talented	HS Site	\$1,000.00	\$1,500.00	
Golf	Head (Boys)	\$2,000.00	\$3,000.00	
Golf	Head (Girls)	\$2,000.00	\$3,000.00	
Jr. Class	Co-Chairperson	\$1,000.00	\$1,500.00	
LITT HS	Coordinator	\$1,500.00	\$2,000.00	
LITT LE	Coordinator	\$1,500.00	\$2,000.00	
LITT MS	Coordinator	\$1,500.00	\$2,000.00	
LITT UE	Coordinator	\$1,500.00	\$2,000.00	
Mock Trial	Sponsor	\$1,200.00	\$1,500.00	
Native American Club	Sponsor	\$1,000.00	\$1,500.00	
NHS	Sponsor	\$500.00	\$1,200.00	
NJHS	Sponsor	\$300.00	\$800.00	(2023-2024)
Robotics	MS Coach	\$1,600.00	\$2,000.00	
Robotics	HS Coach	\$1,600.00	\$2,000.00	
Soccer	Assistant (Girls)	\$1,500.00	\$2,500.00	
Soccer	Head JH (Boys)	\$1,500.00	\$2,500.00	

Soccer	Head JH (Girls)	\$1,500.00	\$2,500.00	
Soccer	Head (Boys)	\$3,500.00	\$5,000.00	
Soccer	Head (Girls)	\$3,500.00	\$5,000.00	
Soccer	Assistant (Boys)	\$1,500.00	\$2,500.00	
Softball	HS Head	\$5,500.00	\$7,000.00	
Softball	9th (JV)	\$2,000.00	\$3,000.00	
Softball	7th & 8th	\$2,000.00	\$2,500.00	
Softball	HS Asst.	\$2,500.00	\$3,000.00	
Softball	JH assistant	\$500.00	\$500.00	(2023-2024)
Special Education	Director			
Special Education Transition	Coordinator	\$2,000.00	\$2,500.00	
Speech/Drama/Debate	Head	\$4,500.00	\$7,500.00	
Sr. Class	Graduation / Chairperson	\$1,000.00	\$1,500.00	
STUCO	HS Sponsor	\$1,500.00	\$2,000.00	
STUCO	MS Sponsor	\$600.00	\$1,000.00	
Summer Reading	Coordinator	\$300.00	\$300.00	(2023-2024)
Swimming	Head Boys	\$2,000.00	\$3,000.00	(2023-2024)
Swimming	Head Girls	\$2,000.00	\$3,000.00	(2023-2024)
Technology Coordinator	Site (UE)	\$1,000.00	\$1,500.00	

Technology Coordinator	Site (LE)	\$1,000.00	\$1,500.00	
Technology Coordinator	Site (MS)	\$1,000.00	\$1,500.00	
Technology Coordinator	Site (HS)	\$1,000.00	\$1,500.00	
Tennis	Assistant	\$1,000.00	\$1,500.00	
Tennis	Head Boys	\$2,000.00	\$3,000.00	(2023-2024)
Tennis	Head Girls	\$2,000.00	\$3,000.00	(2023-2024)
Testing Coordinator	LE Site	\$1,200.00	\$1,700.00	
Testing Coordinator	District	\$2,500.00	\$3,000.00	
Testing Coordinator	HS Site	\$1,200.00	\$1,700.00	
Testing Coordinator	UE Site	\$1,200.00	\$1,700.00	
Testing Coordinator	MS Site	\$1,200.00	\$1,700.00	
TITLE VI	Coordinator	\$2,000.00	\$2,500.00	
Track	HS Head (Boys)	\$3,000.00	\$4,000.00	
Track	7th & 8th (Boys)	\$1,500.00	\$2,000.00	
Track	7th & 8th (Girls)	\$1,500.00	\$2,000.00	
Track	HS Asst. (Field Events)	\$2,000.00	\$2,500.00	
Track	HS Head (Girls)	\$3,000.00	\$4,000.00	
TSA	Sponsor	\$1,000.00	\$2,500.00	
Vocal Music	Head	\$4,500.00	\$7,500.00	

Vocal Music	Assistant	\$2,500.00	\$3,500.00	(2023-2024)
Volleyball	Head HS	\$4,000.00	\$5,000.00	
Volleyball	Assistant HS	\$2,000.00	\$3,000.00	
Volleyball	Head Middle School	\$2,000.00	\$3,000.00	
Wrestling	JH Girls Head	\$3,000.00	\$4,000.00	
Wrestling	HS Girls Head	\$7,000.00	\$9,500.00	
Wrestling	JH Girls Asst	\$3,000.00	\$4,000.00	
Wrestling	HS Boys Asst.	\$3,000.00	\$4,000.00	
Wrestling	JH Boys Head	\$3,000.00	\$4,000.00	
Wrestling	HS Girls Asst.	\$3,000.00	\$4,000.00	
Wrestling	HS Boys Head	\$7,000.00	\$9,500.00	
Wrestling	JH Boys Asst	\$3,000.00	\$4,000.00	
Yearbook	HS Sponsor	\$1,500.00	\$2,000.00	
Yearbook	MS Sponsor	\$1,000.00	\$1,500.00	(2023-2024)

OOLOGAH-TALALA PUBLIC SCHOOLS

EMPLOYEE GRIEVANCE FORM

To: _____

From (Print name): _____

Signature: _____

Date (☐ of presentation; ☐ of mailing): _____

Certified Mail No. (If mailed): _____

Response Due Date: _____

Date of Occurrence: _____

Level
I
II
III
#

Dispute, Disagreement, or Controversy; or Term(s) of Negotiated Agreement Alleged to have been Violated, Misinterpreted, Misapplied, or Inequitably Applied:

Statement of Grievance: _____

Relief Requested: _____

Administrator/Board Response and Reason(s): _____

Administrator/Board Officer Signature

Date

Title

Please return by the due date to:

☐

Grievant

☐

Chair, Grievance Committee