

Chase County

Negotiated Agreement



Tradition - Pride - Family

2023-2024

Ratified

September 14, 2023

ARTICLE I DEFINITIONS	5
ARTICLE II ASSOCIATION RIGHTS	5
Section 1 Change in Agreement	5
Section 2 Teacher Contract/Negotiated Agreement Distribution	5
Section 3 Teacher Contract	5
Section 4 Reproduction of Teacher Contract (Deleted 2021)	5
Section 5 Use of Facilities	5
Section 6 Materials for Negotiations	5
Section 7 Due Deductions	6
Section 8 Non-Renewal	6
Section 9 Fair Dismissal/ Reduction of Teaching Staff	6
Section 10 Grievance Policy and Procedure	7
ARTICLE III REGULATIONS RELATED TO COMPENSATION	11
Section 1 Teaching Salary	11
Section 2 Supplemental Salary	12
Section 3 Planning Period Substitution Compensation	12
Section 4 Lunchroom Supervision Compensation	12
Section 5 Post Employment Benefit	12
Section 6 Incentive for Early Notification	13
Section 7 Section 125 Salary Reduction Plan	13
Section 8 Approved Events, Extra Duty Compensation	13
Section 9 Bus Driving Compensation	14
ARTICLE IV REGULATIONS RELATED TO PROFESSIONAL DUTIES	14
Section 1 Teacher Duty Day	14
Section 2 Teacher Lunch Period	14
Section 3 Teacher Planning Time	14
Section 4 Teacher Early-Outs/Late-Ins	14
Section 5 Teacher Duty Day, Professional Development Days and Hours	15

Section 6 Early Dismissal	15
Section 7 District Calendar	15
Section 8 Teacher Work Days and Hours	15
Section 9 District Inservice Days and Hours (Deleted 7/2020)	15
Section 10A Inservice Days and Hours	15
Section 10B Teacher Contract Hours	16
Section 11A Teacher Evaluation	16
Section 11B Personnel Files	16
Section 12 Professional Development Plan and Use of PDC Points	16
Section 13 Professional Learning Community Hours (Deleted 2020)	16
Section 14 Classroom Walk Throughs	16
Section 15 Release from Contract	17
Section 16 Teacher Orientation	17
ARTICLE V REGULATIONS RELATED TO LEAVE	17
Section 1 Professional Development Leave	17
Section 2 Sick Leave	18
Section 2B Discretionary Leave	20
Section 3 Funeral Leave	20
Section 4 Maternity Leave	21
Section 5 Personal Leave	21
Section 6 Jury Duty Leave	21
Section 7 Extended Leave	21
ARTICLE VI DURATION OF AGREEMENT	23
APPENDIX-A	24
USD 284 Teacher Contract	24
APPENDIX-B, Teacher Salary Schedule	25
APPENDIX-C, Supplemental Salary Schedule	26
Appendix-C1, Supplemental Salary Positions	28

ARTICLE I DEFINITIONS

A.	CCEA	Chase County Education Association
B.	IDP	Individual Development Plan
C.	STAFF MEMBER	Certified Teaching Staff Member employed by USD #284*
D.	THE BOARD	Board of Education of USD #284
E.	THE PRINCIPAL	Building principal for any USD #284 attendance center
F.	THE SUPERINTENDENT	Superintendent of Schools of USD #284

*NOTE: Agreement does not apply to KPERS 85-Point Retired Teachers employed by USD #284.

ARTICLE II ASSOCIATION RIGHTS

Section 1 Change in Agreement

This agreement may be altered, changed, added to, deleted from or modified only through voluntary mutual consent of the Board and the CCEA, the official bargaining unit of said district, in written and signed agreement. The CCEA and the Board agree to re-opening of negotiations and permit amendments to appropriate sections of the negotiated agreement whenever state and/or federal funds over and above those previously anticipated for the current budget year have been appropriated. (2015-16)

Section 2 Teacher Contract/Negotiated Agreement Distribution

The ratified Teacher Contract/Negotiated Agreement will be electronically accessible to the licensed staff on the district website. (2010)

Section 3 Teacher Contract

There shall be a copy of the current USD 284 teacher professional duty contract attached to this agreement and labeled as Appendix-A. (2008)

Section 4 Reproduction of Teacher Contract (Deleted 2021)

Section 5 Use of Facilities

The Association shall have the right to use school facilities, equipment and technology. Such machines and equipment may be used only when not in use for educational purposes and may not be removed from school property without completion of the equipment checkout procedure. The Association shall have the right to use school buildings for local Association meetings. Such use shall be only when not in conflict with school activities. (2008)

Section 6 Materials for Negotiations

Copies of budget data or other materials which are requested and legally available are accessible to the Association. (2008)

Section 7 Due Deductions

There will be payroll deduction for local, state, and National Education Association dues. The Board shall transmit to CCEA the total monthly deductions for the professional dues each month for 12 months.

Section 8 Non-Renewal

The Association and the non-renewed teacher shall be notified of the non-renewal of a regular contract, extended contract or supplemental contract. This will occur as soon as possible after the school board meeting during which the decision to do so has been officially voted upon and approved by the Board. (2008)

Section 9 Fair Dismissal/ Reduction of Teaching Staff

When the Board of Education decides that due to budget considerations, declining enrollment, or discontinuation of a particular service requires a reduction in the number of employees at the beginning of the following year, the Board may non-renew an employee at the close of the school year provided that the following provisions shall apply:

1. When possible, reduction in staff shall be accomplished through normal attrition.
2. When nonrenewals must occur, the factors to be considered but not listed in order of importance include the following:
 - a. Length of service
 - b. Performance evaluations on file
 - c. Instructional programs to be offered
 - d. Contribution to the activity program during total employment
 - e. Areas of certification and endorsement which may be required to maintain accreditation
 - f. Special qualifications that may require specific training and /or experience
 - g. State and Federal regulations which may mandate certain employment practices.
3. Any employee who has been non-renewed pursuant to this policy shall have preferred rights to reemployment for a period of twenty-four months commencing at the end of the school year in which the employee is nonrenewed. Such employees will lose preferred reemployment rights during that time only upon the teacher's written request to the superintendent to discontinue such rights or upon teacher's refusal of reemployment
4. The employee's name shall be placed upon a recall list, and decisions concerning recall to reemployment will be based upon the factors listed above with the following procedures:
 - a. Upon receiving a certified letter offering reemployment, the teacher must accept or reject the position within seven days by written notification to the superintendent.

- b. The date of receipt shall be the date received in the Board Office if not mailed or the date of postmark if mailed.
- c. It shall be the responsibility of the non-renewed teacher to keep on file a current mailing address with the Board Office
- d. The employee shall, upon reappointment, retain any benefits accrued to such employee prior to the non-renewal.

Section 10 Grievance Policy and Procedure

The grievance procedure is to provide an established vehicle for airing a grievance situation. A grievance may be filed by an employee or by the Chase County Education Association (CCEA).

A grievance is defined as an alleged violation, misinterpretation or misapplication of 1) the Negotiated Agreement, 2) the teacher's individual contract, or 3) a law, a state regulation having the effect of law, board policy, or administrative regulation.

Level 1: The grievant shall seek to resolve the grievance informally with his/her principal or immediate supervisor in a private informal conference. Every effort shall be made to adjust the grievance in an informal manner.

- a. If the grievant is dissatisfied with the outcome of the initial private conference, he/she may request a formal conference with his/her immediate supervisor. Before this conference the Grievance Report Form should be filed within (10) days of the informal conference. Every effort shall be made to develop an understanding of the fact and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days of the last informal conference.

Level 2: In the event that the grievant is not satisfied with the disposition of his/her grievance at Level 1, or in the event that no decision is reached within ten (10) school days after the presentation of the grievance, he/she may appeal the matter in writing to the superintendent of schools.

- a. If the grievant appeals the grievance to the superintendent, the superintendent or his/her designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution within ten (10) school days after the appeal has been received by the superintendent.
- b. If the grievant does not appeal the grievance to the superintendent within thirty (30) school days after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

Level 3: If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made thereon within twenty (20) school days after the date the grievance was filed with the superintendent or his/her designated representative under Level 2; then the grievant may appeal

the grievance to the Board of Education for the purpose of final adjustment of the grievance by submitting a written request to the clerk of the Board of Education within ten (10) school days after the superintendent or his/her designated representative has rendered a decision or after the expiration of said twenty (20) days.

- a. The Board of Education shall, within thirty (30) school days after the receipt of the written request, meet and confer with the grievant and render a decision to be submitted to the grievant in writing which will be the final disposition.

All documents, communication and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

Grievance report form may be secured from school building offices and CCEA and should be filed at each level of the grievance procedure. See attached grievance report form

Level 4 and 5 will be renegotiated in 2020

Instructions for filing a Grievance Report

The purpose of the grievance procedure is to facilitate effective communications between employees and the administration staff, to secure, in good faith equitable solutions to problems which may arise from time to time. Careful attention to contract requirements for completing a grievance form and the filing of same, as hereafter detailed, will help to insure an expedition and thorough ponderation of each grievance.

Grievance report form may be secured from the school building offices and CCEA and should be filed at each level of the grievance procedure.

1. Each portion of the grievance report form should be completed fully in as much detail as possible. The statement of facts upon which the grievance is based should include all relevant facts, including details of time, date, place, persons involved, and what occurred.

Detailed information of the facts involved, the relevant provisions, Board policies, or administrative regulations or practices, and the manner in which they are related are extremely important in order to provide a basis upon which a fair, thorough and expeditious decision may be made.

2. Under Section B of the grievance report form those relevant contract provisions, Board policies, or administration regulations, or practices which the grievance contends have been violated, misinterpreted, or misapplied should be specified.

3. The grievant should state his/her claim by describing the manner in which the factual contentions are related to the relevant contract provisions and how a violation, misinterpreted, or misapplied should be specified.

4. The grievant should specify the relief which he/her desires as a result of the grievance.

Grievance Report Form
USD 284

Name of grievant: _____

Building: _____ Date: _____

Submit to Principal
Level 1

A. Date cause of grievance occurred: _____

B. Statement of grievance: _____
(Use additional pages if necessary)

Relief sought: _____

Signatures: _____

Date: _____

C. Disposition of Principal or immediate supervisor: (Attach Disposition)

Level 2

A. Date received by Superintendent or designee: _____

B. Disposition of Superintendent or designee: (Attach Disposition)

Signatures: _____

Date: _____

Level 3

A. Date of request of Board hearing: _____

B. Date of Board meeting: _____

C. Disposition of Board: (Attach Disposition)

Signature of Board President: _____ Date: _____

ARTICLE III REGULATIONS RELATED TO COMPENSATION

Section 1 Teaching Salary

All previous experience shall be evaluated by the superintendent in placing teachers on the schedule. See attached salary schedule Appendix-B.

The salary schedule and teacher's contract shall cover a total of 1292.0 hours.

Any teacher who wishes to be released from a contract may do so providing a satisfactory replacement can be found.

Teachers may advance on the salary schedule only one step vertically per year but there is no limit on the horizontal scale. When moving horizontally on the salary schedule, teachers will also be able to move one step vertically for years of experience. (2021)

To the salary schedule, there will be added a longevity scale:

2% of bottom step-----BS + 0 to BS + 24

2.5% of bottom step-----BS + 36 to MS + 36

The longevity scale will not be accumulative year-to-year. The longevity scale will be added when the teacher repeats a step and is frozen for the second year, for that vertical step.

2004	4% across the board increase. \$400 between steps and \$500 between columns, adding a BS+48 column. All "off table" days have been included in this schedule. Additional rows were added for additional movement (max. of 2 steps). No frozen longevity will be needed for this year but will continue next year to be part of the salary provisions.
2005	5% across the board increase. Frozen longevity is also reinstated.
2006-07	3% across the board increase.
2007-08 (for 2008-09)	---3.0% increase for all salary schedule steps (vertical and horizontal)
2009-10	0.0% increase for all salary schedule steps (vertical and horizontal)
2010-11	0.0% increase for all salary schedule steps (vertical and horizontal), all salary steps allowed for years of service (with longevity clause) for all and educational advancement if applicable
2011-12	0.0% increase for all salary schedule steps and no salary steps (vertical or horizontal or longevity) in 2011-12 with mandatory renegotiation for 2012-13.
2012-13	0.0% increase for all salary schedule steps and no salary steps (vertical or horizontal or longevity) in 2012-13 with mandatory renegotiation for 2013-14.
2013-14	Will receive one vertical and/or horizontal step (if applicable) on the current teacher salary schedule. Teachers that are frozen at the bottom of the vertical step will receive an additional longevity

	adjustment of 2.0% for BS through BS + 24 and 2.5% for BS + 36 and above for the 2013-14 year only.
2014-15	2% across the board increase plus vertical and horizontal steps
2015-16	1% across the board increase plus vertical and horizontal steps
2017-18	2% across the board increase plus vertical and horizontal steps
2018-19	1% across the board increase plus vertical and horizontal steps
2019-20	3% across the board increase plus vertical and horizontal steps
2020-21	2% across the board increase plus vertical and horizontal steps
2021-22	Base increased to \$39,000, each step down - consistent \$525, Bachelor's Degree columns across - consistent \$655, Master's Degree column's across - consistent \$1000
2022-23	Base increased to \$39,500 plus steps.
2023-24	Base increased to \$41,500 (corresponding across the board) plus vertical and horizontal steps.

Section 2 Supplemental Salary

A. Supplemental Salary Amount. The supplemental salary paid to all teachers covered by this Agreement will be increased annually by a percentage (%) amount of the base teaching salary as defined by Appendix-C and negotiated and ratified annually. (2008)

B. New Supplemental Salary. Supplemental providers new to the district and/or in a new supplemental duty will be initially compensated by placement on the Supplement Salary Schedule (Appendix-C). The district will allow ten (10) years of experience in that supplemental duty to be counted in the initial placement of a new supplemental duty provider. (2008)

C. Rule-10 Supplemental Duty Providers. Rule-10 supplemental duty providers are not legal parties to this agreement, but they will be eligible for the same supplemental salary percentage increase and placement provisions stipulated for the teachers covered by this agreement. Teachers who are covered by this agreement always have preference for the supplemental duties contained within this agreement provided the teacher is willing and qualified as approved by official Board action to perform the supplemental duty.

Section 3 Planning Period Substitution Compensation

Certified Staff will be paid \$25 per substitution for substituting for another teacher during the certified staff member's plan period when requested by office personnel.

Section 4 Lunchroom Supervision Compensation

The district may employ a paraprofessional or volunteer staff member to supervise the lunchroom. He/she will be provided an adult meal free of charge.

Section 5 Post Employment Benefit

A certified teacher must have taught in USD #284 for a minimum of fifteen (15) years to be eligible and meet the State KPERS requirements for retirement. The intent to retire must be made in writing by the certified teacher by **May 15**, preceding the anticipated retirement date. The amount a full-time certified employee receives per year for 5 years or age 65, whichever is less, will be paid to the district's health insurance provider as a tax-free fringe to defray the cost of the retiree's health insurance. If the district rehires an employee who has retired under the

provision, the employee may request that the monthly benefit be deferred until such time as employment with the district ceases. Retired employees are allowed to remain on the district's insurance plan, but the post-employment benefit ends after 5 years or at the age of 65, whichever is first. (2006, 2022)

Section 6 Incentive for Early Notification

If a teacher notifies the BOE in writing of their desire to leave the district or retire by **December 1** a one-time payment of \$500 will be paid to the teacher with BOE acceptance of the resignation. The BOE will act upon the resignation/retirement at the first scheduled meeting following the notification. (2006)

Section 7 Section 125 Salary Reduction Plan

The district hereby adopts the Section 125 Flexible Benefit Plan for those employees who shall qualify as participants. Each participant may authorize the district to reduce his/her compensation by the amount needed for the purpose of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form. The maximum amount available to each participant for the purchase of elected benefits through salary protection will be **\$8,000.00** per plan year or a prorated amount for a short plan year. Available Benefits will include Group Hospital and Surgery Insurance, Disability Income Insurance, Medical Reimbursement (Flex spending), Dental Insurance, Cancer Coverage, Group Life Insurance and Annuity. The Board offers payment of **\$590 per month** toward the USD #284 group health plan for those who choose to enroll in the group health insurance program. The employee's spouse will leave the district's insurance group at the age of 65.

Section 8 Approved Events, Extra Duty Compensation

Extra duty providers covered by this agreement and all non-certified extra duty providers will be compensated at \$12.00 per hour. Compensation Rates for the extra duties listed below. The assignments of all duties on this list are district optional. Payment will be made monthly contingent upon receipt of approved signed request by the 10th of the month. The requests will be processed with the monthly payroll. Requests for reimbursement shall be submitted within five (5) days of the occurrence of the event. (2020)

FB Clock Operator	FB Gate
FB Downs-Keeper	VB Gate
Athletic Announcer	BB Gate
FB Chain Crew	WR Gate
FB Concessions	TR Gate
VB Scorer	TR Concessions
VB Clock Operator	BsB / SfB Scorer
BB Clock Operator	BsB / SfB Concessions
BB Scorer	Judges (math/music/speech/business/quiz/forensics)
BB Concessions	Event Supervisor
WR Clock Operator	Elementary Concert Supervision
WR Concessions	Proctors (math/music/speech/business/quiz/forensics)
TR Timers	Monitors (math/music/speech/business/quiz/forensics)
TR Pickers	*CCHS Dances (3-4 sponsors)
TR Meet Officials	*CCJH Dance (3-4 sponsors)
TR Event Officials	* Not applicable if sponsored by parents group
	CCHS Prom (3-4 sponsors)
	Assessment Grading

Section 9 Bus Driving Compensation

Coaches and teachers covered by this agreement and who volunteer to drive an activity bus during the compensated teacher duty day when school is in session will be compensated at a minimum rate of \$10.00 per occurrence. Driving duties performed after the compensated teacher duty day will be compensated at the appropriate substitute bus driver rate. USD 284 will pay the cost of attaining the CDL and pay for the annual physical. USD 284 will pay a \$500 stipend to the certified employee upon receipt of a CDL license with the S (School bus) and P (Passenger) endorsements. After one year, the district will pay the certified employee a second \$500 stipend. (2008, 2022).

ARTICLE IV REGULATIONS RELATED TO PROFESSIONAL DUTIES

Section 1 Teacher Duty Day

The teacher duty day at each building will total eight (8) hours and zero (0) minutes per day including a scheduled thirty (30) minute duty-free lunch. The duty day will commence fifteen (15) minutes before the student start time and will end fifteen (15) minutes after the student end time as stated on the BOE-approved District Calendar for that building. The fifteen (15) minutes before and/or after the start and/or the end of the school day may not be designated as teacher planning time. (2010)

Section 2 Teacher Lunch Period

The Board will provide an uninterrupted, 30-minute duty-free lunch period each day for all certified teachers who are party to this agreement. (2008)

Section 3 Teacher Planning Time

Each Teacher who is party to this agreement will receive a minimum of thirty (30) consecutive minutes daily and a minimum of two hundred and seventy five (275) minutes per week. The duty time before the start of school and after school dismissal may not be considered as plan time for those teachers not having assigned duties during those times. Passing period time before and after the scheduled planning period may be considered as plan time. (2010)

Section 4 Teacher Early-Outs/Late-Ins

Building principals, at their discretion, may grant an early-out or late-in to teachers for specified reasons and with prior administrative permission on the staff reporting form. The early-out or late-in may begin one hour after the time school begins or one hour before school ends. The teacher will not be charged with the loss of leave and no pay deduction or no cost to the district. Teachers are limited to a total of ten (10) Early-Out or Late-In uses per school year or additional Early-Outs or Late-Ins as approved and monitored by the appropriate building principal. (2020)

Section 5 Teacher Duty Day, Professional Development Days and Hours

Teacher In-service Hours will be defined and approved annually (including types, dates, start dates, start times, end times, break times and total hours) on the BOE-approved District Calendar and to include 60-minute lunch on those days. (2020)

Section 6 Early Dismissal

When school is dismissed early and the buses run early to take children home due to inclement weather, teachers may leave after the buses have gone.

Section 7 District Calendar

All teachers who are party to this agreement will be given an opportunity each year to participate in the consideration, formulation and recommendation of a district calendar for the next school year to the Board. The Board retains full authority in regards to the process, establishment, and approval of the district calendar for a school year. The number of total teacher contract hours in the district calendar is subject to negotiation and ratification, but the district calendar for the school shall always include:

- A negotiated number of total Student Instruction hours (not to exceed 1 instructional day total hours in excess of the KSDE-required instructional hours total)
- A negotiated number of total Inservice hours
- At least one (1) 6.5 hour Inservice Day between January 1 and March 1
- A negotiated number of total Teacher Workday hours
- A negotiated number of total Parent-Teacher Conference hours
- Negotiated duty free 6.5 hours Teacher Workday at the end of each semester,
- A negotiated number of total Teacher Contract Hours as stated annually in Article IV, Section 10B (2020)

Section 8 Teacher Work Days and Hours

The actual number of Teacher Work hours is negotiated annually and as such is part of this agreement. USD 284 and/or its designee(s) may not assign any professional duties or

expectations of teachers who are party to this agreement on contract days specified as Teacher Work Days.

Section 9 District Inservice Days and Hours (Deleted 7/2020)

Section 10A Inservice Days and Hours

The actual number of inservice hours is negotiated annually and as such is part of this agreement. Teacher contract days designated as In-service Days will be planned by the district leadership teams (DLT, BLT, PDC, and Administration) with Building Principal involvement and final approval. At least 5 hours each year will be reserved for Subject Area Committee (SAC) duties.

A cycle of curriculum material review will be followed. The committee up to eight (8) persons in the review cycle will receive a 1% supplemental salary for work performed outside of the duty day. This will be reviewed yearly. Each chairman will provide the Superintendent a list of members for their SAC yearly. (2020)

Section 10B Teacher Contract Hours

CLASSIFICATION	HOURS
Student Instruction, K-11	1120.0
Student Instruction, 12	1086.0
In-service Hours	53.0
Teacher Workday	23.0
Parent / Teacher Conferences	16.0
Before and After School Day (15 minutes each)	80.0
TOTAL CONTRACT HOURS	1292.0
(2020)	

Note: Additional 4.0 hours of District In-service on 01/02/12 were used for State Assessment Planning and Collaboration and were subsequently removed starting in the academic calendar for 2014-15.

Section 11A Teacher Evaluation

Any changes to the teacher state-approved evaluation tool must be agreed upon by both the CCEA and the USD 284 Board of Education prior to the implementation school year.

A copy of the current Teacher Evaluation tool shall be electronically accessible on the district website. (2021)

Section 11B Personnel Files

Teachers have ready access to their personnel files, and have the right to reproduce the contents in their personnel files. No unsigned or undated items may be placed in the employee's personnel files. Dated material may be removed after five years if the employee submits a written request to the Superintendent and the Board of Education and has had no official discipline levied since the documented event. (2021)

Section 12 Professional Development Plan and Use of PDC Points

A completed and approved Professional Development Plan is required of all teachers. Approved and earned Professional Development Points shall be managed and maintained by the school district exclusively on the PDP Toolbox System. Educators may use PDC points, in content area(s), to move across the salary schedule (20 PDC points = 1 credit hour). (2008)

Section 13 Professional Learning Community Hours (Deleted 2020)

Section 14 Classroom Walk Throughs

Administrators are encouraged to use walkthroughs for informal purposes and/or specific data collection. The walkthrough observation form (if used) will be shared with the teacher but will not go into the teacher's personnel files. The adoption of a walkthrough observation form will be agreed upon by the CCEA and the USD BOE prior to implementation. (2021)

Section 15 Release from Contract

Any teacher who wishes to be released from a contract may be released providing a satisfactory replacement can be found.

Section 16 Teacher Orientation

Each teacher new to the district shall have one day of orientation before contract days begin. This day shall be paid at the substitute rate. Each new teacher will be assigned a mentor from the continuing staff. This mentor will be asked to attend ½ of the orientation day and will be paid at the substitute rate for the time worked. Orientation to the district shall include but not be limited to completion of required documentation for the district, payroll procedures, licensure review, access to and operation of the electronic grade book, access to and operation of the PDP Toolbox, teacher evaluation tool, classroom walkthrough form, procedures for using any leave provisions in the negotiated agreement, review of building handbooks, the crisis plan, and the district negotiated agreement. (2021)

ARTICLE V REGULATIONS RELATED TO LEAVE

Section 1 Professional Development Leave

Professional Development Leave may be granted for professional development activities provided such participation has no effect on the operation of the school and such participation is deemed beneficial to the program of instruction of the school district. All such leave must have prior approval on the **PDP Toolbox System**. All substitute teachers serving during Professional Development Leave are to be secured by the building principal or the principal's designee. Professional Development Leave substitutes for approved Professional Development Leave are compensated solely from district funds. Only those certified teachers who have followed the PDP Toolbox process and procedure will come under this policy.

A. Professional Development Leave Reimbursement

The Board allows two (2) days of Professional Development Leave per teacher per school year. The Board will pay for up to **\$250** total professional development (PD) cost per teacher per fiscal year including registration, meals and lodging. Costs in excess of the stated limits are the teacher's responsibility. Professional Development activities assigned by the district and approved by the superintendent shall be compensated fully by the district and will not be counted against the two days total professional development allowed per school year. District payment for all approved discretionary Professional Development Leave costs for the current fiscal year will be completed by the Clerk of the Board if the requesting teacher has notified the Clerk by email within five (5) business days of the PD leave and has stated all PD cost specifics for that activity. Costs for PD activities requested during the current fiscal year for attendance in the next fiscal year will be paid by the requesting teacher and cost reimbursement up to the \$200 limit requested when the activity is completed.

B. Professional Development Leave Requests

All Professional Development Leave must be requested and approved on the PDP Toolbox System and a minimum of three (3) school days in advance of the requested activity. Professional Development Leave requests not meeting those criteria or taken in excess of the allowed two days per year will be classified as **Personal Leave** or result in a per diem salary reduction if the teacher does not have any remaining Personal Leave.

Section 2 Sick Leave

At the beginning of each school year each certified staff member shall be credited with six (6) days of sick leave to be used without salary deductions for illness and/or medical reasons or members of the employee's family. Family members shall include husband, wife, father, mother, brother, sister, son, daughter, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law or any members whose regular residence is in the home of the employee. The six (6) days per year shall not be credited to the staff member until said member shall fulfill at least one day of his/her contract. (2011)

1. Sick Leave, Accumulation

The unused portion of a certified staff member's sick leave shall accumulate from year to year to a maximum of sixty (60) days. This sixty days is in addition to the ten (10) total days sick/discretionary leave credited at the beginning of each year. The sixty (60) days accumulated sick leave can be used only for the illness and/or medical reasons of the employee and/or immediate family as defined above. The Board reserves the right to request a Doctor's certificate to establish any and all sick leave claims. (2022, 2023)

2. Unused Sick Leave, Annual Compensation

After accumulating sixty (60) days of sick leave, the unused sick leave days granted for that contract year will be remunerated at a rate equal to the substitute

teacher pay per unused Sick Leave day. Building principals have the discretion to send teachers home if the principal feels the teacher is sick. The Board reserves the right to request a doctor's certificate to establish sick leave claims. (2011, 2017, 2022)

3. Unused Sick Leave, Retirement Compensation

Upon retirement \$50 reimbursement per day (50 days maximum) will be granted for unused Sick Leave days if the employee has been in the district 15 years or more and is eligible for retirement under the KPERS rules. No other sick leave payouts will be available to the retiree. (2002, 2022)

4. Sick Leave Bank

A sick leave bank is established to assist any certified employee who is a member of the sick leave bank and who, as a result of extended illness, medical condition, or injury, has exhausted all the employee's accumulated district leave (sick leave, personal leave and discretionary leave).

A. In order to participate in the sick leave bank, the certified staff members must enroll and will offer to donate up to two (2) days of their sick leave to the bank at the beginning of each school year. New and the lowest seniority employees will be allowed to donate first. Such agreement shall be in writing and delivered to the Clerk of the Board by the 15th of September. Contributions after that date will not be considered. The Clerk of the Board and the CCEA sick leave bank committee will jointly be responsible for record keeping.

B. The maximum number of unused days in the bank shall be one hundred sixty five days (165). If the total amount of days in the sick leave bank equal or exceeds 165 days available, then teachers do not have to donate the mandatory days in order to receive days from the bank.

C. Each withdrawal event from the bank shall be approved by the sick leave bank committee. The sick leave bank committee shall consist of two representatives from each building, the CCEA president and CCEA secretary. The building representatives shall be appointed by the CCEA president each school year.

D. Enrolled employees are eligible to request up to a total of 14 days during the school year. Any requests for additional days from the bank shall be considered by the committee on an individual basis. All days shall be requested within 30 days of the date of absenteeism. No days will be considered after the 30 day deadline.

E. When requesting leave, a sick leave bank member must submit the following items within 30 days to the sick leave bank chairperson.

- A completed sick leave bank application
- A statement from the Clerk of the Board stating that all leave has been depleted. This can be an email.
- Written proof that he/she is under a licensed physician's care for the dates requested.

F. If requesting days is to attend to an immediate family member (See Article V Section 2 for immediate family members) the certified employee must submit in writing the relationship to the family member and the above items listed in paragraph E of this section.

G. Elective surgery, and short term illnesses will be considered for sick leave bank days on an individual basis, but must meet the requirements listed in paragraph E of this section.

H. When donor teachers leave the district, their days will be retained in the bank, and will not be reimbursed. All days belong to the bank and will no longer be listed by the individual teacher except to show enrollment for the current school year.

I. Use of the sick leave bank days will be determined by a 2/3 majority vote of the screening committee. Written notification of decision will be made by the screening committee chair to the teacher and the district clerk. No dates will be paid by the Clerk until notified by the screening committee chair. (2016, 2022)

Section 2B Discretionary Leave

Each certified staff member shall be credited with four (4) days of Discretionary Leave to be used without salary deductions upon prior certified staff member request. The four (4) days per year shall not be credited to the staff member until said member shall fulfill at least one day of his/her contract. Prior approval of the Building Principal is required. If this section is removed from the agreement, the four (4) days of Discretionary Leave will be restored to Sick Leave (10 days total). (2023)_

1. Discretionary Leave, Accumulation

The unused portion of a certified staff member's Discretionary Leave shall accumulate from year to year as Sick Leave only and to a maximum of sixty (60) sick leave days or be remunerated as stated below. This sixty days is in addition to the ten (10) total days of sick/discretionary leave credited at the beginning of each

year. The sixty (60) days accumulated sick leave can be used only for the illness and/or medical reasons of the employee and/or immediate family as defined above. The Board reserves the right to request a Doctor's certificate to establish any and all sick leave claims.

2. Unused Discretionary Leave, Annual Compensation

At the end of each school year, the unused Discretionary Leave days granted for that contract year (3) will be remunerated at the rate of eighty-five (\$85) dollars per unused Discretionary Leave day, or be accumulated from year to year as Sick Leave as stated above. The Board reserves the right to request a doctor's certificate to establish sick leave claims. (2012)

Section 3 Funeral Leave

Staff members may take funeral leave to attend the funeral of any person. The funeral leave shall be charged to their sick leave. The building Principal must give prior approval one (1) or more school days in advance of the Funeral Leave absence. Staff members may be absent for one hundred twenty (120) minutes or less for a local funeral without this absence being charged against his/her sick leave. (2008)

Section 4 Maternity Leave

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as illness.

Section 5 Personal Leave

At the beginning of each school year each certified staff member will be credited with three (3) days Personal Leave. A leave of this category may be granted only if the application has been made in advance of the occurrence and approved by the building Principal and Superintendent, with the exception of an emergency. Employees may accumulate personal days up to a maximum of five (5) days. Employee has the ability to either rollover up to two (2) days each year or to be reimbursed for those 2 days only at the rate of substitute teacher pay. Unused personal leave days in excess of two (2) per year and/or carryover days in excess of five (5) total are not eligible for this reimbursement. (2008)

Section 6 Jury Duty Leave

Absence for Jury Duty Leave shall not count in calculating absence limitations under other sections. The salary paid by the district during such absence shall be at the regular rate, less the fee paid to the employee for such jury duty.

Section 7 Extended Leave

The Board may grant extended leave of absence to a certified staff member due to illness, education, or family needs. This leave of absence will be considered for approval by the principal, superintendent and the Board and shall be subject to the following conditions:

1. Extended leave shall be for one (1) year or less, if a suitable replacement is found and mutual agreement between the board and the teacher requesting the leave is attained. Board approval is required.

2. If the situation is resolved within the time frame established, the teacher shall be allowed to return his/her former position.
3. Such leave may not be considered a termination of employment. The vacancy created by the absence shall be filled only on a temporary basis.
4. The teacher may be allowed to substitute if the opportunity occurs. The pay will be at the rate of substitute teacher pay. (2021)
5. Upon returning to employment in the district, the teacher shall be placed on the salary schedule at the step and column of experience and degree that they had attained prior to the extended leave.
6. Teachers on extended leave shall be entitled to participate, at their own expense, in health insurance programs that may be available to other contracted teachers.
7. When the teacher is reinstated, he/she shall retain his/her accumulated sick leave days.

ARTICLE VI DURATION OF AGREEMENT

The agreement set forth herein and ratified by both parties shall become a part of the official minutes of the Board.

This agreement is made and entered into by and between the Chase County Unified School District #284, State of Kansas, and the Chase County Education Association of Unified School District #284.


This agreement will become effective September 13, 2023.
Revised and Ratified: September 13, 2023.

CCEA



PRESIDENT OF CCEA

**BOARD OF EDUCATION
USD #284**



PRESIDENT OF BOARD

APPENDIX-A

**TEACHER'S CONTRACT
CHASE COUNTY UNIFIED SCHOOL DISTRICT NO. 284
State of Kansas**

It is hereby agreed, by and between the board of education of Chase County Unified School District No. 284, in Chase County, State of Kansas, hereinafter called the "board" and (Insert Teacher Name) hereinafter called the "teacher" that the educator is hereby employed by the school district as a teacher for 1292.0 hours beginning on the 14th day of August, 2023, and to perform the following services in conformity with Kansas law and the policies of the board:

Teach in USD #284

Frozen Longevity

Supplemental Duties

Extended Day Amount

For these services the board agrees to pay the teacher an annual salary of \$xx,xxx dollars, to be paid in 12 monthly installments on or before the last day of each calendar month. The board reserves the right to assign said teacher to such buildings and work as the best interest of the schools of the district require. This contract shall be void if the teacher fails to have on file with the board continuously during employment a valid Kansas Teachers' Certificate for the level at which he/she is employed and for the subjects which he/she is employed to teach. The board shall allow 6 days of sick leave (4 days of discretionary leave) for a total of 10 days each year accumulative to 60 days. We hereunto subscribe our names this 11th day of October, 2023.

President, Board of Education

Teacher

Attest by Clerk

APPENDIX-B, Teacher Salary Schedule

LABEL	B	B+12	B+24	B+36	B+48	M	M+12	M+24	M+36
1 00YRS	41500	42188	42876	43563	44251	45301	46351	47401	48698
2 01YRS	42051	42739	43427	44115	44802	45852	46902	47952	49249
3 02YRS	42603	43290	43978	44666	45354	46404	47454	48504	49800
4 03YRS	43154	43842	44529	45217	45905	46955	48005	49055	50352
5 04YRS	43705	44393	45081	45768	46456	47506	48556	49606	50903
6 05YRS	44256	44944	45632	46320	47007	48057	49107	50157	51454
7 06YRS	44808	45495	46183	46871	47559	48609	49659	50709	52005
8 07YRS	45359	46047	46734	47422	48110	49160	50210	51260	52557
9 08YRS	45910	46598	47286	47973	48661	49711	50761	51811	53108
10 09YRS		47149	47837	48525	49212	50262	51312	52362	53659
11 10YRS		47700	48388	49076	49764	50814	51864	52914	54210
12 11YRS		48252	48939	49627	50315	51365	52415	53465	54762
13 12YRS		48803	49491	50178	50866	51916	52966	54016	55313
14 13YRS			50042	50730	51417	52467	53517	54567	55864
15 14YRS			50593	51281	51969	53019	54069	55119	56415
16 15YRS			51144	51832	52520	53570	54620	55670	56967
17 16YRS				52383	53071	54121	55171	56221	57518
18 17YRS					53622	54672	55722	56772	58069
19 18YRS						55224	56274	57324	58620
20 19YRS							56825	57875	59172
21 20YRS								58426	59723
22 21YRS									60274
23 22YRS									60825

APPENDIX-C, Supplemental Salary Schedule

Base Salary	41,500
----------------	--------

	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%
0 yr	415	830	1245	1660	2075	2490	2905	3320	3735	4150	4565
1 yr	457	872	1287	1702	2117	2532	2947	3362	3777	4192	4607
2 yr	498	913	1328	1743	2158	2573	2988	3403	3818	4233	4648
3 yr	540	955	1370	1785	2200	2615	3030	3445	3860	4275	4690
4 yr	581	996	1411	1785	2241	2656	3071	3486	3901	4316	4731
5 yr	623	1038	1453	1868	2283	2698	3113	3528	3943	4358	4773
6 yr	664	1079	1494	1909	2324	2739	3154	3569	3984	4399	4814
7 yr	706	1121	1536	1951	2366	2781	3196	3611	4026	4441	4856
8 yr	747	1162	1577	1992	2407	2822	3237	3652	4067	4482	4897
9 yr	789	1204	1619	2034	2449	2864	3279	3694	4109	4524	4939
10 yr	830	1245	1660	2075	2490	2905	3320	3735	4150	4565	4980
11 yr	872	1287	1702	2117	2532	2947	3362	3777	4192	4607	5022
12 yr	913	1328	1743	2158	2573	2988	3403	3818	4233	4648	5063
13 yr	955	1370	1785	2200	2615	3030	3445	3860	4275	4690	5105
14 yr	996	1411	1785	2241	2656	3071	3486	3901	4316	4731	5146
15 yr	1038	1453	1868	2283	2698	3113	3528	3943	4358	4773	4773
16 yr	1079	1494	1909	2324	2739	3154	3569	3984	4399	4814	5229
17 yr	1121	1536	1951	2366	2781	3196	3611	4026	4441	4856	5271
18 yr	1162	1577	1992	2407	2822	3237	3652	4067	4482	4897	5312
19 yr	1204	1619	2034	2449	2864	3279	3694	4109	4524	4939	5354
20 yr	1245	1660	2075	2490	2905	3320	3735	4150	4565	4980	5395

Appendix-C1, Supplemental Salary Positions

HIGH SCHOOL			
Head Football Coach	10%	Asst. Football Coach (2)	7%
Head Volleyball Coach	10%	Asst. Volleyball Coach	7%
Head Cross Country Coach	7%	Asst. Cross Country	4%
Head Basketball Coach (B & G)	11%	Asst. Basketball Coach (B & G)	8%
Head Wrestling Coach (Boys)	10%	Asst. Wrestling Coach (Boys)	7%
Head Wrestling Coach (Girls)	10%	Asst. Wrestling Coach (Girls - 11+ Total req'd)	4%
Head Coach Track (2)	7%	Asst. Track Coach (30 Total req'd)	4%
Head Baseball Coach	7%	Asst. Baseball Coach	4%
Head Softball Coach	7%	Asst. Softball Coach	4%
Head Golf Coach	7%		
Head Strength/Conditioning Coach	4%	Asst. Coach Strength/Conditioning (up to 2)	2%
Cheerleading Coach	8%	Pom Pon Sponsor	3%
Class Play (Each Director) 2, every other year	4%	Musical (Each Director) 3, every other year	4%
CCJSHS Music	7%	Forensics Sponsor	4%
Scholars Bowl Sponsor	3%	KAY Sponsor (x2 for 2022-23 only)	2%
National Honor Society	1%	7-12 STUCO Sponsor	1%
Quill and Scroll	1%	7-12 Yearbook Sponsor, USD Calendar, Newspaper	6%
FFA Sponsor	5%	FBLA Sponsor	5%
Class Sponsor (1% fixed, no longevity)	1%	BPA (Changed from TSA)	1%
JUNIOR HIGH			
Head Football Coach	7%	Asst. Football Coach	5%
Head Volleyball Coach	7%	Asst. Volleyball Coach	5%
Head Basketball Coach (B & G)	8%	Asst. Basketball Coach (B & G)	6%
Head Wrestling Coach	3%	Asst. Wrestling Coach (15 total req'd)	1%
Head Track Coach, 2	5%	Asst. Coach, Track (25 total req'd)	3%
Concession Sponsor	2%	KAY Sponsor	2%
Quiz Bowl	1%		
District			
DLT Building Chair	10%	Professional Development Council	1%
Vocational Education/CTE Program Coordinator	1%	SAC Review Team Committee (up to 8 members)	1%
Chase County Accreditation Team (CCAT)	1%	Athletic Director	10%

