

2024-2025 MASTER AGREEMENT

Table of Contents

COMPENSATION

ARTICLE 1. SALARY SCHEDULE	1
ARTICLE 2. SALARY DEDUCTION PLAN FOR ASSOCIATION MEMBER DUES	2
ARTICLE 3. SUPPLEMENTAL CONTRACTS.....	2
ARTICLE 4. EXTRA DUTY PAY.....	3
ARTICLE 5. POSITIONS RECEIVING SALARY ENHANCEMENTS	3
ARTICLE 6. PROFESSIONAL DEVELOPMENT CREDITS COUNTING TOWARD SALARY SCHEDULE MOVEMENT	4
ARTICLE 7. SUMMER SCHOOL.....	4
ARTICLE 8. LICENSED TEACHING EMPLOYEE REIMBURSEMENT	5

FRINGE BENEFITS

ARTICLE 9. FRINGE BENEFITS – SALARY REDUCTION FRINGE BENEFIT PROGRAM CAFETERIA 125 PLAN5	
ARTICLE 10. 403(b) BENEFIT PLAN.....	6
ARTICLE 11. ACTIVITY PASSES.....	7

HOURS & AMOUNTS OF WORK

ARTICLE 12. CONTRACT DAYS.....	7
ARTICLE 13. PLANNING PERIOD.....	8
ARTICLE 14. DUTY FREE LUNCH	8
ARTICLE 15. IN-SERVICE AND WORKDAYS.....	8
ARTICLE 16. CURRICULUM PLANNING.....	9

PROCEDURES

ARTICLE 17. EVALUATION PROCEDURE.....	9
ARTICLE 18. DISTRIBUTION OF MASTER AGREEMENT	9
ARTICLE 19. EARLY NOTIFICATION INCENTIVE	10
ARTICLE 20. GRIEVANCE PROCEDURE	10
ARTICLE 21. OPEN POSITIONS	13
ARTICLE 22. LICENSED TEACHING EMPLOYEE FILES.....	14
ARTICLE 23. MISCELLANEOUS:.....	14
ARTICLE 24. LATE RESIGNATION.....	14
ARTICLE 25. FAIR DISMISSAL OF LICENSED TEACHING EMPLOYEES	15
ARTICLE 26. TERMS AND CONDITIONS.....	16

LEAVES

ARTICLE 27. LEAVES FROM TEACHING	16
ARTICLE 28. PAY FOR UNUSED LEAVE	21

2024-2025 SALARY SCHEDULE..... 25

APPENDIX

FORMER ARTICLE 7. EARLY RETIREMENT. (MOVED TO APPENDIX IN 2020-2021) 26

LEAVE FORM 29

EXTRA DUTY PAY FORM..... 31

PROFESSIONAL DEVELOPMENT FORM 32

INTENT TO MOVE FORM..... 33

MASTER AGREEMENT

THIS AGREEMENT, made and entered into as of the 12th day of August, 2024, by and between the **BOARD OF EDUCATION, ELLSWORTH-KANOPOLIS-GENESE0 USD 327**, Ellsworth County, Kansas, (hereinafter referred to as the BOE), and the **ELLSWORTH-KANOPOLIS-GENESE0 – NEA** (hereinafter referred to as NEA).

WITNESSETH:

WHEREAS, the BOE and the NEA, by and through their authorized representatives, have met in good faith under provisions of K.S.A. 72-5413 et seq. and

WHEREAS, for purposes of this agreement, Licensed Teaching Employees may hereinafter be referred to as licensed teaching employee(s) or licensed teaching professional(s).

WHEREAS, the BOE and NEA have reached agreement with respect to certain terms and conditions of professional service and wish to reduce the same to writing:

NOW THEREFORE, it is hereby mutually agreed between the parties as follows:

COMPENSATION:

ARTICLE 1. SALARY SCHEDULE

- A. The attached salary schedule as modified and attached hereto is accepted by both parties for the 2024-2025 school year. Licensed teaching employees will continue to receive steps and movement. In 2020-2021, a half step was added to the bottom of all Masters' columns on the salary schedule.
- B. If a licensed teaching employee plans to move across on the Salary Schedule for the upcoming school term, that individual must notify the District Office by April 1 of the current school year on the form provided by the District. There is no consequence if the move is not made.
- C. Licensed teaching employees who substitute for another licensed teaching employee during their planning period will be paid \$20.00 per hour for each time the licensed teaching employee substitutes during their planning period.
- D. K-6 licensed teaching employees who have 1/3 or more additional students from another licensed teaching employee's class added to their classroom, due to lack of an available substitute, will be compensated proportionally. Additional students will be those in excess of a licensed teaching employee's regularly assigned roster. Compensation will be the regular substitute rate divided by those providing the supervision/instruction.

ARTICLE 2. SALARY DEDUCTION PLAN FOR ASSOCIATION MEMBER DUES

The BOE agrees to deduct, on a monthly basis, association dues for NEA/KNEA members and members of the Ellsworth/Kanopolis/Geneseo – NEA. Local dues shall be taken out of the October check, with state and national dues being taken out of the next 10 checks in equal amounts. NEA shall notify the Clerk of the Board, prior to September 15th of each year, of the amount of local, state, and national dues to be deducted under this provision.

ARTICLE 3. SUPPLEMENTAL CONTRACTS

The BOE and NEA have agreed to pay the following amounts for those supplemental duties listed:

- A. High school head coach of football, basketball, volleyball, baseball, softball or wrestling, grade 7-12 track – the greater of 12% above salary on schedule or \$5,000.00;
- B. High school assistant coach of football, volleyball, basketball, baseball, softball or wrestling – 7% above on salary schedule;
- C. High school head coach of tennis, golf or cross country – the greater of 8% above salary on schedule or \$2,900.00;
- D. Assistant coach of track – 6% above salary on schedule;
- E. High school assistant coach of tennis, golf or cross country – 4% above salary on schedule;
- F. Junior high school head coach of football, basketball or volleyball – 5.5% above salary on schedule;
- G. Junior high school head coach of wrestling, tennis and assistant coach of football, basketball or volleyball – 4% above salary on schedule;
- H. Junior high school assistant coach of wrestling – 2% above salary on schedule;
- I. High school play director – 4% above salary on schedule;
- J. High school cheerleader sponsor – the greater of 10% above salary on schedule or \$3,600.00;
- K. Assistant high school cheerleader sponsor – the greater of 6% above salary on schedule or \$2,160.00;
- L. Junior high school cheerleader sponsor – 3.5% above salary on schedule;

- M. Head Junior Class sponsor – 5% above salary on schedule;
- N. Junior Class magazine sponsor – 1% above salary on schedule;
- O. Concession Stand manager – 3.5% above salary on schedule;
- P. High school Scholars Bowl sponsor – 1.75% above salary on schedule;
- Q. Junior high school Scholars Bowl sponsor – 0.7% above salary on schedule;
- R. Flags position – 1.75% above salary on schedule;
- S. National Honor Society sponsor – 2% above salary on schedule;
- T. Assistant National Honor Society sponsor – 1% above salary on schedule;
- U. Student Council sponsor – 5% above salary on schedule;
- V. Student Council assistant sponsor – 3.25% above salary on schedule.

ARTICLE 4. EXTRA DUTY PAY

An hourly fee will be paid for duties that are NOT related to one's contractual duties. The rate of pay will be \$10 per hour on weekdays and \$15 per hour on weekends.

- A. Time spent by licensed teaching employees in sponsoring or directing school-approved extra-curricular activities after school shall be recorded on an approved form and submitted to the building principal by the first day of the month following each duty performed. Monthly reimbursement will be made for extra duty.
- B. Gatekeepers, doorkeepers, public address workers, timers, scorers will be paid as extra duty.

ARTICLE 5. POSITIONS RECEIVING SALARY ENHANCEMENTS

Certain positions will receive salary enhancements, in addition to the licensed teaching employees' normal salary as determined by the salary schedule. The enhancement is considered as additional pay for primary duties that are a part of the licensed teaching employee's contract, but which are considered to require additional time commitments. Those positions and enhancements are:

- A. High School Debate – 6% above salary on schedule;
- B. High School Speech/Forensics – 5% above salary on schedule;

- C. High School Journalism – 6% above salary on schedule;
- D. FFA Sponsor – 10% above salary on schedule;
- E. High School Vocal Music – 5% above salary on schedule;
- F. High School Instrumental Music – 7% above salary on schedule;
- G. Junior/Senior High School Music Assistant – 5% above salary on schedule;
- H. High School Musical – 7 % above salary on schedule;
- I. High School Musical Assistant – 2% above salary on schedule;
- J. FCCLA Sponsor – 5% above salary on schedule.
- K. FBLA Sponsor – 1% above salary on schedule.

ARTICLE 6. PROFESSIONAL DEVELOPMENT CREDITS COUNTING TOWARD SALARY SCHEDULE MOVEMENT

- A. In-service (Professional Development Credits “PDC”) points earned and approved by the Professional Development Committee in accordance with the point criteria of the Committee, apply toward salary schedule movement in the same manner as recertification, with the following limitations:
 - 1. No points will be awarded toward movement based on knowledge points alone.
 - 2. Knowledge points when combined with application and/or impact points will be awarded full credit.
 - 3. Application and impact points will always be awarded full credit.
- B. Despite any language to the contrary herein, only 80 PDC hours per school year may be earned for advancement across the Salary Schedule and no PDC points can be used to move from a Bachelor’s column to a Master’s column, as a Master’s degree is required for such movement.

ARTICLE 7. SUMMER SCHOOL

Licensed teaching employees employed to teach summer school will be paid at the rate of \$18.00 per hour.

ARTICLE 8. LICENSED TEACHING EMPLOYEE REIMBURSEMENT

The BOE will reimburse a licensed teaching employee up to \$125.00 for classroom items or supplies purchased by a licensed teaching employee with personal funds; provided the expenditure is approved by the building administrator. Licensed teaching employees are requested to make purchases of classroom items and supplies through the normal purchase order process, this will save the school district the cost of sales tax, as the District is a sales tax exempt entity.

FRINGE BENEFITS:

ARTICLE 9. FRINGE BENEFITS – SALARY REDUCTION FRINGE BENEFIT PROGRAM CAFETERIA 125 PLAN

- A. Neither the BOE or NEA noticed fringe benefits or the cafeteria plan except as it was negotiated as a part of the salary schedule as stated in Article 1. However, both parties have agreed to negotiate the cafeteria fringe benefit plan and agree to acceptance of IRC #125 Cafeteria fringe benefit plan with the benefits available, being as follows:
1. Group term life insurance;
 2. Health insurance through the District's group health plan; the BOE will provide a health insurance premium benefit of \$540.00 per month for each full month a licensed teaching employee's contract is in effect. The benefit will only be available to those licensed teaching employees who enroll or are enrolled in the District's group health plan and will be available only for the months in which the licensed teaching employee is enrolled.
 3. Health Savings Account if enrolled in Option D of the current plan;
 4. Cancer protection insurance;
 5. Salary protection insurance;
 6. Limited Purchase Flexible Spending Account;
 7. Dental insurance;
 8. Vision insurance;
 9. Heart and stroke insurance;
 10. Medical reimbursement flexible spending account;
 11. Dependent care reimbursement;
 12. Accidental Death and Dismemberment insurance;

13. Identity Theft Insurance.

- B. The maximum licensed teaching employee voluntary salary reduction contribution may not exceed the dollar amount needed to purchase the benefits herein listed above.

ARTICLE 10. 403(b) BENEFIT PLAN

- A. Group 1 – Matching Retirement Plan (for those grandfathered in)

Eligible Licensed Teaching Employees* that meet the criteria set forth in Section 3 of the “Current Voluntary Early Retirement” Section of the Negotiated Agreement by the year ending 2027 – 2028 and choose NOT to receive any of the benefits in the “Current Voluntary Early Retirement Plan” section elect (election is irrevocable) to move to this “Group 1 – Matching Retirement Plan”. The new benefits for this group are as follows:

1. Receive a Lump Sum Contribution of \$2,000.00 paid into a new 403(b) Retirement Account.
2. A three-to-one (3 to 1) match up to a matching amount of \$150.00. (Example: a licensed teaching employee in this group could contribute \$50.00 and receive \$150.00 for a total of \$200.00 per month going into a new 403(b) account. This would continue for five (5) years, or 60 payments.
3. After the five (5) years (60 payments) the matching would revert to a standard one-to-one (1 to 1) match. (Example: a licensed teaching employee contributes \$50.00 and a match of \$50.00 would be contributed for a total of \$100.00.)
4. The 403(b) account would be 100% vested from day one (1).

* Eligible licensed teaching employees are full-time and part-time licensed teaching employees as hereafter described:

- Full-time licensed teaching employee: Those licensed teaching employees who are contracted to work full-time as a teacher, each calendared school day. Full-time licensed teaching employees are eligible to receive the full available benefit.
- Part-time licensed teaching employee: Those licensed teaching employees who are not full-time licensed teaching employees. Part-time licensed teaching employees are eligible to receive a prorated percentage equal to the percentage of time they are working, as compared to a full-time licensed teaching employee.

B. Group 2 – Matching Retirement Plan

All licensed teaching employees not eligible to retire under the guidelines of the “Current Voluntary Early Retirement Plan” by the end of the plan year 2027 – 2028 would be automatically converted to a new matching plan. This plan is comprised of the following:

1. A one-to-one (1 to 1) match of \$50.00 a month for as long as the licensed teaching employee is in an eligible position. (Example: if the licensed teaching employee contributes \$50.00 a month, a match from the District will also be \$50.00 a month for a total of \$100.00 a month.)
2. A 10-year vesting schedule will be assessed to the District’s matching dollars as follows:

Years 0 through 5	0.00%
Year 6	20.00%
Year 7	40.00%
Year 8	60.00%
Year 9	80.00%
Year 10	100.00%

3. Licensed teaching employee contributions will not have any kind of vesting schedule and are always 100% vested.
4. Immediate and consecutive prior years of employment with USD #327 will be counted towards vesting. For example, if a licensed teaching employee has seven (7) years of employment with USD #327 they would already be 40% vested for the employer dollars.

See attached the Appendix for Voluntary Early Retirement and those eligible for grandfathered benefits.

ARTICLE 11. ACTIVITY PASSES

Activity passes for all District licensed teaching employees and spouses to home athletic events excluding tournaments will be provided. Elementary licensed teaching employees will be included, with their approval, to work junior high and high school activities.

HOURS & AMOUNTS OF WORK:

ARTICLE 12. CONTRACT DAYS

The BOE and licensed teaching employees agree to a 184-day contract.

ARTICLE 13. PLANNING PERIOD

The goal is to achieve 200 minutes per week in 40 minutes blocks of time per day of planning time per licensed teaching employee, with the assurance of no less than 160 minutes per week (based on a five-day week). If meetings interfere with a licensed teaching employee's planning time, licensed teaching employees are encouraged to be pro-active with their administrators to schedule an alternative time to meet during the licensed teaching employee's contract day. Whole school activities may take away planning time. Administrators are equally encouraged to be pro-active and extend a professional courtesy to staff to minimize the planning time taken away by enacting a modified schedule when reasonably feasible on those days when whole school activities take place.

ARTICLE 14. DUTY FREE LUNCH

Licensed teaching employees shall be provided 20 minutes for lunch free of duty.

ARTICLE 15. IN-SERVICE AND WORKDAYS

- A. Licensed teaching employees shall have four and one-half (4-1/2) workdays during the school year. During the first three (3) days of the new school year, licensed teaching employees shall have at least one and one-half (1-1/2) workdays available to prepare for classes.
- B. At the end of first and third quarters, licensed teaching employees will have one-half (1/2) in-service day and one-half (1/2) flexible workday.
- C. One (1) full workday will be placed at the end of the first semester. The workday will be considered a full contract day with the opportunity to flexibly work the afternoon hours. Licensed teaching employees will report for the first four (4) hours of their contract day.
- D. Licensed teaching employees shall have the last day of their contract year as their workday.
- E. No more than one hour of a full workday may be scheduled for meetings. No meetings will be schedule on the half (1/2) day workday.
- F. Licensed teaching employees will have seven and one-half (7-1/2) in-service (non-student contact) days set by the administration each school year.
- G. For either a workday or in-service, the hours of attendance will not exceed eight (8) hours.

ARTICLE 16. CURRICULUM PLANNING

Additional pay for those duties that are professional in nature, initiated by the Superintendent/designee or building principal, with at least three (3) days' notice, will be compensated \$18 per hour. These duties include, but may not be limited to:

- New Teacher Orientation
- Title I/Literacy Night
- Building and District meetings: i.e. Calendar Committee, Policy Committee, Wellness Committee, Sick Leave Committee, Professional Development Committee, Crisis Team, and/or Curriculum/Textbook Committee.

Professional duties (not to exceed one hour), but subject to comp time, include:

- Meet Your Teacher/Back to School Meetings
- Parent Orientation Meetings
- Grade Level Concerts
- SIT Team Meetings
- IEP Meetings

Licensed teaching employees may volunteer for other tasks outside the duty day with the understanding that compensation will not be offered unless it falls under Article 4, Extra Duty, as defined.

PROCEDURES:

ARTICLE 17. EVALUATION PROCEDURE

- A. It is agreed that the evaluation procedure for licensed teaching professionals, **social** workers, and other licensed specialists in USD 327 will follow the Danielson evaluation tool.
- B. A professional evaluation committee will meet to discuss the district's evaluation tool annually. The committee should, at a minimum, consist of a teacher's association representative, an administrator, and a teacher representative from each of the three (3) buildings. The Superintendent will appoint the building administrator and one building representative will be selected by each building's licensed teaching employees to represent that building.
- C. The committee will report on or before April 15 to NEA stakeholders and the Board of Education concerning the tool's effectiveness and/or any suggested revisions.

ARTICLE 18. DISTRIBUTION OF MASTER AGREEMENT

The Central Office shall be responsible for the publishing and distribution of this Master Agreement. This is to take place no later than 30 days after signing of the negotiated agreement by all parties.

ARTICLE 19. EARLY NOTIFICATION INCENTIVE

- A. The BOE agrees to pay a licensed teaching employee in good standing the following sum for early notification by the licensed teaching employee of said licensed teaching employee's desire to retire or otherwise end employment with the District at the end of the licensed teaching employee's contract year. Said sum being determined by the following schedule:
1. Six hundred dollars (\$600.00) if written notice is received by January 15th of the year the licensed teaching employee is ending employment;
 2. Three hundred and fifty dollars (\$350.00) if written notice is received by February 15th of the year the licensed teaching employee is ending employment;
 3. One hundred seventy-five dollars (\$175.00) if written notice is received by March 15th of the year the licensed teaching employee is ending employment;
 4. One hundred dollars (\$100.00) if written notice is received by April 1st of the year the licensed teaching employee is ending employment.
- B. The District is subject to the Family Leave Act of 1992, as amended from time to time.

ARTICLE 20. GRIEVANCE PROCEDURE

The licensed teaching employees and the BOE adopt the following grievance procedure for the purpose of providing for the orderly and expeditious adjustment of grievances of licensed teaching employees at the lowest level.

- A. Definitions
1. Grievance shall mean any alleged violation of the terms and conditions of a licensed teaching employee (herein teacher or licensed teaching employee) contract of employment.
 2. Grievant means a licensed teaching employee of the District having a grievance.
 3. Words denoting number shall include both singular and plural.
- B. Procedures

The adjustment of a grievance shall be accomplished as rapidly as possible. The number of days with which each step is prescribed to be accomplished shall be

considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom the grievance is being considered.

C. Supplemental Conditions

1. All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
2. Upon the final determination of the grievance, the documents, communications, and records relating to the grievance and the final adjustment thereof shall be kept and maintained.
3. At each step of the procedure for adjusting grievances after the initial private conference(s) with the immediate administrative superior, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.
4. All grievance hearings shall be confidential.
5. All discussions and hearings shall be conducted at times other than when school is in session.
6. Excluded from the grievance procedure shall be licensed teaching employee evaluations, termination, and other matters for which law mandates another method of review.
7. Only the licensed teaching employee affected may file a grievance or an appeal from Level 1 and 2. (described in section D. below)
8. The filing of a grievance at all levels beyond the informal conference in Level 1 shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses thereto.

D. Level 1

A grievant shall first take up the grievance with the immediate supervisor in a private informal conference(s) within 15 school days after the occurrence of the event upon which the grievance is based or after the grievant becomes aware of such event. If the licensed teaching employee is dissatisfied with the outcome of the initial private conference(s), the licensed teaching employee may request a formal conference with

the immediate administrative supervisor. Efforts should be made to understand the facts and the issues, in order to find a solution. The formal conference shall occur within 10 school days following the receipt of the request.

E. Level 2

1. If the aggrieved person is not satisfied with the disposition of the grievance at Level 1 or that no decision is reached within 10 school days after a formal presentation, the licensed teaching employee may appeal the matter in writing to the Superintendent.
2. If the grievant appeals the grievance to the Superintendent, the Superintendent shall confer with the grievant in an effort to arrive at a satisfactory solution within 10 school days after the appeal has been received.
3. If the grievant does not appeal the grievance to the Superintendent within 30 school days after the formal conference at Level 1, the grievance shall automatically be waived.

F. Level 3

1. If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made within 20 school days after the date the grievance was filed with the Superintendent under Level 2, then the grievant may appeal the grievance to the BOE for final adjustment of the grievance. The appeal to the BOE shall be in writing to the Clerk of the Board within 10 school days after the Superintendent has rendered a decision or after the expiration of 20 days.
2. If the grievant does not appeal the grievance to the BOE within 30 school days after formal conference at Level 2, the grievance shall automatically be waived.
3. The BOE, upon receipt of the grievance, may assign a hearing officer to hear the grievance and make findings and recommendations to the BOE. The findings and recommendations shall be made to the BOE within 10 school days after the grievance has been assigned to the hearing officer. The BOE shall rule upon the grievance within 30 school days after receipt of the findings and recommendations of the hearing officer.

G. Rules for Conducting a Grievance Procedure Hearing at Level 3

1. The hearing will be conducted in executive session.
2. Efforts will be made by all participants to eliminate repetitious testimony and/or materials; however, each participant will be given reasonable time to present testimony and/or materials.

3. The grievant will make opening remarks and present the case.
4. The administration will make its opening remarks and present its findings in the case.
5. Witnesses may be called individually by the grievant and administration to testify before the BOE. The BOE may call additional witnesses and may authorize witnesses being called as a group.
6. The grievant and the administration may ask questions of the witnesses during the time they are testifying.
7. Members of the BOE may ask questions of all participants during the hearing.
8. A summary statement may be made to the BOE by the grievant.
9. A summary statement may be made to the BOE by the administration.
10. Any new materials injected into any summary statement may be rebutted.
11. The BOE will take the matter of the grievance under advisement and render its decision in written form to the grievant within 45 days of the hearing.
12. The decision rendered by the BOE shall be the final disposition of any grievance.

ARTICLE 21. OPEN POSITIONS

- A. Any vacancy in an existing supplemental position or opening of a new contract position will be posted via email to the address of all licensed teaching employees followed by a text notification to check one's school email during scheduled breaks and the summer months. No position shall be filled prior to the third business day after posting. (Business days being Monday through Friday.)
- B. If a new supplemental contract position is created, negotiations shall immediately be reopened to attempt to establish an agreeable rate of compensation.
- C. The vacancy or new supplemental position may be filled with an interim (not more than two (2) weeks) person, who may or may not be a licensed teaching employee, pending the posting and filling of the position. The vacancy or new position will be filled with the most suitable candidate as determined by the administration.
- D. If the new supplemental position is not filled, negotiations will be reopened to attempt to establish an agreeable rate of compensation for the position. If an agreement is

reached on said compensation, then the whole procedure will be repeated, beginning with Step B above. If no agreement on compensation can be reached, the supplemental contract position may be eliminated by the BOE.

ARTICLE 22. LICENSED TEACHING EMPLOYEE FILES

Licensed teaching employees will be notified of and asked to sign a copy of any information placed in their District personnel file. If there is an ongoing investigation, the licensed teaching employee will be notified and asked to sign a copy of any report or materials placed in the file at the conclusion of the investigation or other legally appropriate time. Licensed teaching employees have access to their District personnel file in accordance with BOE Policy GAK.

ARTICLE 23. MISCELLANEOUS:

- A. The Superintendent shall set a minimum of seven and one-half (7½) total in service days. If more than one and one-half (1 ½) in-service days are used for student contact days, the BOE will pay each licensed teaching employee \$100.00 for each contact day in addition to their contract rate.
- B. Professional staff will meet one (1) time monthly for an additional 15 minutes eight (8) times throughout the school year. This is in addition to late start days which will include professional development and will not be included in outside of duty day hours. Staff meetings will be agenda based and may be cancelled at the discretion of the school principal/designee on a case by case basis.

ARTICLE 24. LATE RESIGNATION

- A. Licensed teaching employees who submit a written resignation to the BOE stating they do not desire continuation of their contract on or before the 14th calendar day following the third Friday in May, will be assessed the following liquidated damages. A penalty will not be levied on a licensed teaching employee if a significant change in re-assignment is the cause of their late resignation in June, July, or August. If there is a question of what is "significant", a hearing with the BOE can be requested by the licensed teaching employee prior to a penalty being levied.
 - 1. If the resignation is received after the statutory continuing contract date for licensed teaching employees and before June 15 -\$750.00.
 - 2. If the resignation is received after June 15 -\$1,250.00.
 - 3. If the resignation is received after July 1 -\$1,500.00.
 - 4. If the resignation is received after July 15 - \$2,500.00.
 - 5. If the resignation is received after August 1 - \$3,000.00.

- B. At the request of a licensed teaching employee, the BOE, in its sole discretion, may waive the liquidated damage provisions of this section if it determines extraordinary, and/or unforeseen circumstances exist which justify a waiver.

ARTICLE 25. FAIR DISMISSAL OF LICENSED TEACHING EMPLOYEES

- A. The BOE and NEA agree for their mutual benefit to a Fair Dismissal procedure for experienced licensed teaching employees. This provision balances the relative security earned through an extended and successful probationary period with employer expectations of continued quality professional performance.
- B. Whenever a licensed teaching employee who has been offered a fourth consecutive contract in the District is notified by certified mail of the BOE's intent to non-renew the licensed teaching employee's contract prior to the statutory continuing contract date, the licensed teaching employee may request a meeting with the BOE. This request must be made within 14 calendar days from the receipt of the letter by filing a written request with the Clerk of the Board.
- C. If the proposed non-renewal is to be based on poor job performance, the district evaluation procedure shall be followed. The experienced licensed teaching employee will be informed his/her performance is substandard and the full evaluation process will be utilized, including a measurable plan of improvement. The plan of improvement shall be collaboratively developed but the final decision on the plan rests with the Principal.
- D. The BOE's notification shall include the reason or reasons for non-renewal. Should the non-renewal be based on an issue or issues other than poor job performance, the BOE shall supply evidence used to support the BOE's decision which the BOE will use at the requested meeting.
- E. The meeting will be held in executive session and, at such meeting, the BOE will specify the reason or reasons for the BOE's intention to non-renew the licensed teaching employee's contract. The licensed teaching employee will be afforded an opportunity to respond to the BOE's evidence and present evidence on his/her own behalf. Both parties may have an attorney present. The meeting will take place in executive session and shall be closed until the end of the presentations. Within 10 days of the meeting, the BOE will reconsider its reason or reasons for non-renewal and will make a final decision and notify the licensed teaching employee by certified mail.
- F. The licensed teaching employee shall pay for his/her expenses, including any representation used. All other expenses of the meeting shall be paid by the District.
- G. SUNSET PROVISION: This provision will be in effect starting with the 2015-2016 school year. In the event of a change in the law, the applicable law in effect at the time of the

notice of the BOE's intent to non-renew the licensed teaching employee's contract, the law will apply.

ARTICLE 26. TERMS AND CONDITIONS

It is agreed that all previously negotiated terms and conditions of employment and policies remain in effect except as changed herein.

LEAVES:

ARTICLE 27. LEAVES FROM TEACHING

A. Definitions

1. RELEASED TIME is defined as absence from duties for approved or personal reasons. Approved reasons are defined as illness of the licensed teaching employee; illness of any person who may need the assistance, help or compassion of the licensed teaching employee; disability; bereavement; emergency; and legal. An approved legal reason includes time away from teaching for the purpose of prosecuting or defending a legal action or for in testifying in either a Court of Law or before an administrative body. Disability, bereavement, and emergency released time shall be for those items as previously defined in Board Policy. If the licensed teaching employee is making claim against the District in such legal action, this rule does not apply. Leave for personal reasons need no explanation by the teacher; reasons for approved leave shall be stated on the necessary forms provided by the District.
2. ELIGIBILITY. Those persons eligible for leave are licensed teaching employees of the District.
3. ANNUAL CREDIT is defined as released time granted a licensed teaching employee each month or portion of a month in which he or she performs services.
4. DAILY GROSS WAGE for licensed teaching employees is defined as the base pay of any contract, divided by the number of working days the licensed teaching employee is under contract.
5. AUTHORIZED SCHOOL BUSINESS is:
 - a. Performing duties of one's contract.
 - b. Attending, at the request of the Superintendent or with the approval of the Superintendent, one of the following:

- 1) An educationally related workshop, meeting, or classroom observation.
 - 2) A funeral or other function to represent the school district.
 - 3) A non-professional meeting or performance which have a direct relationship to school and community service.
 - 4) A funeral of an employee or retired employee.
6. JURY DUTY is defined as service to the community by a licensed teaching employee having been called to serve as juror in any of the Courts of Kansas. A licensed teaching employee called for jury duty may be paid that person's normal pay under his or her contract, if said licensed teaching employee endorses all jury pay, except reimbursement for mileage and subsistence, over to the District. Jury duty shall not count against release time.
7. COURT OR OTHER SUBPOENA. A licensed teaching employee subpoenaed to testify in any court or other action may be paid the person's normal pay under his or her contract, if said licensed teaching employee endorses all witness fees, except reimbursement for mileage and subsistence, over to the District. Release based upon such a subpoena shall not count against released time. This provision shall not be applicable; however, if the licensed teaching employee is a party to the action for which the subpoena was issued to testify as an expert witness.
8. BEREAVEMENT
In the case of the bereavement of an immediate family member as defined by FMLA, the licensed teaching employee will be granted two bereavement days, not subject to accumulated leave. Additional leave may be approved and will be deducted from accumulated release leave. If a licensed employee exhausts all available leave, they may apply to the sick leave pool for leave forgiveness.

B. Schedule of Annual Credits

Contract Basis	Years in USD #327			
	0-3	4-7	8-15	16+
Annual Released Approved Leave	8	6	5	4
Time Credit in Days Personal Leave	2	4	5	6

(cumulative total always equals 10)

EXAMPLE: A licensed teaching employee may carry one (1) day of unused leave forward each year. Adding the one (1) day carry over to the personal leave credits from the table above would result in the following personal leave credits for the next year:

Years in USD #327			
0-3	4-7	8-15	16+
3	5	6	7

2. In addition to the numbers outlined above, anyone with 45 or more days of accrued leave before the start of the school year, will be granted the use of an additional personal day. i.e. - someone who does not use any leave will be able to add the choice of an additional personal day in year five (5). The maximum carry-over of the two (2) tables using one (1) carry over day and one (1) additional day for having accumulated 45 days of sick leave prior to the beginning of the school year would result in total leave numbers, for eligible licensed teaching employees of:

Years in USD #327			
0-3	4-7	8-15	16+
3	6	7	8

3. Any personal leave credits not used, may be carried forward up to the maximum leave credit balance.
4. No licensed teaching employee shall be able to accumulate more than 90 days credit for approved leave. However, those licensed teaching employees who have accumulated more than 90 days as of the beginning of any contract year may donate one (1) of the excess days to the Sick Leave Pool.

C. Use of Accumulated Credits

Accumulated credits may be used in accordance with the schedule of annual credits (herein contained) subject to the following:

1. Except in an emergency, released time for personal reasons may be refused if the licensed teaching employee does not give 24 hours' notice.
2. A licensed teaching professional may use personal leave by providing reasonable notice to the building principal or immediate supervisor whenever possible. If the request is made at least five business days in advance, the licensed teaching professional will not be denied the leave. Requests made less

than five business days before the absence or for more than two consecutive days will be approved on a case-by-case basis by the building principal or immediate supervisor. However, approval may be limited if more than two licensed teaching employees per building request personal leave simultaneously.

3. The minimum amount of released time credit that may be used is 30 minutes. (Based on an 8-hour day 7:30 a.m. – 3:30 p.m.)

D. Salary Deductions When Credits Have Been Exhausted

When accumulative credits for released time leave have been exhausted for the reasons defined herein, deductions from salary for loss of time shall be on a daily gross wage, as defined in this policy.

E. Restrictions on Use

1. Released time for approved leave shall have no restrictions to dates or time of use.
2. Personal leave shall not be used on the day before or after a holiday, on the first or last student days of the semester, or for parent-teacher conferences or teacher in-service days, unless the leave is approved by the Superintendent.

F. Sick Leave Pool

The BOE agrees to establish a Sick Leave Pool to assist licensed teaching employees who, due to prolonged illness, injury, or birth of a child, exhaust their accumulated leave. The Sick Leave Pool is a voluntary program for licensed teaching employees and only those individuals participating in the Pool will be eligible to apply for days from the Pool. The following guidelines have been established to govern this Sick Leave Pool.

1. Building the Sick Leave Pool
 - a. Until changed through negotiation, the Sick Leave Pool shall be limited to a maximum of 90 days per year available for use.
 - b. Prior to September 1 of each year, licensed teaching employees wishing to participate shall be required to contribute a minimum of one (1) day of their accumulated leave to the Sick Leave Pool, unless the Pool has carry over days from the previous year on September 1st equal to or greater than the number of licensed teaching employees wishing to participate, then only licensed teaching employees wishing to be added to the Pool shall be required to contribute a minimum of one (1) day. If the number of carry over days are less than the number of licensed

teaching employees wishing to participate, then each licensed teaching employee shall contribute a minimum of one (1) day. Should carry over days and contributed days then exceed 90, the number of days in the Pool shall be deemed to be set at a maximum of 90.

- c. Past members of the Pool will automatically continue to donate one (1) day per year, except as otherwise provided in paragraph b, and thus remain a member of the Pool, unless notification is received by the District Office by September 1 of each year.
- d. Should the Sick Leave Pool be reduced to less than 30 days during any given year, each participating licensed teaching employee will be allowed to donate one (1) additional day to the Pool with the total donations not exceeding 30 days. (The Pool will thus have a 90-day potential maximum each year). Days not used from the Pool for a prior year or years may be carried over to the next year and added to the Pool, provided however, the maximum days shall never exceed 90. The Sick Leave Pool Committee will monitor the condition of the Pool and make determinations relative to rebuilding the Pool reserves.
- e. Participating licensed teaching employees are allowed to contribute a maximum of three (3) days to the Pool per year.

2. Monitoring the Sick Leave Pool

- a. The Sick Leave Pool shall be monitored by the Sick Leave Pool Committee, which shall consist of a teacher's association representative, an administrator, and a teacher representative from each of the three (3) buildings. The Superintendent will appoint the administrator and one (1) building representative will be selected by each building's licensed teaching employees to represent that building. Though the administrator will preside over meetings of the Sick Leave Pool Committee, he or she will serve as a nonvoting member except in the case of a tie vote. Any decision made by the Committee may be appealed to the BOE.
- b. Each participating licensed teaching employee shall deplete all available leave, including personal leave, and must have experienced one (1) unpaid day in the school year prior to being eligible to receive days from the Pool.

3. Utilizing the Sick Leave Pool

- a. Participating licensed teaching employees may make application for Sick Leave Pool days through written request or email to the president of

the teacher's association. The written request should include the reason for application and the number of days requested. The Committee may request a physician's statement documenting the nature of the illness or injury. The Committee may act on someone's behalf if they are unable to do so. No retroactive requests will be considered. The Committee will meet within five (5) school days of receiving a request and make a determination. The Association President will notify the applicant in writing or by email on behalf of the Committee regarding the action on the request.

- b. Withdrawals may be limited to five (5) days or less for participating licensed teaching employees. However, the Committee may authorize additional days based on individual circumstances and the condition of the Pool. Participating part-time licensed teaching employees shall be eligible for withdrawals from the Pool equal to the ratio of their contracted workday.
- c. All days granted but unused shall be returned to the Pool.
- d. No licensed teaching employee shall use days beyond the current contract or after becoming eligible for disability benefits of Kansas Public Employees Retirement System.

G. Other Leaves

No other leaves from teaching duties shall be available to licensed teaching employees except as stated herein.

ARTICLE 28. PAY FOR UNUSED LEAVE

A. Unused Leave at Retirement

Licensed teaching employees of the District are eligible to receive pay for unused leave (Article 4. Leave from Teaching) if they retire under KPERS guidelines, receive KPERS retirement benefits and:

1. Have been full-time licensed teaching employees with the District and will have completed 10 to 19 years of employment with the District as of the date of the last day of service in the retirement year, and have, as of the last day of service, 45 days of unused accumulated leave. Licensed teaching employees meeting these requirements will receive 25% of their unused accumulated leave at a payment rate of \$35.00 per day not to exceed \$750.00

or

2. Have been full-time licensed teaching employees with the District and will have completed 20 or more years of employment with the District as of the date of the last day of service in the retirement year, and have as of the last day of service, 45 days of unused accumulated leave. Licensed teaching employees meeting these requirements will receive 50% of their unused accumulated leave at a payment rate of \$50.00 per day not to exceed \$2,250.00

and

The licensed teaching employee has provided written notice of said licensed teaching employee's retirement to the BOE prior to March 1, of the retirement year. If a notice of retirement is received after March 1 the amount received will be reduced to \$25.00 per day for those licensed teaching employees referred to in paragraph 1 and to \$37.50 for those licensed teaching employees referred to in paragraph 2.

The BOE shall pay the amount due to the retiring licensed teaching employee within 60 days of said licensed teaching employee's last day of service.

B. Unused Personal Leave

Licensed teaching employees who have accumulated Personal Leave time in excess of the amount they are able to carry forward to the next contract/school year, as of May 31st of the then current contract/school year may request payment of \$50.00 for each full day of unused Personal Leave; provided however, they have accumulated, as of that time, at least 45 days of unused non-personal accumulated Release Time. Excess Personal Leave days may be converted to non-personal accumulated Release Time to obtain the 45 required days and then the excess Personal Leave days, if any, would be eligible for payment. The request for payment must be made to the Clerk of the Board by June 15 in that contract year. If no request for payment of the excess Personal Leave time is made, then the excess Personal Leave time will be reclassified as non-personal Release Time for the benefit of the licensed teaching employee. The District will work to notify those who are eligible to receive payment under this provision on or prior to June 1, of each year.

C. Additional Yearly Payment for Unused Leave – Excluding Personal Leave

1. The BOE will pay licensed teaching employees for up to their first three (3) days of unused released time (excluding release time recognized as personal leave) their pro rata share of \$3,000.00. Licensed teaching employees employed less than full-time will be paid and treated on a pro-rata basis, in accordance with board policy and/or their contract.
2. The above provision will be interpreted to carry out the following intent:

- a. To pay licensed staff who do not use more than three (3) days of released time in the then current school year whether granted for that year or accumulated from past years.
 - b. To pay for each qualifying day not used. By example, if a licensed teaching employee does not use any released time, (excluding personal leave) that licensed teaching employee will be paid for three (3) days of unused released time, and if a licensed teaching employee uses two (2) days of released time, then that licensed teaching employee will be paid for one (1) unused day. The total number of days which qualify for payment, will be divided into \$3,000.00, and the qualifying licensed teaching employees will then be paid the determined amount for each day which qualifies.
 - c. The licensed teaching employees will not lose any of the defined released days for which they receive payment, except that accumulated released time days will still be limited to 90 days.
3. The payment will be made to the qualifying licensed teaching employees in July.

Agreement of Negotiating Teams

The respective negotiating teams agreed to the terms and provisions set forth above.

**ELLSWORTH-KANOPOLIS-
GENESE0 – NEA**

**BOARD OF EDUCATION
ELLSWORTH-KANOPOLIS-GENESE0
USD327**

By _____
Sarah Richard, Chief Negotiator

By _____
Deena Hilbig, Superintendent

RATIFICATION

RATIFIED BY a majority of the licensed teaching employees of ELLSWORTH-KANOPOLIS-GENESE0 – NEA on the 9th day of August, 2024, and by the majority of the member of the BOARD OF EDUCATION, ELLSWORTH-KANOPOLIS-GENESE0 USD327, on the 12th day of August, 2024.

**ELLSWORTH-KANOPOLIS-
GENESE0 – NEA**

**BOARD OF EDUCATION
ELLSWORTH-KANOPOLIS-GENESE0
USD327**

By _____
Susan Kurz Sebesta, NEA President

By _____
Gina McGowan, BOE President

By _____
Dina Rankin, Clerk

2024-2025 SALARY SCHEDULE USD327 ELLSWORTH

	BS	BS+12	BS+24	MS	MS+12	MS+24	MS+36
Steps	407	512	552	592	627	638	638
Across	392	392	467	647	602	602	602
Step							
0	\$43,260	\$43,652	\$44,044	\$44,511	\$45,158	\$45,760	\$46,362
1	\$43,667	\$44,164	\$44,596	\$45,103	\$45,785	\$46,398	\$47,000
2	\$44,074	\$44,676	\$45,148	\$45,695	\$46,412	\$47,036	\$47,638
3	\$44,481	\$45,188	\$45,700	\$46,287	\$47,039	\$47,674	\$48,276
4	\$44,888	\$45,700	\$46,252	\$46,879	\$47,666	\$48,312	\$48,914
5	\$45,295	\$46,212	\$46,804	\$47,471	\$48,293	\$48,950	\$49,552
6	\$45,702	\$46,724	\$47,356	\$48,063	\$48,920	\$49,588	\$50,190
7	\$46,109	\$47,236	\$47,908	\$48,655	\$49,547	\$50,226	\$50,828
8	\$46,516	\$47,748	\$48,460	\$49,247	\$50,174	\$50,864	\$51,466
9	\$46,923	\$48,260	\$49,012	\$49,839	\$50,801	\$51,502	\$52,104
10	\$47,330	\$48,772	\$49,564	\$50,431	\$51,428	\$52,140	\$52,742
11	\$47,737	\$49,284	\$50,116	\$51,023	\$52,055	\$52,778	\$53,380
12		\$49,796	\$50,668	\$51,615	\$52,682	\$53,416	\$54,018
13		\$50,308	\$51,220	\$52,207	\$53,309	\$54,054	\$54,656
14		\$50,820	\$51,772	\$52,799	\$53,936	\$54,692	\$55,294
15		\$51,332	\$52,324	\$53,391	\$54,563	\$55,330	\$55,932
16			\$52,876	\$53,983	\$55,190	\$55,968	\$56,570
17			\$53,428	\$54,575	\$55,817	\$56,606	\$57,208
18			\$53,980	\$55,167	\$56,444	\$57,244	\$57,846
19				\$55,759	\$57,071	\$57,882	\$58,484
20				\$56,351	\$57,698	\$58,520	\$59,122
21				\$56,647	\$58,325	\$59,158	\$59,760
22					\$58,952	\$59,796	\$60,398
23					\$59,266	\$60,434	\$61,036
24						\$61,072	\$61,674
25						\$61,391	\$62,312
26							\$62,631

APPENDIX:

FORMER ARTICLE 7. EARLY RETIREMENT. (MOVED TO APPENDIX IN 2020-2021)

Voluntary Early Retirement

- A. The BOE encourages licensed teaching employees of the District to recognize a personal obligation to provide for the necessary financial security that, coupled with the state KPER's retirement plan, will allow for flexibility in determining a date of retirement.
- B. The BOE recognizes that licensed teaching employees of the District may find it necessary or desirable to retire from employment with the district prior to normal retirement age. With this in mind, for eligible retirees retiring on or after January 1, 2009, the BOE has established a post-employment contribution program for eligible retirees under the District's 403(b) Plan. For retirees retiring after January 1, 2009, no other early retirement incentive or other payments shall be available to such individuals except as set forth herein.
- C. Eligibility – A licensed teaching employee is eligible for post-employment contribution(s) to their 403(b) account described above if such licensed teaching employee meets the following eligibility criteria, as set forth under the 403(b) Plan.

The Licensed Teaching Employee:

- 1. at the time of retirement was a full-time licensed teaching employee of the school district.
 - 2. is at least 55 years of age prior to the commencement of the following school year and is KPERs eligible for retirement.
 - 3. has 20 or more years as a licensed teaching employee with at least 10 of those years in USD 327.
- D. A licensed teaching employee wishing to be eligible for the first payment pursuant to the schedule set forth below under the terms of the 403(b) Plan must give written notice to the BOE prior to May 10th of the year said licensed teaching employee desires to retire. It being the intent that such retirement shall be announced in the spring of the year prior to May 10th if a licensed teaching employee does not desire to teach for the coming school year and meets the requirements for early retirement. Such written notice shall include the following information:
- 1. a statement of the applicant's desire to take early retirement, including the retirement date;
 - 2. this statement shall be provided on or before June 15 of the current school year;

- 3. birth date and age on the date of retirement;
 - 4. current mailing address;
 - 5. telephone number;
 - 6. years employed amounting to a minimum of 20 years.
- E. A licensed teaching employee retiring prior to age 65 may continue on the school district's health insurance program by paying his/her premium until age 65. The retiree's spouse may remain on the health insurance program by paying his/her premium until age 65, provided said coverage is offered through the district's health insurance carrier and in compliance with COBRA.
- F. The 403(b) account of an eligible retiring licensed teaching employee will receive no more than six (6) payments in five (5) years with the actual amount and number of payments based upon the licensed teaching employee's age upon retirement, pursuant of the following schedule:

Age	Number of Payments	Amount of Each Payment
55	6	\$6,458.00
56	6	\$6,000.00
57	6	\$5,500.00
58	6	\$4,958.00
59	6	\$4,350.00
60	5	\$4,500.00
61	4	\$4,625.00
62	3	\$4,750.00
63	2	\$4,875.00
64	1	\$5,000.00

A licensed teaching employee retiring under an existing early retirement policy shall be entitled only to those benefits stated in the early retirement policy in effect at the time notice of said retirement was given. That is, no eligible retiree who has taken retirement prior to

January 1, 2009, shall be entitled to distributions to a 403(b) account, but rather will continue to receive payments under the prior early retirement incentive plan.

Payments to the 403(b) accounts of licensed teaching employees who retire early and would receive six (6) payments in five (5) years shall be made on the following dates:

First Payment	On or before June 30 of the year the notice of retirement is received.
Last Payment	Within the earlier of 30 days of expiration, or five (5) years from the date of retirement, or for employees eligible for six (6) payments, the end of the fifth year after the year in which the retiree first retires having accrued a “year of service”, as contemplated in Section 403(b)(3) of the Internal Revenue Code.

Payments to the 403(b) accounts of licensed teaching employees who retire early and would receive five (5) or fewer payments shall be made on the regular payroll date in July.

- G. The BOE reserves the right to re-employ any retired licensed teaching employee on a part-time or temporary basis for an off-salary schedule salary to be negotiated by the BOE and retired licensed teaching employee. This provision is intended to allow reemployment of retired licensed teaching employees at a negotiated salary which amount shall not exceed any KPERS limitations. In the event that a licensed teaching employee would retire and then become re-employed, under no set of circumstances may a licensed teaching employee become eligible for additional post-employment contributions to their 403(b) plan. The maximum amount of employer contributions to a retiree’s 403(b) plan shall become fixed upon the first retirement event incurred by the licensed teaching employee.

LEAVE FORM

STAFF MEMBER OFF DUTY REQUEST/ABSENCE REPORT

U.S.D #327

Ellsworth, KS 67439

Note: Complete and return to the Principal's Office to request an absence

Licensed Personnel: _____ Classified Personnel: _____
Elementary Bld: _____ Middle School Bld: _____ High School Bld: _____

Employee: _____ Date Submitted: _____

Date(s) Absent: _____

Length of Absence: (days/hours) _____

Reason for Absence:	_____ Illness (own)	_____ Vacation
Off Duty to be Classified as:	_____ Illness (family)	_____ Professional
	_____ Personal	_____ Legal, Jury/Court Duty
	_____ School Related	_____ Pay Deduction
	_____ Bereavement (family)	_____ Maternity Leave
	_____ Bereavement (other)	_____ Emergency Leave

Explanation, if necessary: _____

Staffed Internally: _____ Yes _____ No

Sub. Teacher needed? _____ Yes _____ No

Employee's Signature: _____ Date: _____

Principal's Signature _____ Date: _____

Substitute Teachers Compensation Report

(completed by office)

Substitutes Name: _____

The Date(s) of: _____

Length of Time (days/hrs.): _____

Classified

See Board Policy Book for complete rule and/or policy referred to below.

Emergency and Legal

Emergency and legal leaves may be granted for times and reasons approved by the building administrator.

Sick-Leave

Classified employees whose contract covers a minimum of nine months and who are KPERS Eligible, shall after reporting for work at the start of each school year receive ten days sick-leave credit up to eight hours per day. Employees on an eleven month contract shall receive eleven days sick-leave and employees on a twelve month contract shall receive twelve days sick-leave. Days not used shall accumulate to the credit of the employee to a total of ninety days. Annual sick leave will be prorated to the nearest half day if an employee is permitted to report for work at a date later than the specified first contract date. If a person discontinues employment in the district, their sick leave credit will be forfeited. The board and/or administration has the authority to require a statement from a physician before payment of sick-leave wages

Bereavement

Employees are permitted to attend funerals for members of an employee's or spouse's immediate family as stated under Bereavement BOE Policy GCRG-R. The length of the leave shall be determined by the superintendent, but not to exceed five days.

Personal Leave

Classified employees have two days each year for personal business. Personal days not used shall accumulate up to three days in a contract year. Personal leave shall not be used on the day before or after a holiday period or during the last week of school. Personal leave is available for use in increments of not less than 15 minutes.

Licensed

See Article 4 of Master Agreement for complete rule and/or policy.

Use of Accumulated Credits

Accumulated credits may be used in accordance with the schedule of annual credits (herein contained) subject to the following:

- (a) Except in emergency, released time for personal reasons may be refused if the employee does not give twenty-four (24) hours notice.
- (b) If extended released time is anticipated (two or more consecutive days) advance notification of 5 days shall be given to the employee's immediate supervisor.
- (c) the minimum amount of released time credit that may be used is 15 minutes (1/4 hour). (Based on an 8 hour day 7:30 a.m. - 3:30 p.m.)

Restrictions On Use

- Released time for approved leave shall have no restrictions to dates or time of use.
- Personal leave shall not be used on the day before or after a holiday, on the first or last student days of the semester, or for parent-teacher conferences or teacher in-services days, unless the leave is approved by the superintendent.

PROFESSIONAL DEVELOPMENT FORM

USD #327 CONFERENCE/TRAVEL REQUEST

NAME: _____

NAME OF CONFERENCE: _____

CONFERENCE DATE(S): _____

LOCATION OF CONFERENCE: _____

REGISTRATION COST: _____

LODGING: Y / N DATE OF CHECK IN: _____ DATE OF CHECK OUT: _____

LIST GOAL/EXPLANATION (ATTACH ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL): _____

RECOMMENDED/NOT RECOMMENDED

RECOMMENDED/NOTRECOMMENDED

PRINCIPAL

SUPERINTENDENT

INTENT TO MOVE FORM



USD 327 Ellsworth-Kanopolis-Geneseo

Salary Schedule – Intent to Move

In an effort to have more accurate information for budget planning regarding licensed staff salaries, we request licensed staff notify Kim Whetzel, Superintendent’s Administrative Assistant, of their intentions to move horizontally on the Salary Schedule. If you are planning to move horizontally on the salary schedule, please complete the information below and return this document to Kim Whetzel, kwhetzel@usd327.org no later than April 1, 2025, with official transcript(s) turned in by September 1, 2025.

Your current 2024-2025 Salary Column is _____ Your current 2024-2025 Salary Step is _____

Anticipated 2025-2026 Salary Column: (Please check the highest education level you anticipate completing by the October 1 deadline.)

- _____ Bachelors +12
- _____ Bachelors +24
- _____ Masters
- _____ Masters + 12
- _____ Masters + 24
- _____ Masters + 36

Official transcript(s) must be submitted to the District Office by September 1, 2025.

Name: _____

Building: _____

Position: _____