

*August 11, 2015*

**Teacher Employment Agreement  
With  
USD No. 214 Board of Education  
2015-2016**

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**Teacher Employment Agreement  
with  
USD No. 214 Board of Education  
2015-2016**

The Board of Education of USD No. 214 and the negotiation team of the Grant County Teachers' Association have reached agreement on items for the 2015-2016 school year.

The policy set forth herein shall be included by reference in the contracts of all teachers employed by USD No. 214. This agreement shall be made a part of the teacher's individual comprehensive contract with the same force and effect as though fully set herein.

It is therefore agreed:

**ARTICLE 1. General Provisions**

A. Definitions

1. ADMINISTRATION: All persons employed by the Board in positions requiring an administrative certificate by regulation of the State Department of Education as stated in the current Certificate Handbook.
2. ASSOCIATION: Grant County Teachers Association, affiliated with Kansas National Education Association and the National Education Association.
3. BOARD: The Board of Education of Unified School District No. 214, Grant County, Kansas.
4. DAYS: Except when otherwise indicated, days shall mean working days.
5. DISTRICT: Unified School District (U.S.D.) No 214.
6. EMPLOYEE: Member of the bargaining unit.
7. KNEA: Kansas National Education Association.
8. NEA: National Education Association.
9. SENIORITY: The period of professional service in the district.
10. SUPERINTENDENT: Superintendent of Schools of Unified School District No. 214, Grant County, Kansas.

B. Duration of Agreement

This agreement shall become effective August 11, 2014 provided it is ratified by the Board and the members of the negotiating unit in accordance with the provisions of the Professional Negotiation Act, K.S.A. 72-5413, et. seq. All articles of this Agreement shall continue in full force and thereafter for successive contracted periods, unless written notice to amend is given by either party to the other not later than February 1, immediately preceding the expiration date pursuant to K.S.A. 72-5423.

C. Savings Clause

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed invalid, but all other provisions or applications shall continue in full force and effect. Furthermore, the Board and Association shall enter immediately into negotiation to replace any provision found to be contrary to law.

D. Reproduction of Agreement

The Board of Education agrees to place a copy of the Teacher Employment Agreement on the USD 214 web site within thirty days of the ratification of agreement by GCTA and approval by the Board of Education. Teachers new to the district will receive a paper copy of the Teacher Employment Agreement.

**ARTICLE 2. Individual Contract Form \*See Attachment C**

**ARTICLE 3. Salary Schedule and Salary Schedule Movement**

1. Certified personnel shall be placed on the salary schedule in the following manner.
  - a. Certified years of experience in an accredited K-12 school may be counted for placement on the Salary Schedule. The Superintendent may make adjustments for unique circumstances.
  - b. Only hours listed on the official transcript of a four-year college or university and in the teacher's field or a related field will be counted on Salary Schedule Placement. Courses outside the teacher's field(s) will be counted only with prior approval of the Superintendent. Transcripts must be on file in the office of the Superintendent before September 15.
  - c. A teacher may advance only one experience step per year, after initial placement upon the Salary Schedule.
2. Placement in columns of Master's Degree and above shall require the additional hours to be graduate credit courses with exceptions to be determined by the Board of Education upon recommendation by the Superintendent.
3. On all columns, the plus hours must be earned following a Kansas teaching degree or certification status.
4. Any teacher absent from their teaching duties for days not covered by Board of Education approved leave will be charged for those days missed at a rate of 1/190 of their contract salary per day absent.
- \*5. Certified teachers/counselors contracted for services in excess of the nine month (190 days) contract shall receive compensation at the supplemental instruction rate.
6. Partial years taught in USD 214 under contract of a full semester or more will be recognized on the Salary Schedule as one full year, but only full years of previous experience shall apply to the Fringe Benefit formula.
7. Certified staff who are frozen at the last step of any column and who obtain the necessary hours to move to the next column will move laterally and vertically to the next higher column. Transcripts must be on file in the district office before September 15.

\*See Attachment B – Salary Schedule

**ARTICLE 4. Fringe Benefits**

Each full-time, certified employee shall receive a "fringe benefit" amount which shall be in addition to his/her regular salary according to the formula listed below.

$$(\$1750.00) + (\$35 \times \text{prior years of employment in USD 214})$$

Each qualified district employee may reduce his/her total salary (regular + fringe) by an amount up to \$20,000 for the purpose of participating in the benefit options listed below, in accordance with the guidelines which apply to IRC Section 125 "Cafeteria" plans.

- A. Health Insurance
- B. Dental Insurance
- C. Term Life Insurance
- D. All total salary not used for benefit options will be treated as regular salary
- E. Salary Protection Insurance
- F. Cancer Insurance

- G. Dependent Care
- H. Non-reimbursable Medical

The carrier(s) and benefits associated with each of the cafeteria options shall be selected by the USD 214 Board of Education with input from each of the district's employee groups.

## **ARTICLE 5. Grievance Procedure**

### Purpose

To resolve alleged grievances of certified personnel at the lowest possible administrative level.

### Definitions

Grievance shall mean an alleged violation of the terms and conditions of an employment contract of certified personnel.

Grievant shall mean any person or group of persons employed with USD 214 that are certificated with the Kansas State Department of Education.

### Procedures In General.

The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the number of days within 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 limits 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.

It is the responsibility of the grievant to utilize the procedure for adjusting grievances as soon as the grievant is aware of a grievance. A grievance shall be waived unless level one proceedings are initiated within (10) school days after the act or condition on which the grievance is based/occurred.

Level 1. A grievant shall first take up the grievance procedure with an immediate superior in a private, informal conference(s). Every effort shall be made to adjust the grievance in an informal manner. If the grievant is dissatisfied with the outcome of the initial private conference(s), the aggrieved person may request a formal conference with their immediate supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution.

Grievances will not be valid for consideration unless the grievance is submitted in writing within five school days of the date of the informal conference(s) with an immediate superior. The formal conference shall occur within ten days of the last informal conference. Failure to file any grievance within such period shall be deemed a waiver thereof.

Level 2. In the event that the aggrieved person is not satisfied with the decision of his/her grievance at Level 1, or in the event that no decision is reached within ten school days after the presentation of the grievance, the aggrieved person may appeal the matter in writing to the Superintendent of Schools.

If the grievant appeals the grievance to the Superintendent, the Superintendent or the Superintendent's designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution within ten days after the appeal has been received by the Superintendent.

If the grievant does not appeal the grievance to the Superintendent within thirty 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 ten school days after date the grievance was filed with the Superintendent or the Superintendent's designated representative under Level 2, then the grievant may appeal the grievance to the Board of Education by submitting a written request to the Clerk of the Board within ten days after the Superintendent or the Superintendent's designated representative has rendered a decision or after the expiration of said twenty days.

The Board shall, within twenty school days after receipt of the written request, meet and confer with the grievant and render a decision which shall be considered the final disposition of the grievance under this procedure.

Supplemental Conditions

All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify at any level except Level 1 with full assurance that no reprisal by either party will follow by reason of such participation.

Upon the final determination of the grievance, the documents, communications and records, excepting a record of the grievance and the final adjustment thereof, and excepting records by law to be kept and maintained, shall be destroyed.

At each step of the procedure for adjusting grievances, after the initial private conference(s) with an immediate 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, which shall not preclude legal involvement for administrators or the Board of Education.

All grievance hearing shall be confidential with the exception of the 3rd level which may be made public.

Discussion of grievances may be held during the school day at the grievant's school, but not during class time for the grievant.

All hearings shall be conducted at time other than when school is in session.

Excluded from the grievance procedures shall be matters for which law mandates another method of review.

Only the employee affected may file a grievance or an appeal from level one and two.

The filing of a grievance at all levels shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievant 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.

**ARTICLE 6. Performance Based Advancement**

MS+32 COLUMN

A teacher, counselor, or librarian on the MS+32 Column, Step 23 may move over to the Bonus Column (#11) on the Salary Schedule if the following criteria are met:

1. The individual teacher has a total of 40 hours beyond the Master's Degree.
2. The individual teacher has seven (7) year's teaching experience within the District.
3. The individual teacher has obtained a positive evaluation for each of the five preceding years and his/her principal's recommendation.
4. The individual teacher will conduct either a parent or student survey during the contract year and share the results with his/her building principal.
5. The individual teacher will make a video tape of his/her teaching during the contract year and invite the principal to view it with him/her. The contents of the tape shall be the property of the teacher.

If the above criteria are met and the individual teacher chooses, the teacher will be placed in the Bonus Column (#11), step 23. The teacher may proceed down the Bonus Column on a yearly step basis as long as the teacher completes 3, 4, and 5 above. If not, the teacher shall be frozen at his/her step and column from the previous year until such time as the teacher decides to participate again.

A determination for Performance Based Advancement shall be made by April 10, each year. All documentation must be available before that date. Eligible persons who meet the necessary criteria shall have their salary adjusted accordingly for their April, May, June, July, and August paychecks.

**ARTICLE 7. Supplemental Salary Schedule and Positions**

\*See Attachment B – Supplemental Salary Schedule

A new coach to the district shall be awarded coaching experience at the discretion of the superintendent. Experience will be awarded, sport to sport (1:1) except for:

- MS Asst to MS Head (2:1)
- MS Head to HS Head (2:1)
- HS Asst. to HS Head (2:1)

A coach moving from a middle school assistant position to a high school head position will be placed on the supplemental salary schedule and awarded years of experience at the discretion of the superintendent. The maximum total years of experience for head coaching positions will be 15 years and the maximum years of assistant coaching experience will be ten years.

**ARTICLE 8. Supplemental Education Instruction**

Educational-instructional programs conducted outside the normal school operation time and term shall be reimbursable at the following rate per hour:

1. Educational instruction - \$25.00 for the 2015-2016 school year.
2. One hour of preparation time shall be paid at the same indicated rate for each five hours of actual instruction time.

**ARTICLE 9. Tuition Reimbursement**

The Board will reimburse teachers actual tuition costs for up to eight credit hours at a maximum of \$250.00/hour and to a maximum of \$2,000.00 per teacher per year for hours taken between September 1 – August 31 of the current year. The total group maximum for this provision is \$36,000 per year. (Attachment D)

The group maximum of \$36,000 will be distributed equally over three sessions as follows:

- Session 1: September-December with submission deadline of the last Friday in January; \$12,000
- Session 2: January-May with submission deadline of the last Friday in June; \$12, 000
- Session 3: June –August with submission deadline of the last Friday in August; \$12,000

**When a resignation is received no further tuition reimbursements will be paid.**

The money available for reimbursements will be divided proportionally up to \$250 per credit hour. Any money remaining that was not disbursed after each session can be distributed proportionally per credit hour in September of the corresponding year to anyone who did not get fully reimbursed. Anyone who misses the stated deadlines to turn in reimbursement information can submit late paperwork with the understanding that the reimbursement may be denied if there is no longer money available.

**ARTICLE 10. English as a Second Language (ESL) Endorsement**

A certified staff member not presently having an ESL endorsement that receives an ESL endorsement on their teaching certificate within two years or less will be paid a one-time incentive of \$1,500; **provided they are under**



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contract the following year, if so, they will be paid on the first paycheck of the following year. Staff members with the ESL endorsement on their certificate will receive a yearly stipend of \$500 each December. New hires must obtain ESL certification within three years of their employment. The Board may waive the new hire requirement for extenuating circumstances.

#### **ARTICLE 11. Method of Payment, Monthly and Lump-Sum—KSA 4940**

Teachers to whom the continuing contract law applies are eligible to draw the balance of contractual salary upon the completion of their contract agreement. Such request shall be submitted in writing to the Clerk of the Board no later than April 1st of the school year in and for which the balance payment is first authorized. The written authorization shall remain in effect until revoked in writing by the person filing the authorization. Teachers will receive the balance of their contractual salary (lump sum) on June 1<sup>st</sup>, provided the State of Kansas has made funding available.

Teachers will be paid on the 21<sup>st</sup> of the month or the last working day prior to the 21<sup>st</sup>. The following is a list of anticipated paydays for the 2015-2016 contract year: **September 21, 2015; October 21, 2015; November 20, 2015; December, 21, 2015; January 21, 2016; February 19, 2016; March 21, 2016; April 21, 2016; May 20, 2016; June 21, 2016; July 21, 2016; August 19, 2016.** The Board reserves the right to alter the date if drastic unforeseen circumstances would occur.

#### **ARTICLE 12. Payroll Deductions**

Written authorization for payroll deduction in accordance with KSA 72-8414 may be submitted by employees. Withholding of professional dues from contract salary shall be requested in writing on an annual basis at the beginning of each school term.

#### **ARTICLE 13. Early Retirement**

Primary Objective: The primary objective of the Early Retirement Program is to maintain the best possible employee service to the school district.

Secondary Objectives: The secondary objectives of the Early Retirement Program are to reward employees for their years of service to the district, to enhance the benefits of employment, and to facilitate the necessary and/or desirable early retirement of employees.

Any eligible employee may elect to take early retirement under the terms and conditions set forth in this plan. Early retirement is entirely voluntary and at the discretion of the eligible employee.

Employees of Ulysses USD 214, who may find it necessary or desirable to resign or retire from employment with the district prior to the legal Social Security retirement age with full benefits may elect to resign or retire with benefits in accordance with the terms and conditions hereinafter specified.

EARLY RETIREMENT incentives are defined for purposes of this provision as those benefits to which an employee is entitled and which are paid annually to said employee following the last year of employment until the end of the school year\* (August 1 – July 31) in which the employee attains the legal Social Security retirement age with full benefits. The employee shall be entitled to no more than three (3) years of benefits. This retirement benefit shall terminate in the event of death and no payments shall be made to a beneficiary.

An employee who takes early retirement shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.

The school district shall not make early retirement incentive payments to any employee who has not already begun receiving retirement benefits from KPERS. KSA-72-5395

Any part of the Early Retirement Program or any action pursuant thereto which is contrary to law shall be null and void, but the remainder of the program shall remain in full force and effect.

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ELIGIBILITY: 1) is currently a full time employee; 2) a vested member of the Kansas Public Employee's Retirement System (KPERs) retirement benefits on or before July 31 of the last active year of employment for the district and 3) has twenty (20) or more years of employment service with USD 214, and has reached age 58.

The number of participants in the early retirement program will be five (5). The maximum amount of payment will be \$8,000 each year for three years. The early retirement program will be funded as part of the teacher salary package.

If priority ranking shall ever be needed, the following shall be used:

- A. The number of years of service in USD 214
- B. The age of the individual  
Priority of applicants shall be the greatest total of A + B
- C. In the event of a tie, the person eligible shall be the person with the earlier birthday in the calendar year.

If the maximum number is reached in a given year, for what remains of the three-year period, the retiree can enter the pool at the first opportunity that the maximum number drops below four. [++Once an eligible person has been approved for retirement, but was not able to enter the pool because the maximum number had been reached, that person's right to enter the pool at the first opportunity shall have priority over another applicant for retirement trying to enter the pool at a later date.] In any situation resulting in a tie, the tie-breaking procedure above will be used.

APPLICATION: An employee may apply for incentives by giving written notice to the Superintendent. Retirement must be approved prior to, or concurrent with, the Early Retirement request. An applicant for Retirement and Early Retirement pay must apply between August 1 and March 31 of the school year preceding the school year in which benefits are to be paid.

Written notice shall be submitted to the Superintendent, to include the following information:

- (1) A statement of the employee's desire to receive incentive benefits
- (2) The anticipated last day of active employment and the date of the resignation/retirement notice from the district
- (3) The employee's birth date and age as of the date of the application
- (4) The current mailing address and telephone number of the employee
- (5) The number of years employed by USD 214
- (6) The employee's current salary
- (7) Whether the applicant desires payment of the early retirement benefit to start in January or July
- (8) Whether the employee desires health insurance coverage through the district's health insurance program deduction of annual premiums from the incentive benefit or by the teacher paying the monthly premiums

Following final action by the Board on any application for retirement, the Superintendent shall notify the applicant in writing of the final disposition and the date and amount of incentive benefits to be paid.

BASIS OF INCENTIVE BENEFIT:

The incentive benefits hereunder shall be a monthly or yearly payment determined by the following formula:

† Last calendar year's wage subject to KPERs

x 1%

x Total whole years of USD 214 employment

+The maximum amount of payment will be \$8,000 each year for three years.

The Early Retirement Program will be reviewed annually through the negotiation process; however, for any retiree already in the program, the provisions of the program in effect at the time of retirement shall be guaranteed.

Early retirement benefits will be deposited into a 403B account for each participant in the early retirement program.

#### ACKNOWLEDGMENT OF FINANCIAL LIABILITY

The Board and the Association shall agree on the total amount due previous certified retirees, not including those retiring after the current school year, for the upcoming school year. After all other matters affecting finance have been settled through the negotiation process, the above agreed upon amount for previous certified retirees shall be deducted from the total amount negotiated for salaries and the base salary shall be adjusted accordingly.

#### **ARTICLE 14. Health Insurance—Medical Coverage**

- A. The Board will provide a group medical plan to all half-time or more certified teachers/administrators. The Board contribution shall be up to TBD (or a single premium, whichever is less) per employee per month for all employees in the plan. Dependent coverage may be made available for those eligible employees desiring to cover their dependents. This contribution may be made under the Section 125 plan, or otherwise made by the employee.
- B. It is agreed that the Board of Education may revise, amend or modify this plan at its option at any time. It is further agreed that the benefits payable, and the funding method (whether fully insured or partially self-funded) will be determined by the Board.
- C. If the benefits payable or premium amount is not sufficient to continue to offer this benefit, the plan will be subject to termination.
- D. Benefits or premiums paid due to this plan will not be considered to be a part of the District's Salary and Wage Schedule.
- E. The Board will welcome advice from the District Benefits Committee concerning the plan. The Committee shall be comprised of an administrator appointed by the Board, a member of GCTA, a teacher who is not a member of GCTA jointly appointed by GCTA and the Board, a member of the non-certified staff appointed by the Board, and a member of the Board. Any recommendations concerning changes must be received at least 35 calendar days prior to the requested change or contract anniversary date.

#### **ARTICLE 15. Sick Leave**

Certified staff of USD 214 shall receive 10 days of sick leave at the beginning of each contract year. Unused sick leave can be accumulated from previous years of employment to a maximum of 60 days.

This sick leave shall cover absences for the employee's own illness, illness in the employee's immediate family (defined below), or persons who make their home with the employee. This sick leave may also be used as bereavement leave for members of the employee's immediate family.

This provision is effective with the 2013-2014 school year. Staff will be given credit for each previous full year of employment with USD 214 to determine their beginning accrued sick leave. Staff will be granted 10 days for each full year of employment, up to a total of 60 days.

Unused sick days will be purchased back by the district at the end of employment (resignation or retirement) with the district according to the table below:

0-5 years with district	\$20 for each unused sick day
6-10 years with district	\$30 for each unused sick day
11-15 years with district	\$40 for each unused sick day
16-20 years with district	\$50 for each unused sick day
21-25 years with district	\$60 for each unused sick day
25+ years with district	\$70 for each unused sick day

Employees who leave the district and receive compensation for unused sick leave, if rehired in the future, will not be granted credit for previous years of experience for sick leave purposes.

Up to 2 sick leave days may be donated to another employee of the district in each contract period. Donated days will be subtracted from the granting employee's total days. Donated days not used cannot be carried forward into another contract year.

Staff may be required to provide proof of medical conditions upon the request of administration to substantiate absences.

Definition: Immediate family – Husband, wife, son, daughter, mother, father, grandparents, grandchildren, brother, sister, aunt, uncle, niece, nephew, and in-laws of the previous list where appropriate, step-child, and stepparent. The Superintendent will make final determination of other questionable requests.

**ARTICLE 16. Maternity Leave Policy**

Certified staff members will be able to take up to thirty days of paid leave for the purpose of maternity or adoptive leave. The days will be deducted from the certified staff member's personal sick leave. Only certified staff members that adopt a child(ren) under the age of 18 months will qualify for the maternity leave policy.

**ARTICLE 17. Personal Leave**

Each employee may be allowed three days of leave with full pay per school year, accumulative to a maximum of four days, for personal business/legal reasons and/or non-family bereavement within the guidelines established by the Board of Education. Each employee who used 2 or fewer personal business days shall receive \$100 for each unused day. One unused personal business day shall not be paid and it will carry over to the next contract year. Each employee may be allowed two additional days of personal leave per school year for personal reasons with a deduction in pay equal to the cost of a substitute. Personal leave is allowed providing a substitute teacher can be obtained.

Personal leave shall not be approved for days immediately preceding or immediately following any vacation period except in emergency and dangerous conditions as approved by the Superintendent. Such approval shall be considered upon receipt by the Superintendent of a signed explanation of the circumstances.

Personal leave must be pre-arranged with the principal and the Superintendent or it shall be disapproved.

Any teacher absent from work for days not covered by sick leave or personal leave will have pay deducted for those days missed at a rate of 1/190 of his/her contract salary for each day absent from work.

Funeral leave, other than family, shall be on the following basis:

- A. For one day of absence -- one day of personal leave.
- B. For one-half day of absence -- one-half day of personal leave.
- C. For approximately 1 to 1 1/2 hours of absence -- if covered by the rest of the staff, no use of personal leave.

**ARTICLE 18. Jury Duty**

Upon receiving a subpoena or a notice to serve on jury duty, the employee should immediately notify his/her building principal, who will in turn notify the Superintendent.

An employee released to serve on jury duty, or to answer a subpoena for which neither the employee nor his/her immediate family is a litigant, will receive his full salary during the period of such service less an amount equal to any compensation paid him for such service.

**ARTICLE 19. Duty Year**

See Attachment C – Duty Year (As per employment contract)

**ARTICLE 20a. Duty Day**

Arrival time and departure times for certified employees are as follows for each building:

	<u>Arrival Time</u>	<u>Departure Time</u>
Ulysses High School	7:40 a.m.	3:45 p.m.
Kepley Middle School	7:45 a.m.	3:50 p.m.
Hickok Elementary School	8:00 a.m.	4:05 p.m.
Sullivan Elementary School	8:00 a.m.	4:05 p.m.

With the exception of free time provided when not having regularly scheduled lunch supervision duties, all USD 214 faculty members are to utilize professional duty time in service at respective buildings. In the event of an emergency, a professional staff member may obtain leave from the building through the principal. Personal business for monetary gain shall not be conducted on school time.

**ARTICLE 20b. Preparation Period**

Each professional employee shall be provided preparation time of no less than forty-five minutes per day, except when periods are shortened to accommodate assemblies, programs or other school activities. Extenuating circumstances will be worked out between the individual teacher and administrator.

**ARTICLE 21: One-Half Record-Keeping Day**

One-half day at the end of the first nine-week period, *one-half day for the second nine-week period (first day back from winter break)*, and one-half day at the end of the third nine-week period will be scheduled for staff record-keeping with no students in attendance. These half days will be scheduled sometime from the last day of the nine-week period to the day before the day of Parent Conferences at the discretion of the Board of Education. *Sunset at end of 2015/2016*

In the event that school is canceled or not in session on either one or both of these days, this provision of the Negotiated Agreement will be considered not in effect.

**ARTICLE 22. Duty Free Lunch**

The Board will provide a duty-free lunch for teachers at Hickok, Sullivan, Kepley, and High School provided that the following conditions are met:

- A. A rotation of teachers on lunch duty would be in effect for the first two weeks of school. Teachers in those buildings asked to supervise their students during lunch in the first two weeks of the school year by their building administrator will be compensated with a school lunch.
- B. Paras would be used to supervise the cafeteria area with the principal retaining the authority to establish temporary rotation (up to 5 days at a time) if some problem develops in a particular building needing professional supervision.
- C. Teachers would agree to continue noon hour supervision; e.g. playground, hallway, etc.

**ARTICLE 23: Nonrenewal, Reduction in Force, Resignation, Dismissal, and Termination**

If and when the USD 214 Board of Education decides that a reduction in force is necessary, the following process shall be followed.

1. The Board shall make the decision to reduce certified staff for the following school year prior to ~~May 1st~~ **the third Friday in May.**
2. The areas to be reduced and the degree of reduction shall be defined by the Board.
3. Voluntary resignations and retirements shall be considered first.
4. If there is insufficient reduction as a result of voluntary attrition, then the USD 214 Superintendent shall recommend certified staff members to be reduced to the Board from among certified staff members who have not yet achieved continuing contract status.
5. If there is still insufficient reduction as a result of both voluntary attrition and layoff of certified staff members who have not yet achieved continuing contract status, then certified staff members who have achieved continuing contract status shall be reduced according to the following criteria:

- A. Experience (maximum - 30)
  - 1. Experience in USD 214 up to 20 years  
One point per year of certified teaching experience in USD 214 MAXIMUM - 20
  - 2. Other Experience  
One-half point per year of certified experience outside USD 214 and/or experience in USD 214 beyond 20 year. MAXIMUM - 10
- B. Performance  
1 point per section marked “effective” on the most recent evaluation instrument (9 sections) MAXIMUM – 9
- C. Supplemental Duties  
One point for each year served on district wide committee during the last 3 years MAXIMUM - 3
- D. Educational Level (Current year placement as of Oct. 1)  
Col. I = 2 points      Col. II = 4 points  
Col. III = 6 points      Col. IV = 8 points  
Col. V = 10 points      Col. VI = 12 points  
Col. VII = 14 points      Col. VIII = 16 points  
Col. IX = 18 point      Col. X = 20 points MAXIMUM - 20
- E. Professional Development  
One point for each 60 points of Inservice approved in last three-year period MAXIMUM - 5
- F. Certification Codes  
One point for each certification code on current Certificate MAXIMUM - 5
- G. If the total in “G” shall be the same for any two teachers being considered for Reduction in Force, the tie shall be broken by adding 1 point for the person who has resided in the school district for the longest period of time. Thus, the person to be “riffed” shall be the one with the least amount of time residing in the school district.

The numbers generated by each of the criteria for each affected certified staff member shall be added together. Reduction shall be made in order of lowest total to highest total.

6. Any certified staff member who has been reduced shall retain the right to recall to the first available position(s) for which the person is qualified prior to the employment of outside candidates. Recall rights shall terminate 365 days after the last payroll check. Recall shall be by registered letter to the certified staff member's last

known mailing address. The certified staff member shall respond to such notice in writing within 15 days of posting, or forfeit the offer. It shall be the staff member's responsibility to notify the District's Office of his/her current mailing address.

A certified staff member, upon recall, will have all the sick leave accrued prior to lay-off reinstated and will be given credit for all previously credited years of service when placed on the salary schedule.

**ARTICLE 24. Exclusive Rights and Recognition for GCTA**

Whereas, the Grant County Teachers' Association has submitted an application to the Board of Education of USD 214 for recognition as the exclusive representative of a negotiating unit consisting of all classroom teachers and other professional employees, excepting administrative employees, pursuant to the provisions of Chapter 284, 1970 Laws of Kansas:

Now, therefore, be it RESOLVED that the term "professional employees, excepting administrative employees" is interpreted by this Board to include:

- (1) Certified teachers employed in a position of classroom instruction; and
- (2) Curriculum directors and department heads who also are employed in a position requiring part-time classroom instruction; and
- (3) Guidance counselors.

Be it further RESOLVED that said term is interpreted to exclude:

- (1) All employees holding positions requiring an administrator's certificate to hold the position; and
- (2) Supervisory personnel, curriculum directors and department heads occupying positions not requiring part-time classroom instruction; and
- (3) Substitute teachers; and
- (4) All other non-certificated personnel.

Whereas, the Board of Education of Unified School District 214, Grant County, Kansas, has been presented with an application for recognition as the exclusive representative of certain certified teachers and professional employees by the Grant County Teachers' Association of said Unified School District, pursuant to L. 1970, Ch. 284; and

Whereas, said application and the evidence attached thereto are hereby found to comply with the requirements of Section 4 of L. 1970, Ch. 284; and

Whereas, said Board of Education does not have a good faith doubt as to the accuracy or validity of said application or the evidence attached thereto; now therefore

Be it RESOLVED by the Board of Education of Unified School District 214, Grant County, Kansas:

Section 1. That pursuant to L. 1970, Ch. 284, Grant County Teachers' Association of Unified School District 214, Grant County, Kansas, is hereby recognized as the exclusive representative of the certified teachers and professional employees of said school district described in said application for recognition.

**ARTICLE 25. Teacher Appraisal Procedures**

A. Philosophy and Purpose

1. Evaluation of personnel is a vital process in the improvement of instruction. The evaluation program is designed to facilitate individual performance and foster self-development so that all professional staff members shall perform effectively the services for which they have been hired in a competent manner.

2. The primary purpose of the evaluation program is to establish a system for accurately appraising individual performance, assist each staff member toward self-improvement, and promote growth in personal effectiveness so that there is maximum contribution by all staff members toward attainment of the educational goals of the school district.

#### B. General Evaluation Procedures

1. Evaluation procedure for all professional teaching staff members shall include self-evaluation and goal-setting, classroom observations by the building administrator or their administrative representative, and such other evaluative procedures as the Superintendent of schools may deem appropriate. Administrators in the central office will be involved in the evaluation process frequently.
2. All classroom observations may be conducted on an unannounced basis.
3. All observations of the work performance of a teacher will be conducted openly, with the full, but not necessarily prior, knowledge of the teacher being observed. The use of eavesdropping, public address or audio system, hearsay evidence, or similar surveillance devices is strictly prohibited.
4. The evaluator may have access to and may review previous reports before conducting the current observation.
5. In writing observation reports, the evaluator shall review the observation in consultation with the employee who shall acknowledge the observation report by signing thereon. Such conference shall occur within three school days from the date of the observation. At any time not later than two (2) weeks after such conference, the employee may respond thereto in writing. Responding statements shall be noted on the original observation report. The employee shall receive one signed copy of their observation report.
6. Evaluators shall complete an evaluation instrument for each teacher under his/her supervision each year.
7. A teacher's signature upon the observation report and the evaluation instrument is requested, but does not necessarily constitute agreement with those documents.
8. The building principal shall submit all evaluations conducted within the building, for which administratively responsible, to the Superintendent of USD 214 who will review such evaluation, and cause it to be placed in the personnel file of the employee. One file shall be kept by the building principal. All evaluation reports and responses thereto shall be maintained in the personnel files for each employee for a period of not less than three (3) years from the date each evaluation is made.
9. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employees, the Board and its attorney, the administrative staff making the same, the State Board of Education as provided in KSA 72-7515, the Board and the administrative staff of any school to which such employee applies for employment and other persons specified by the employee in writing to the Board.

#### C. Evaluation Process and Time Lines

1. Principals will present the formal evaluation plans for the year and will make available to teachers, evaluation forms and instructions **by October 1 of** each school term. Building administrators may elect to conduct formal evaluations of teachers after October 1<sup>st</sup> of each calendar year as they deem necessary. The notification to the teacher shall occur in a timely fashion.
2. A follow-up for classroom visitation, observations, and evaluations will be as follows:



- a. Observations of teachers during the first two consecutive years of employment shall be at least two in number per year for a significant part of the instructional period. Every teacher in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60<sup>th</sup> school day of the semester, except that any employee who is not employed for the entire semester shall not be required to be evaluated.
- b. Every teacher during the third and fourth years of employment shall be evaluated at least one time each school year by not later than February 15<sup>th</sup>. Observation of teachers in the third and fourth year of service shall be at least one in number per year for a significant part of the instructional period.
- c. After the fourth year of employment every teacher shall be evaluated at least once in every three years by not later than February 15 of the school year in which the teacher is evaluated.

- 3. After the completion of the evaluation process, the evaluator shall submit a written report for each employee under his supervision in accord with the schedule for evaluation. The final report shall be a descriptive statement of the employee's performance and shall include a clearly stated recommendation concerning the employee's employment status for the ensuing school year. The final report shall be submitted to the Superintendent of USD 214, prior to April 1. A copy of each report shall be provided to the employee concerned.
- 4. All written evaluation reports shall comprise a part of the teacher's total evaluation. Teachers have the right to make responding statements to any written evaluation reports at any time not later than two (2) weeks after such presentation in accord with paragraph C-5.
- 5. Teachers shall be notified in writing of intended termination of employment not later than May 1 of the contract year.

D. The Superintendent shall report to the Board any information or evaluation which may provide the basis for suspension or dismissal during the term of an employee's contract.

E. **Informal Evaluation**  
 These policies do not preclude informal conferences or observations between teacher and colleague or supervisor which shall not be placed in the teacher's personnel file.

F. A teacher may elect to have the informal classroom walkthroughs (ULW's) conducted by all administrators of the district included in their evaluation. The walkthroughs can be utilized in lieu of the classroom observation or they can be used to supplement the information obtained through the classroom observation. A teacher who elects to have the classroom walkthroughs included in their formal evaluation should notify their building administrator at the beginning of the school year.

**ARTICLE 26. Late Resignations**

Any certified staff member who submits a late resignation will be subject to the following penalty schedule:

June 15 <sup>th</sup>	5% of their current salary and fringe
July 1 <sup>st</sup>	8% of their current salary and fringe
July 15 <sup>th</sup>	10% of their current salary and fringe
August 1 <sup>st</sup>	15% of their current salary and fringe

The penalties for late resignations will be waived if it is determined that the cause for the late resignation is due to catastrophic reasons.

**ARTICLE 27. Health and Wellness**

Certified staff members and immediate family members will be able to use the swimming facility at no cost.

Certified staff members will be able to utilize any pre-approved fitness facility. Participants must use the facility at least 12 times a month to be reimbursed. Reimbursements will be made quarterly upon completion of the

*August 11, 2015*

necessary paperwork. There is a \$45 per person monthly cap. There is a \$5,000 yearly cap on this benefit. Specific details concerning the procedure for usage of the above facilities by certified staff will be set by district administration and a representative of GCTA.

**ARTICLE 28. Incentive for Receiving Master's Degree**

Teachers who apply to a graduate program and complete their Master's degree will be eligible for a \$1000 stipend subject to approval from the Superintendent or the Superintendent's Designee. Approval must be sought from the Superintendent before the teacher is admitted to graduate school. **When a resignation is received no reimbursements will be paid.**

**ATTACHMENT A: Salary Schedule (+\$600)**

**TEACHER SALARY SCHEDULE FOR 2015-2016 SCHOOL YEAR  
USD 214, ULYSSES, KANSAS**

STEP/YEARS EXP	BS	BS +8	BS +16	BS +24	BS +40	MS	MS +8	MS +16	MS +24	MS +32	BONUS
Step 1/00Years	36650	37285	37920	38555	39555	39555	40190	40825	41460	42095	-
Step 2/01 Years	37390	38025	38660	39295	40295	40295	40930	41565	42200	42835	-
Step 3/02 Years	38130	38765	39400	40035	41035	41035	41670	42305	42940	43575	-
Step 4/03 Years	38870	39505	40140	40775	41775	41775	42410	43045	43680	44315	-
Step 5/04 Years	39610	40245	40880	41515	42515	42515	43150	43785	44420	45055	-
Step 6/05 Years	40350	40985	41620	42255	43255	43255	43890	44525	45160	45795	-
Step 7/06 Years	41090	41725	42360	42995	43995	43995	44630	45265	45900	46535	-
Step 8/07 Years	41830	42465	43100	43735	44735	44735	45370	46005	46640	47275	-
Step 9/08 Years	42570	43205	43840	44475	45475	45475	46110	46745	47380	48015	-
Step 10/09 Years	43310	43945	44580	45215	46215	46215	46850	47485	48120	48755	-
Step 11/10 Years	44050	44685	45320	45955	46955	46955	47590	48225	48860	49495	-
Step 12/11 Years	-	45425	46060	46695	47695	47695	48330	48965	49600	50235	-
Step 13/12 Years	-	-	46800	47435	48435	48435	49070	49705	50340	50975	-
Step 14/13 Years	-	-	-	48175	49175	49175	49810	50445	51080	51715	-
Step 15/14 Years	-	-	-	-	49915	49915	50550	51185	51820	52455	-
Step 16/15 Years	-	-	-	-	50655	50655	51290	51925	52560	53195	-
Step 17/16 Years	-	-	-	-	51395	51395	52030	52665	53300	53935	-
Step 18/17 Years	-	-	-	-	-	-	52770	53405	54040	54675	-
Step 19/18 Years	-	-	-	-	-	-	-	54145	54780	55415	-
Step 20/19 Years	-	-	-	-	-	-	-	-	55520	56155	-
Step 21/20 Years	-	-	-	-	-	-	-	-	-	56895	-
Step 22/21 Years	-	-	-	-	-	-	-	-	-	57635	-
Step 23/22 Years	-	-	-	-	-	-	-	-	-	58375	59010
Step24/23 Years	-	-	-	-	-	-	-	-	-	-	59750
Step 25/24 Years	-	-	-	-	-	-	-	-	-	-	60490
Step 26/25 Years	-	-	-	-	-	-	-	-	-	-	61230
Step 27/26 Years	-	-	-	-	-	-	-	-	-	-	61970
Step 28/27 Years	-	-	-	-	-	-	-	-	-	-	62710
Step 29/28 Years	-	-	-	-	-	-	-	-	-	-	63450
Step 30/29 Years	-	-	-	-	-	-	-	-	-	-	64190
Step 31/30 Years	-	-	-	-	-	-	-	-	-	-	64930
Step 32/31 Years	-	-	-	-	-	-	-	-	-	-	65670
Step 33/32 Years	-	-	-	-	-	-	-	-	-	-	66410

**ATTACHMENT B: Supplemental Salary Schedule and Position  
UNIFIED SCHOOL DISTRICT 214  
ACTIVITY SALARY SCHEDULE 2015-2016**

ACTIVITY	2014-2015 Salary Base	2014-2015 % of Base	2014-2015 Base \$	Exp Yrs	Exp %	2014-2015 Exp \$	2014-2015 Base&Exp \$
BASEBALL ASST	36,650	5%	1833				
BASEBALL ASST	36,650	5%	1833				
BASEBALL HEAD	36,650	9%	3299				
BBB 7TH ASST	36,650	4%	1466				
BBB 7TH HEAD	36,650	6%	2199				
BBB 8TH ASST	36,650	4%	1466				
BBB 8TH HEAD	36,650	6%	2199				
BBB 9	36,650	7%	2566				
BBB VARSITY ASST	36,650	7%	2566				
BBB VARSITY HEAD	36,650	13%	4765				
CHEER-JV/9BB	36,650	3%	1100				
CHEER-JV/9FB	36,650	3%	1100				
CHEER-MS-F	36,650	3%	1100				
CHEER-MS-W	36,650	3%	1100				
Dance Team - Fall	36,500		1100				
Dance Team - Winter	36,500		1100				
CHEER-VBB	36,650	5%	1833				
CHEER-VFB	36,650	5%	1833				
CHEER-VWr	36,650	5%	1833				
CROSS COUNTRY ASST	36,650	5%	1833				
CROSS COUNTRY HEAD	36,650	9%	3299				
FB 7TH ASST	36,650	4%	1466				
FB 7TH HEAD	36,650	6%	2199				
FB 8TH ASST	36,650	4%	1466				
FB 8TH HEAD	36,650	6%	2199				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY ASST	36,650	7%	2566				
FB VARSITY HEAD	36,650	13%	4765				

Total 100% of Base \$ for Support Staff

1/2 % X Coach in 10 years

GBB 7TH ASST	36,650	4%	1466				
GBB 7TH HEAD	36,650	6%	2199				
<b>ACTIVITY</b>	<b>2014-2015 Salary Base</b>	<b>2014-2015 % of Base</b>	<b>2014-2015 Base \$</b>	<b>Exp Yrs</b>	<b>Exp %</b>	<b>2014-2015 Exp \$</b>	<b>2014-2015 Base&amp;Exp \$</b>
GBB 8TH ASST	36,650	4%	1466				
GBB 8TH HEAD	36,650	6%	2199				
GBB 9	36,650	7%	2566				
GBB VARSITY ASST	36,650	7%	2566				
GBB VARSITY HEAD	36,650	13%	4765				
GOLF GIRLS ASST	36,650	3%	1100				
GOLF GIRLS HEAD	36,650	6%	2199				
GIRLS TENNIS HEAD	36,650	6%	2199				
GOLF BOYS ASST	36,650	3%	1100				
GOLF BOYS HEAD	36,650	6%	2199				
SOFTBALL ASST	36,650	5%	1833				
SOFTBALL ASST	36,650	5%	1833				
SOFTBALL HEAD	36,650	9%	3299				
TENNIS BOYS HEAD	36,650	6%	2199				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK ASST	36,650	5%	1833				
TRACK HEAD MS	36,650	7%	2566				
TRACK HEAD VARSITY	36,650	11%	4032				
VB 7TH ASST	36,650	4%	1466				
VB 7TH HEAD	36,650	6%	2199				
VB 8TH ASST	36,650	4%	1466				
VB 8TH HEAD	36,650	6%	2199				
VB 9	36,650	5%	1833				
VB VARSITY ASST	36,650	5%	1833				
VB VARSITY HEAD	36,650	9%	3299				
WR 7-8 ASST	36,650	4%	1466				

Total 1 1/2 % X Coach in 8 years  
 Support

WR 7-8 HEAD	36,650	6%	2199				
WR VARSITY ASST	36,650	7%	2566				
WR VARSITY ASST	36,650	7%	2566				
WR VARSITY HEAD	36,650	13%	4765				

ACTIVITY	2014-2015	2014-2015
	Base	Maximum
CONCESSIONS	2,300	2,300
DEBATE ASST	1,300	1,300
DEBATE HEAD	2,225	2,225
DR ED COORD	1,200	1,200
FCCLA	800	800
FCCLA	800	800
FFA	2,200	2,200
FORENSICS	1,400	1,400
HOUSE (W-5)	2,273	2,273
INSTR MUSIC ASST	1,400	1,400
INSTR MUSIC ASST	1,400	1,400
INSTR MUSIC HEAD	2,200	2,200
LIGHTS/SOUND/TECH	1,000	1,000
MUSICAL ASST	1,150	1,150
MUSICAL ASST	1,150	1,150
MUSICAL ASST	1,150	1,150
MUSICAL HEAD	1,800	1,800
PIT BAND	1,200	1,200
SCHOLAR BOWL (UHS)	800	800
SCHOLAR BOWL (KMS)	800	800
Scholar's Bowl (Head 7-12)	1,200	1,200
Scholar's Bowl (Asst 7-12)	400	400
STUCO KMS	1,600	1,600
STUCO UHS	1,550	1,550
UHS YEARBOOK	2,200	2,200
VOCAL MUSIC ASST	1,400	1,400
VOCAL MUSIC ASST (SC)	1,300	1,300
VOCAL MUSIC HEAD	2,200	2,200
WEIGHTS SUM (B)	2,273	2,273
WEIGHTS SUM (G)	2,273	2,273

A new coach to the district shall be awarded coaching experience at the discretion of the superintendent. Experience will be awarded, sport to sport (1:1) except for:

- MS Asst to MS Head (2:1)
- MS Head to HS Head (2:1)
- HS Asst. to HS Head (2:1)

A coach moving from a middle school assistant position to a high school head position will be placed on the supplemental salary schedule and awarded years of experience at the discretion of the superintendent. The maximum total years of experience for head coaching positions will be 15 years and the maximum years of assistant coaching experience will be ten years.

OTHER DUTIES

August 11, 2015

Counselor-High School Summer (Per Day)	175
Counselor-Elementary Summer (Per Day)	175
Librarian-Summer (30 hours @ \$25 per hour)	750
Vo-Ag High School Summer (Per Day)	175

**ATTACHMENT C: Employment Contract**

**UNIFIED SCHOOL DISTRICT 214  
TEACHER CONTRACT**

THIS CONTRACT, made and entered into this 00th day of Month, Year, by and between the Board of Education of USD No. 214, Grant County, Ulysses, Kansas, hereinafter called the "Board", and xxxxxxx hereinafter called the "Teacher".

The parties hereto agree that the Teacher shall be employed by the Board as a certified teacher of said Unified School District No. 214, Grant County, Ulysses, Kansas, for the school year, **2015-2016** which shall include 190 duty days of teaching and other assignments as designated by the Board at the salary of \$xxxxxx for said year (Step: x, Column: x), payable in twelve (12) equal installments, on or before the last day of each month, commencing month, year, subject to the following terms and conditions:

1. The services to be performed by the Teacher hereunder shall be as determined by the Board, or their designee, and the Board reserves the right to assign, transfer or reassign the Teacher to any school, and to any teacher duties for which the Teacher is qualified during the normal school day and during the school year. Teacher preference will be considered. Teachers whose teaching assignment includes duties to be performed beyond the school day and/or school year (i. e. Instrumental Music, Vocal Music, Speech, Library, Guidance, Agriculture) shall be compensated for those duties under a supplemental contract.
2. The Teacher and the Board shall be subject to the policies, orders, rules and regulations of the Board currently in existence and hereafter made. Board policies which are negotiated shall be so designated.
3. This contract is contingent upon the Teacher being and remaining certified during the term of employment specified above with respect to the position for which the Teacher is employed as provided by law; in the event the Teacher shall be unable to furnish the Board and to maintain an applicable Kansas Instructors Certificate in full force and effect during the term of employment specified above, this contract shall be null and void, terminated and cancelled.
4. As a condition to entering or continuing employment, the Teacher is required to submit a Certificate of Health signed by a licensed physician as provided by K.S.A. 72-5213.
5. In the event the employment of the Teacher shall be terminated for any legal reason prior to the expiration of the term of this contract, the salary as above specified shall be adjusted and paid on the basis of an amount which, together with the compensation already paid, shall bear the same relationship to the total salary above specified as the number of days of actual duty prior to the effective date of termination shall bear to the number of days of the contract period.
6. The Teacher shall not make any purchases for his/her department, or incur any obligations, or make any contracts for which the Board shall be responsible, without first having received approval either from the Board of Education, Principal, or Superintendent of Schools.
7. This contract is subject to the terms and conditions of the Kansas Cash Basis Law and the Kansas Budget Act, and amendments thereof or supplements thereto respectively, and to all other applicable United States and Kansas Laws.
8. Notwithstanding any other provision to the contrary, this contract is subject to termination by the employing Board of Education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records check required by state law reveal this employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.
9. Unless this contract is signed by the Teacher and placed on file with the Superintendent of Schools on or before the xx<sup>th</sup> day of month, year, the same shall become void.

Fringe Amount:  $\frac{\$xxxx.xx}{\text{Yearly}} \div 12 \text{ Months} = \frac{\$xxx.xx}{\text{Monthly}}$

\_\_\_\_\_  
Teacher

UNIFIED SCHOOL DISTRICT NO. 214  
GRANT COUNTY, STATE OF KANSAS  
(By authority and direction)

IN WITNESS WHEREOF, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By:

ATTEST:

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

(Rev. 7-1-09)

**ATTACHMENT D: Application for Credit Hour Reimbursement**

**Ulysses USD 214  
Application for Credit Hour Reimbursement**

The USD 214 Board of Education has agreed to reimburse teachers actual tuition costs for up to 8 credit hours @ a maximum \$250/credit hour earned to a maximum of \$2000 per year, for hours taken September 1 - August 31 of the current year. This reimbursement is intended to offset the cost of tuition and fees only.

Only hours listed on the official transcript of a four-year college or university and in the teacher's field or a related field will be counted on Salary Schedule Placement. Courses outside the teacher's field(s) will be counted only with prior approval of the Superintendent.

College or University from which hours are granted \_\_\_\_\_  
Semester credit was granted \_\_\_\_\_

NAME OR COURSE	NUMBER	GRAD/UNDERGRAD	HOURS
_____	_____	_____	_____
_____	_____	_____	_____

Amount of Reimbursement Requested: \_\_\_\_\_

**When a resignation is received no further tuition reimbursements will be paid.**

REIMBURSEMENTS MUST BE FOR THE TEACHER'S OUT-OF-POCKET EXPENSE TO INCLUDE TUITION AND FEES. COSTS PAID BY ANOTHER ENTITY (MATH/SCIENCE FUNDS, SOUTHWEST PLAINS REGIONAL SERVICE CENTER, HPEC, KS STATE DEPT. OF ED., ETC.) SHALL NOT BE REIMBURSABLE. COURSES MUST BE COMPLETED AND REIMBURSED IN A SEPTEMBER TO SEPTEMBER PERIOD. NO CARRYOVER.

\_\_\_\_\_  
Signed by Teacher

\_\_\_\_\_  
Date

A proof of payment (cancelled check or copy of credit card statement, evidence of loan applied directly to the college in the teacher's name, or receipt from the college showing that the teacher had paid for the classes) and a grade card or transcript are required for verification.

Approved for reimbursement \_\_\_\_\_  
USD 214

\_\_\_\_\_  
Date



**ATTACHMENT E:**

**GRIEVANCE REPORT - CERTIFIED PERSONNEL**

Grievant shall follow procedures set forth in the Teacher's Employment Agreement.

**Grievance #** \_\_\_\_\_ **Ulysses Unified School District 214**

Building \_\_\_\_\_ Assignment \_\_\_\_\_ Date Filed \_\_\_\_\_

Name of Grievant \_\_\_\_\_ SS# \_\_\_\_\_

**LEVEL 1**

(Informal and/or formal conference with principal or supervisor)

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Statement of Grievance \_\_\_\_\_

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

2. Relief sought \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Disposition by principal or supervisor \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Page 2 of 2  
LEVEL 2

(Appeal to Superintendent)

A. Date received by Superintendent or designee \_\_\_\_\_

B. Disposition by Superintendent or designee \_\_\_\_\_

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

C. Position of Grievant \_\_\_\_\_

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

D. Date of conference with Superintendent and/or designee \_\_\_\_\_

LEVEL 3

(Meeting with Board of Education)

A. Date of written request to Clerk of the Board of Education \_\_\_\_\_

B. Date of the Board of Education meeting \_\_\_\_\_

C. Decision rendered by Board \_\_\_\_\_

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

D. Position of grievant \_\_\_\_\_

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

*August 11, 2015*

This agreement will become effective provided it is ratified by a majority of the members of the Board and the professional employees in the negotiation unit. This agreement may be modified only through voluntary mutual consent of the parties in the written and signed amendments to this agreement. The Board and the Grant County Teachers Association agree to the commitment contained herein and give them full force and effect.

Grant County Teachers Association

Board of Education, USD #214

\_\_\_\_\_  
President

\_\_\_\_\_  
Margaret Nightengale

\_\_\_\_\_  
Negotiator

\_\_\_\_\_  
Jim Wilson

\_\_\_\_\_  
Signed this date

\_\_\_\_\_  
Chris Branch

\_\_\_\_\_  
Ron Smith

\_\_\_\_\_  
Rodney Wilkie

\_\_\_\_\_  
Dave Otis

\_\_\_\_\_  
Clay Scott

\_\_\_\_\_  
Signed this date