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COLLEGE CSD/EA 06-07

NEGOTIATED

AGREEMENT

2006-07

BETWEEN

THE COLLEGE COMMUNITY EDUCATION ASSOCIATION

AND

THE BOARD OF DIRECTORS, THE COLLEGE COMMUNITY SCHOOL DISTRICT

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ARTICLE I

GRIEVANCE PROCEDURE

A. Definition

1. Grievance

A "grievance" shall mean a claim by a grievant that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this Agreement.

2. School Days

"School Days" shall mean those days when employees are in attendance, except during summer vacation, when school days shall mean days when the Board's business office is open.

3. Grievant

A grievant is an employee or group of employees filing the grievance or in the case of a class grievance, the Association.

B. Rights of Employees to Representation

A grievant may be represented to any and all levels of the grievance procedures by himself/herself, and/or at his/her option, by a representative. If requested by the employee, the Association may act as representative of the employee at any and all levels of the grievance procedure.

C. Procedure

Recognizing the necessity of maintaining without interruption educational services to the community, it is hereby agreed that if during the terms of this agreement, any difference should arise between the Board and an employee, or the Board and the Association as to the interpretation and application of any of the specific provisions of this agreement, there will be no suspension of work or interference with the normal operation of the school system on account of such difference, but a determined effort shall be made to settle it promptly under the provisions of this procedure. The Administration shall determine when an interference or disruption has occurred. A grievant covered by this agreement shall have the right to present grievances in accordance with this procedure, but only if and to the extent that the grievant is aggrieved. When two or more employees request it in writing, the Association may process a grievance from Step 1 as a class grievance.

The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal. The failure of the principal, supervisor, superintendent, or other administrator to give a decision within the specified time limits, shall be deemed a denial of the grievance at that step and shall permit proceeding to the next step. The time limitations, however, may be extended by mutual agreement, in writing, between the Board and the grievant. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the grievant, and their designated or selected representatives heretofore referred to in this Article.

STEP ONE

Prior to the actual filing of a grievance, the grievant shall attempt to resolve any grievance by way of an informal verbal discussion between the grievant and his or her immediate supervisor or principal. If the grievance cannot be resolved through informal discussion, the grievant shall file with his or her principal or supervisor, a written grievance stating the nature of the grievance, reciting the specific clause or clause of the agreement allegedly violated and shall specify with particularity the remedy sought. This written grievance must be signed by the grievant and filed within ten (10) school days from the date on which the events giving rise to the grievance first occurred or the date on which first knowledge of the event occurred. A copy of the grievance shall be given by the grievant, to the Association and to his or her immediate supervisor. The principal or immediate supervisor shall render a decision on the grievance and communicate it in writing to the grievant, the superintendent and the Association, within ten (10) school days after receipt of the grievance. If requested by either the principal, immediate supervisor or the grievant, a meeting shall be held with the grievant to discuss the grievance. In the event of such a meeting, the principal or immediate supervisor shall have additional time to respond. Such additional time shall not exceed fifteen (15) school days from receipt of the grievance or ten (10) school days from the date of the meeting, if held, whichever shall be the lesser. The Association and District representatives may be present as an observer and/or speaker at the meeting if requested by the grievant, principal, or immediate supervisor.

STEP TWO

The grievance shall be considered settled in Step One and not subject to further appeal unless within five (5) school days after the answer of a principal or supervisor is received or is due, whichever is earlier, the grievant submits the grievance in writing to the superintendent or his/her designee. Copies shall also be given by the grievant to the Association and the principal, or immediate supervisor, within ten (10) school days after the written grievance is filed at the Second Step, the grievant and the superintendent or designee shall meet at a mutually agreeable time to resolve the grievance. The Association shall have the right to be present and to speak at this meeting. In addition, the Association may act as representative of the employee if requested to do so by the employee.

The superintendent or his/her designee shall file an answer within ten (10) school days of the Second Step grievance meeting and communicate it in writing to the grievant, his/her principal and to the Association.

STEP THREE (Binding Arbitration)

The grievance shall be considered settled in Step Two and not subject to further appeal unless within five (5) school days after the answer of the superintendent or his/her designee is received or is due, whichever is earlier, the Association notifies, in writing, the superintendent that the grievance is being submitted to arbitration. An employee filed grievance may proceed to arbitration only with the approval of the Association. The Association may carry an employee's grievance to arbitration only with the approval of the employee. In the case of a class grievance, the Association may proceed only with the approval of one of the original grievants filing the grievance leading to the class action.

The arbitration proceedings shall be conducted by an impartial arbitrator who is to be selected by the two parties within seven (7) school days after the notice of submission to arbitration is given. If the two parties fail to reach agreement on the selection of the impartial arbitrator within seven (7) school days, the Iowa Public Employment Relations Board shall be requested to provide a panel of seven (7) arbitrators. Each side shall then alternately strike three (3) candidates from the list of seven. The first strike shall be determined by lot. The remaining candidate shall be the arbitrator empowered to render a decision which shall be binding on the parties. Each individual grievance shall be heard and arbitrated by a separate arbitrator unless both parties agree in writing to combine more than one grievance to be arbitrated. The arbitrator shall not have any power to alter or change any of the provisions of this agreement or to substitute any new provisions for any existing provisions or to give any decisions inconsistent with the terms and provisions of this agreement. The arbitrator shall expressly confine himself/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her or to submit observations or declarations of opinions which are not directly essential in reaching a decision. The arbitrator shall issue the decision not later than fifteen (15) working days from the date of the close of the hearing or if oral hearings have been waived, then from the day the final written statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth the findings, the facts, reasoning and conclusion on the issue submitted. The decision of the arbitrator shall be submitted to the Board and to the Association and shall be final and binding on both parties. The expense and salaries incident to the arbitrator's services shall be shared equally by the Association and the Board. However, each party shall be responsible for the expenses of its own witnesses, representatives and the attorneys, as well as any other expenses which it may incur on its own behalf.

D. Released Time

All grievances shall be processed outside the employee's work day unless agreed to by the superintendent or designee. Said grievant and/or up to one (1) Association representative shall be released without loss of compensation.

E. Separate Grievance Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in personal files of the participants.

F. Grievance Forms

All grievance forms are to be found in Appendix 4.

ARTICLE II

DUES DEDUCTION

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. This shall remain in effect from year to year unless revoked in writing.

B. Regular Deduction

The employee may request eighteen (18) equal deductions from the regular salary check of the employee each pay period for nine (9) months, beginning in October and ending in June of each year, provided the request is in the Business office by October 1st of the current year.

C. Pro-rated Deduction

Employees who begin dues deduction after September shall have the total dues pro-rated in equal installments on the basis of the remaining months of employment through May.

D. Termination

Any employee who terminates payroll deduction prior to may shall notify the Association. A thirty (30) day written notice shall be given to the Association and the Board.

E. Hold Harmless Clause

The Association agrees to indemnify and hold harmless the Board, each individual board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provisions in the agreement between the parties for dues deduction. Clerical errors made by the employees of the Board shall not be the responsibility of the Association.

F. Transmission of Dues

The Board shall transmit to the Association the total monthly deduction for professional dues within ten (10) days following the last pay period of the month, and a listing of the employees for whom deductions were made.

ARTICLE III

WAGES AND SALARIES

A. Schedules

The salary schedules for employees in the College Community School District are set forth in Appendices 1 through 3 which are attached hereto and are made part thereof, except as modified or adjusted in the following paragraphs of this article. The term "regular schedule" as used in this article shall refer to the salary schedule in Appendix 1. The term "co-curricular schedule" as used in this article shall mean the salary schedule in Appendix 2.

B. Regular Salary Schedule

1. Placement on Regular Salary Schedule

New employees shall be placed on the regular salary schedule at the discretion of the board.

2. Advancement on Regular Salary Schedule

a. Increments

Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service until the maximum for their educational classification is reached. A year of service consists of employment in the College Community District for one (1) semester or more in one (1) school year.

b. Educational Lanes

Employees who move from one educational lane to a higher educational lane on the salary schedule shall move to the corresponding eligible step on the higher lane. Employee educational advancement on the salary schedule shall be for graduate and in service credit courses within an employee's assigned teaching area or those in pursuit of an advanced degree in the assigned teaching area. At least 50% of these courses must be graduate level.
Credit may be given for graduate courses outside an employee's assigned teaching area for movement on the salary schedule at the sole discretion of the Superintendent or designee.

All graduate courses to be applied toward advancement on the salary schedule shall be approved in advance by the Superintendent or his/her designee prior to taking the course. Prior approval may be waived at the sole discretion of the Superintendent or his/her designee. No exceptions will be considered for retroactive approval of course work. No request for advancement will be accepted for course work after September 1st. The employee shall file evidence of the additional educational lane credit with the Superintendent no later than October 1 of each year in which he/she is eligible to move. See Appendix 5 to complete the requirements of this section.

3. Contract Year

The employee work year shall be 190 days except new personnel shall be required to attend an additional day for orientation.

If the State mandates and funds additional days, said days shall be paid as a separate line item at 1/190th of the employee's regular salary.

4. Salary Deductions

Salary deductions for non-paid leave shall be computed at 1/190 of the employee's regular 190 day salary.

5. Extended Contract

Employees offered a contract for periods of more than 190 days shall be compensated for those days at the rate of 1/190th of the employee's regular salary.

C. Co-Curricular Salary Schedule

1. Placement on Co-Curricular Salary Schedule

New employees shall be placed on the co-curricular schedule at the discretion of the board.

The co-curricular salary shall be determined by multiplying the designated percentage in Appendix 2 times the BA Base, Appendix 1.

2. Credit for Experience

An employee may be given credit for previous outside experience for directing a particular activity in accordance with Appendix 2 of this Agreement.

3. Advancement on Co-Curricular Schedule

An employee on the co-curricular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service directing a particular activity until the maximum of seven (7) years is reached, with the exceptions noted in Appendix 2.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twenty-four (24) installments on the 15th and 30th of each month. The July and August installments will be written prior to June 30th. The district will directly deposit checks to the financial institution of the employee's choosing, if possible.

2. Exception

When a pay day falls on or during a school year holiday, vacation or weekend, employees shall receive their checks on the last previous working day whenever possible.

3. Co-Curricular Contract Pay (Except Interscholastic Athletics)

Employees who receive pay for co-curricular assignments may elect one (1) of the following options for receiving their pay.

Option 1 - The total amount for the co-curricular duties shall be divided into twenty-four (24) installments and be paid as part of each of the twenty-four (24) regular pay periods. In the event the contract is entered into after the beginning of the school year, the total amount shall be divided into the number of pay periods remaining through the August pay period.

Option 2 - The total amount for the co-curricular duty shall be divided into six (6) installments and be paid as part of each of the six (6) pays that relate to the time period that the activity is conducted.

Option 3 - The total amount for the co-curricular duty shall be paid in the lump sum on the first regularly scheduled pay period following completion of the co-curricular assignment.

4. Interscholastic Athletic Contract Pay

The method of payment for coaches of interscholastic athletic activities will be stipulated in the terms of each individual coach's separate contract.

5. Summer Checks

Summer checks, other than for summer school employees, shall be mailed to the address last designated by the employee to the school business office payroll department.

E. Nurses Salary Schedule: See Appendix 1.

F. Auxiliary Pay Rates

Salary rates for auxiliary work will be paid at per-diem (teaching contract divided by 190) rate for instructional assignments; non-instructional assignments will be paid by stipend or hourly rate in accordance with existing procedures. Summer driver education will be paid on a stipend basis. Tutoring will be paid by hourly rate. The hourly rate shall be $17.00 per hour.

G. Extra Duty Assignments

Employee participation in the extra duty assignments listed in Appendix 3 which extend beyond the contracted work day shall be compensated according to the rate of pay in Appendix 3, which is attached hereto and made a part thereof.

ARTICLE IV

INSURANCE

A. Medical. Dental, Life Insurance

1. All employees covered by this agreement with a FTE of .500 and above will be eligible to select medical and dental insurance through the district's (MIIP) group plans. Employees may choose single, two person, Adult & children or family coverage. There may be a mix in coverage between medical and dental but at least single medical and dental coverage must be selected if the employee desires coverage. Employees new to the district will have coverage for a maximum of 10 months in the first year (September through June). Employees with a FTE of less than .500 will receive 50 percent of any of the stated medical/dental benefits.

2. The Board shall provide single medical/dental coverage for all eligible employees. The medical plan provided will be the preferred provider organization (Alliance Select Standard for 2004-05) plan as offered by the (MIIP) group. Employees may purchase additional insurance above the Board provided plan. Employees with spouses that are employed by the district may apply the amount of the single medical/dental coverage to the two person or family coverage.

   Eligible employees whose spouse is employed by another MIIP member may Choose to receive $2,520.00 in lieu of insurance. The amount will be paid in twenty-four (24) installments September through August. The July and August installments will be made prior to June 30th.

   Eligible employees that choose to not be covered through the district's/(MIIP) group plans will receive $1,500.00 in lieu of insurance. The amount will be paid in twenty- four (24) installments September through August. The July and August installments will be made prior to June 30th.

   Those declining coverage must meet the following conditions.

   a. Proof must be provided that the employee is covered by a medical plan under their spouse's name and a waiver must be signed.

   b. The number of employees permitted to decline coverage will be limited to 25% of the eligible employees district wide. If more than 25% desire to decline coverage, district wide seniority will determine those eligible to decline coverage. Those employees above the 25% will be placed on a waiting list and will have the first option of not taking coverage in the following year.

   c. Anyone declining coverage in the current year can only return to coverage upon the occurrence of a HIPPA Qualifying Event.

3. The Board will provide all employees with an FTE of .500 and above with a $20,000 term life insurance policy including a $20,000 accidental death and dismemberment policy. Additional term life insurance may be purchased in increments of $10,000 to a maximum of $100,000. Amounts above $50,000 in coverage is subject to underwriting and is payable under payroll deduction only. Employees cannot pay for amounts above $50,000 with pre-tax dollars.

4. Employees may pay premiums above the Board provided amounts with regular payroll deductions or with salary reduction dollars in accordance with IRS regulations. They may also pay additional medical expenses and establish a dependent care spending account with salary reduction dollars in accordance with IRS regulations. Deductions for the twelve months July through June will be made in twenty-four (24) installments on the September through August checks. The July and August installments will be deducted from the checks for these months written prior to June 30th.

5. All insurance benefits shall be subject to the regulations and insurance policy terms of the insurance company providing such insurance and to the regulations of the Internal Revenue Service.

6. A description of the insurance coverage shall be provided to all employees by September 30th of each year.

B. Disability Income Insurance:

1. The Board shall provide all employees with a .50 FTE contract and above with a disability income protection policy. The coverage shall be seventy percent (70%) of contracted wages (Salary Schedule plus Co-Curricular Schedule).

2. All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the insurance company providing such insurance.

3. Employees may be eligible for disability payments upon approval of the carrier and upon expiration of accumulated sick leave or ninety (90) calendar days, whichever is greater.

C. Continued Medical, Dental, Life Insurance Payment in the Event of Total Disability:

If an employee becomes totally disabled necessitating his/her absence from work, and has exhausted his/her sick leave; the Board will make payment of the employee's insurance payments set forth in paragraph A and B until the earlier of:

1. Three calendar months following date of total disability; or

2. The earliest date on which the employee is able to convert the policy or policies to personal policies; or

3. The date on which the insurance policy provides mandatory cancellation due to the employee's status.

D. Definitions

The term "full time employee" means an employee who is regularly scheduled to work for the Board not less than thirty (30) hours per week. The term "half-time employee" means an employee who is regularly scheduled to work for the Board not less than twenty (20) hours and not more than thirty (30) hours per week, or who fulfills one-half (1/2) of a regular assigned schedule.

E. Worker's Compensation

The Board may pay the employee the difference between the employee's net salary as determined from Appendix 1, attached hereto, and the salary replacement benefit received under Worker's Compensation Insurance during the period of receipt of such benefits, and all fringe benefits shall continue to remain in effect. This may be taken from the employee's sick leave only with permission of the employee. The employee will be notified by the business manager or designee of the option. If the option is not chosen, the employee will receive only the worker's compensation payment. Leave entitlement as provided in Article VI shall be reduced one (1) day for each day of absence.

When said leave entitlement is exhausted, the Board shall make no further salary replacement contributions to the employee, and all fringe benefits shall be discontinued except the employee shall have the right to participate in the district's disability insurance program if qualified under the insurance policy.

F. Selection of Carrier

In the event there is a change in the carrier, there shall be no reduction or loss of benefits, unless such coverage is no longer available through any reputable carrier. All insurance program carriers shall be selected by the Board.

ARTICLE V

LEAVES OF ABSENCE

A. Sick Leave

Requested leaves of absence which require a substitute shall be taken in half or full day increments unless otherwise noted in this agreement. Substitutes scheduled for up to 4 (four) hours shall count as a half day absence against the Employee's days available. Substitutes scheduled for more than 4 (four) hours shall count as a full days absence against the Employees days available.

All regular contracted personnel shall be granted sick leave days with pay for personal illness in accordance with the following schedule:

1. First year of employment - 10 days

2. Second year of employment - 11 days

3. Third year of employment - 12 days

4. Fourth year of employment - 13 days

5. Fifth year of employment - 14 days

6. Sixth year and subsequent years of employment - 15 days

The above specified sick leave entitlements shall apply only to consecutive years of employment in the school district. Sick leave entitlements may accumulate from year to year to a maximum of 90 days.

Employees with an accumulation of more than 90 days shall not be reduced to a maximum of 90 days except through normal attrition. This attrition shall occur only after the employee has used the 15 days he receives each year. If these 15 days are not used, they shall not be carried forward to add to the accumulated total if it makes it more than 90.

When an employee qualifies for long term disability insurance benefits, then that employee, upon returning to active employment, shall be granted, on the first day of employment, the number of sick leave days he/she had available on the date of the disability, not to exceed 90 days.

Whenever an employee will be absent from work, he/she, irrespective of whether the employee is entitled to or receives sick leave benefits, notify his/her principal or the person designed by the principal to receive such notice. If the absence is for consecutive days, the principal or designee shall be notified of the probable date of return and shall be kept advised of any changes in the probable date of return. The principal or designee may require substantiation of any illness.

All sick leave entitlements shall terminate and/or be forfeited upon termination of employment.

Employees are entitled to use accumulated sick leave during the periods they are unable to perform regular duties due to a pregnancy and subsequent recovery.

Sick leave shall not be granted for employee elective surgery unless the doctor states in writing that the surgery is immediately necessary.

B. Illness in Family

1. Employees shall be entitled to four (4) days leave annually, non-accumulative for illness in the family. Illness in the family leaves shall be subject to the approval of the Board. Illness in the family leave shall be construed to mean leave necessitated by illness of a member of the employee's immediate family. Immediate family shall be construed to mean father, mother, son, daughter, step-son, step-daughter, wife, husband, father-in-law, mother-in-law, brother, sister, regardless of address and other relatives whose permanent address is in the same household, as the employee.

2. Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

C. Personal Leave and Emergency Leave

Each employee shall be credited with two (2) days of personal leave which except as limited herein may be used at the discretion of the employee. Personal leave days may be accumulative up to four (4) days.

An employee planning to use a personal leave day or days shall notify the employee's principal at least one (1) day in advance, except in cases of emergency. In an emergency situation, the employee shall notify the principal as early as possible. No more than three (3) personal leave days per building (two (2) per building during the month of May, except emergency cases) shall be granted in advance for one given day. More than three personal leave days per building may be granted, in the order of request, at the discretion of the Board.

Employees shall not use personal leave during the first five student days or the last five student days of the school year or to extend holidays or vacations. Exceptions will be made if the districts original calendar has been changed and the change in the calendar caused the conflict with this provision and exceptions may be made at the sole discretion of the Superintendent. Personal days shall be granted in not less than one-half (1/2) day.

Employees not using any personal leave during the contract year may request the amount of $100.00 (prorated for part-time) per day claimed to be paid no later than their August paycheck of the contract year. Day(s) claimed will be subtracted from the personal leave accumulation if this option is taken.

D. Bereavement Leave

Up to five (5) days of leave shall be granted in the event of death of the employee's spouse, child, and parent. Up to four (4) days of leave shall be granted in the event of death of each of the following: father-in-law, mother-in-law, brother, sister, and any other member of the employee's immediate household. Employees shall be granted up to two (2) days per year to attend funerals in the event of a death of a friend or relative outside the employee's immediate family as defined above. In the event of the death of a grandparent and/or grandchild, and the employee has already used the allowable two (2) days per year, one (1) day shall be added to the maximum days allowable. Bereavement leave shall be used to attend the funeral and other related purposes.

E. Religious Leave

Any employee whose commonly recognized religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by making his/her needs known to the building principal at least ten (10) days prior to the requested holiday. Leave shall be granted on one of the following basis:

a. Unpaid, without loss of seniority

b. Paid, by use of a day of personal leave.

c. Paid, with the immediate supervisor scheduling compensatory time after conferring with the employee.

F. Jury and Legal Leave

Any employee called for jury duty or to testify on behalf of the school district during school hours shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the College Community School District.

When an employee is excused from jury service before noon, either temporarily or permanently, on any work day, the employee shall promptly report to his/her immediate supervisor and shall complete any remaining hours of work in the work day, if required. An employee subpoenaed as a witness, and who is denied the option of submitting a deposition, shall be granted leave as needed, up to three (3) days.

G. Association Leave

The Board shall grant a leave of absence without loss of salary to an employee for the purpose of transacting official Association business provided notice thereof shall be given in writing to the Superintendent or designee five (5) working days in advance of said leave. Such notice may be waived by the superintendent or his designee at his/her sole discretion. Evidence of Association approval shall be submitted. In no event shall a total number of days granted here under exceed ten (10) in any single school year. Up to ten (10) additional days may be granted with Board approval to attend conferences recommended by the Association, with the provision that the cost of substitute teachers that may be required shall be shared equally by the Board and the Association.

H. Public Office

A leave of absence without pay, not to exceed four (4) years, may be granted to any employee upon application for the purpose of serving an elected public office. Upon return from such leave, said employee shall be placed on the salary schedule at the position the employee would have attained had he/she taught through said period of leave.

1. Adoption Leave

In case of adoption of a child, an employee shall be granted up to three (3) days of leave with pay, for the necessary legal work involved.

J. Sabbatical Leave

Employees with more than one year's service in the College Community School District may wish to request a sabbatical year's leave of absence. If approved in advance by the Board, this type of leave will allow the person to advance one step on the salary schedule for the time spent in study or travel. Failure to attend school or travel, if leave has been granted for that purpose, would allow the Board to cancel the contract or to offer a continuation contract with no step credit given for the leave time. Sabbatical leave from the school district shall be without pay.

K. Outside Teaching

A leave of absence without pay may be granted for up to two (2) years for an employee who joins VISTA, the National Teacher Corps, Peace Corps, or who serves as a teacher in any domestic or overseas program or institution.

Upon return from such leave an employee shall be placed at the same position on the salary schedule and maintain the same fringe benefits as he/she should have accrued had he/she taught in the system during such period.

L. Extended Leave

An employee may be granted a leave of absence without pay for reasons acceptable to the Board for a period of not less than one (1) semester or more than one (1) year and which may not be renewed more than one (1) time.

An employee on a full year of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following year, by the first day of February in the year of the extended leave or his/her position will be declared vacant.

An employee on a semester of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following semester no later than forty-five (45) calendar days prior to the end of the semester the employee is on leave, or his/her position will be declared vacant.

M. Other Leaves of Absence

At the sole discretion of the superintendent or designee, leave in addition to those provided in the other paragraphs of this Article may be granted with or without pay or with the employee paying the cost of the substitute, for reasons deemed necessary and appropriate by the superintendent or designee and shall not be subject to the grievance procedure.

N. Other Benefits

All benefits to which an employee was entitled at the time of his/her leave, including unused accumulated sick leave and personal leave days, shall be restored to the employee upon his/her return to active employment.

0. Attendance Recognition

Eligible employees who do not use any paid leave during the school year will receive the amount of $100.00 (prorata for part-time) with their August check. Employees will not be disqualified by reason of use of jury and legal leave or religious leave. Employees who are not working due to public office leave, sabbatical leave, outside teaching leave or extended leave are not eligible.

ARTICLE VI

EMPLOYEE HOURS

A. Hours

The employee's regular work day shall include a thirty (30) minute duty-free lunch, a minimum of 60 minutes per day of preparation time, break times, and a fifteen (15) minute early teacher dismissal on Friday. In arranging schedules, principals shall endeavor to schedule one (1) break time in the forenoon and one (1) break in the afternoon. This shall not preclude an employee from voluntarily giving up break times or duty free lunch time at his/her request. Normal hours for employees shall be 7:30 A.M. to 3:30 P.M. daily.

B. Early Dismissal

Employees will be permitted to leave after the dismissal of students. Students will be dismissed on the Wednesday prior to Thanksgiving two (2) hours before regular dismissal time. Prior to Winter recess if students are required to attend school on December 23, they will be dismissed two (2) hours before regular dismissal time.

ARTICLE VII

HOLIDAYS

It is agreed that the following holidays shall be considered as non-working, non-paid, non-school calendar holidays and that employees shall not be required to perform duties on these days:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day

ARTICLE VIII

TRANSFER PROCEDURE

The Board has sole discretion in the recruitment, assignment and transfer of employees in the College Community School District. This exclusive right encompasses all grade, subject and activity or school assignments, whether permanent or otherwise.

A. Definitions

The movement of an employee to a different grade level, department, or building, to fill a vacancy or new position, shall be considered a transfer. Realignment of staff within a building shall not be considered a transfer.

B. Voluntary Transfer Proceed

1. Notification of Vacancies (Posting)

The Board shall post in all school buildings a list of the vacancies which occur during the school year and/or for the following school year as soon as the Board is sure of such vacancies. Such notice shall be posted for five (5) school days and shall contain the date of posting, and the final date on which applications will be accepted. During the summer recess, employees desiring copies of vacancy postings shall leave their name and address with the superintendent.

2. Selection Procedure

Employees whose requests are on file shall be granted an interview concerning their request prior to the date of final transfer determination. Such interviews shall be conducted in such a way as to insure timely consideration of the request. Any employee denied a position to which he/she has requested a transfer, shall be advised of the decision as soon as it is made. Such employee shall be entitled to a statement in writing as to the reasons for such denial if a request for such a statement is received in the business office prior to thirty days following the final determination. Requests for transfer during the school year must be made each time a vacancy or new position is posted.

3. Requests for Transfer

Employees who desire a change in assignment must file a written statement with the superintendent prior to May 30th to be considered for vacancies or new positions posted in the summer. The statement shall include the grade(s) and/or subject matter which the employee desires to be assigned and the school or schools to which the employee desires to be transferred.

4. Final Determination

The Board shall have the right to determine if applicants for transfers are qualified for the vacancy. If more than one employee has applied for the same vacancy and both are qualified in the judgment of the Board, and when in the judgment of the Board all other criteria are substantially equal, the determination as to which employee shall receive the appointment shall be made on the basis of seniority.

C. Involuntary Transfer Procedures

Changes in assignment, based on the needs of the district, may be made by the Board at any time. However, ten (10) days prior notice shall be given before the transfer is effective. An involuntary transfer shall be made only after a meeting between the affected employee and the Board, at which time the employee shall be given written reasons for the transfer. An association representative may be present at this meeting, if requested by the employee. An employee involuntarily transferred shall, during the remainder of the school year in which the transfer occurred, receive a copy of all vacancy postings and shall be scheduled for interview at the employee's request.

D. Grievability

Should a grievance be pursued to arbitration concerning voluntary or involuntary transfers, it shall be recognized that the arbitrator's sole rationale shall consist of whether there was a transfer made for arbitrary and capricious reasons. The arbitrator shall not be empowered to order any remedy should he/she find that there were no arbitrary or capricious reasons involved in the transfer decision.

ARTICLE IX

STAFF REDUCTION PROCEDURE

All bargaining unit personnel shall be entitled to all terms and conditions of this Article, except certain replacement employees as outlined in Section F.

When the Board finds it necessary to reduce staff, the following procedure shall be used to determine those employees to be placed on staff reduction leave without any pay or benefits, effective at the end of their current contract.

A. Reduction Within Units or Programs

Staff reduction shall be determined on a unit or program basis. If the least senior employee is necessary due to certification to maintain an existing academic program in these areas, then the next least senior employee shall be considered for staff reduction. Units and/or programs are defined as follows:

1. Kindergarten through grade five, classroom teachers
2. Grades six through eight, classroom teachers
3. Grades nine through twelve, curriculum areas:
   a. Business Education
   b. Driver's Education
   c. Foreign Language
   d. Home Economics
   e. Industrial Arts
   f. Language Arts/English
   g. Mathematics
   h. Science
   i. Social studies

4. The following areas shall be considered on a K-12 basis:
   a. Art
   b. Instrumental Music
   c. Media Specialists/Librarians
   d. Nurses
   e. Physical Education
   f. Vocal Music
   g. Counselors
   h. Special Education
   i. Special Reading Teachers
   j. ELP
   k. Drop-Out Prevention
   1. Computer
   m. Curriculum Specialist
   n. Health

B. Criteria

In all units and/or programs as defined in A.1, A.2, A.3, and A4, staff reduction shall be based on seniority. This means total professional service in the district shall establish the basis for years of seniority.

Total professional service shall mean complete or partial years of employment in the district. The date and time a signed contract is received in the business office shall determine the official beginning date for seniority, except that contracts on file prior to the 78-79 school year shall be considered received in the business office as of the date of the employee's signature on the original contract.

The term of a sabbatical shall be considered the same as professional service to the district.

This article does not limit an employee to the number of years he/she has been serving in the particular unit or program in which he/she is now serving; nor does it imply continuous employment within the district. When seniority is equal after applying these criteria, demonstrated performance as determined by the formal evaluation, shall be the determining factor. The formal evaluation to be used shall be that of the current school year, as provided in Article X, "Employee Evaluation Procedures".

C. Seniority Lists

Each present employee may choose to be listed on any units or programs as defined in Sections A.1, A.2, A.3, and A.4, to which they are then assigned and ranked in order of seniority for the purposes of staff reduction only. The program(s) and/or unit(s) selected must be ones for which the employee is certified and has had prior contracted experience. Employees hired after January 1, 1993, will be limited to units or programs in which they have been contracted by the College Community School District.

The selection of a program(s) and or unit(s) shall be completed by September 30. Employees that have not made a selection by September 30 or that have made an erroneous selection will be assigned by the district to a program(s) and or unit(s) and notified of said assignment in writing. A copy of the tentative Seniority List shall be made available to all teachers and posted on or before October 30th. Teachers then will have ten (10) work days following the posting of the tentative list to make one change in placement on a seniority list and/or correct any erroneous or invalid placement by requesting the same in writing. The District may refuse changes which are themselves erroneous. A draft of the final seniority list will be made available to all teachers and posted. Any protest of, errors in, or omissions from the list must be made to the District in writing within thirty (30) days from the date of posting. If any changes are made to the list as a result of protest, the final list shall be posted and provided to the Association.

When staff reduction is to occur within a unit and/or program, the least senior member of that unit or program shall be reduced first. If the least senior member of the affected program or unit has a second staff reduction listing, then he/she may become a member of that second program or unit, and the least senior member of that second program or unit shall then be placed on staff reduction. This process will continue until the necessary staff reduction occurs. Extra curricular assignments shall not be considered where staff reduction is necessary.

D. Notification

Notice shall be given to each employee affected by this procedure and the Association as soon as known, and no later than April 30th preceding the year staff reduction is to be effective. Such notice shall include specific written reasons for the reduction of staff.

E. Recall Rights

The Board shall inform all employees on staff reduction leave of all vacancies within the school system. Such notification shall be in writing mailed by ordinary mail to the employee's last known address. Employees placed on staff reduction under this article shall have recall rights to any position for which 1.) they are certified and have taught or 2.) they are certified and have an academic minor in the area, or 3.) they are certified and are willing to attain up to 9 semester hours of academic training in the area within 18 months. Recall rights exist for 2 years from the effective date of the staff reduction. Employees on recall shall be recalled in the reverse order of placement on staff reduction. Probationary employees under chapter 279 of the Code of Iowa (first two years of employment) will have the same recall rights as other employees under this article unless the probationary employee was not recommended for continued employment or a recommendation was deferred on both his/her evaluations during that year. No new employees may be hired while there are employees on staff reduction who may be recalled to the position(s) available.

An employee selected for recall will be informed by the Board of his/her re-employment, in writing. Such written notice shall specify the position to which the employee is being recalled and the date of such recall. Any such notice shall be mailed certified mail, return receipt requested, to the last known address of the employee in question as shown on the school district's records. Any such notice shall be considered received by the employee on the date the return receipt is signed. it shall be the responsibility of each employee on staff reduction to keep the Board advised of his/her current address. Within ten (10) calendar days after an employee receives this notice of re-employment, he/she must advise the Board in writing by certified mail that he/she accepts the position offered in such notice and that he/she will be able to commence employment on the date specified in such notice, or no later than thirty (30) days from date of acceptance. The thirty (30) day requirement may be extended by the Superintendent. Any and all re-employment rights granted to an employee on staff reduction shall terminate upon such employee's failure to accept within ten (10) days. In the event the certified mail is returned undeliverable, the employee's recall rights will terminate fifteen (15) days after the date of original mailing.

Any employee re-employed by exercising his/her recall rights shall be placed on his/her next sequential step when he/she resumes professional service. Upon return, the employee shall retain the seniority he/she had accumulated before staff reduction leave.

The Board shall annually provide the Association with a current list of those who have retained recall rights provided by this Agreement.

F. Replacement Personnel

A person may be employed by the District as a replacement employee for the following reasons:

-to replace an employee granted leave of absence;

-to replace an employee who has opted to participate in an experimental program;

-to fill a vacancy that was not in existence prior to September.

A replacement employee shall not automatically be entitled to recall as described in this Article. A replacement employee shall be advised of his/her status at the time of hire and advised of the expected duration of employment as a replacement employee. The replacement employee's status shall be noted on the employment contract.

Notwithstanding the provisions of this section, any person hired for a second year in the District shall be entitled to all terms and conditions of this Article.

G. Benefits

1. Employees on staff reduction shall be given every opportunity to substitute in positions for which they are certified.

2. Employees on staff reduction may be continued as part of the district's insurance programs, upon payment of the required premiums by the employee. This benefit shall be subject to the regulations of the insurance carrier.

3. All benefits to which an employee was entitled at the time of his/her reduction, including unused accumulated sick leave, shall be restored to the employee upon his/her return to active employment, and the employee shall be placed on the proper step of the salary schedule for the employee's current position, according to the employee's experience and education.

ARTICLE X

EMPLOYEE EVALUATION PROCEDURE

A. Definitions

1. "Formal observation" shall mean that observation of an employee's performance which is used for the development of a formal written evaluation.

2. "Informal Observations" shall mean the unannounced observation of an employee's performance on the job during working hours which results in a written informal report or evaluation.

B. Notification

By September 30th of each school year, employees shall be acquainted by a member of the administrative staff with the evaluation procedures, criteria, and instruments to be used. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

C. Procedures

The professional growth process includes three cycles: These are, Tier I: Beginning Teacher Evaluation, Tier II: Evaluation for Career Teachers, and Tier III: Intensive Assistant Cycle.

Tier I: Beginning Teacher Evaluation

The purpose of the Tier I Cycle is to assist new employees in becoming contributing members of the College Community staff. Focused upon the first two years of district employment, it includes the following components: Mentoring, Classroom Observations, Required Staff Development, and evidence of meeting the Iowa Teaching Standards and Criteria. In this cycle a portfolio and classroom observations by the building principal are required.

Classroom Observations
Year one-two faculty members will be formally observed by their principal at least three times at mutually agreed upon times. The first two formal observations will be completed prior to February 1st of each contract year. The third formal observation and summative report will be completed no later than March 30 of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will be followed by a feedback conference.

Years one and two, faculty members are also expected to seek student and parent feedback and maintain a portfolio, which addresses the Iowa Teaching Standards and Criteria. District forms will be provided.

The Tier I Cycle will conclude with a written performance summary document written by the principal. It must include a "Meets Standard" or "Does Not Meet Standard" on each of the eight standards and identified criteria for each standard. Year Two faculty members must "Meet Standard" in all eight standards and criteria in order to be recommended for a standard Iowa Teaching License. **In the event that a Year Two teacher "Does Not Meet Standard" in any or all eight standards, a third year of Tier I evaluation will be recommended with the expectation that the teacher will meet all eight standards in the third year. If this does not occur the teacher will not be recommended for Iowa Licensure and will be terminated from his/her teaching position.**

Meets Standard: Clear evidence of all standards and criteria are present and complete, are consistently applied, are supported by artifact, observation, and/or external input.

Does Not Meet Standard: Evidence of standards and criteria is not present, is incomplete, is observed as inconsistent, is not supported by artifacts, and/or external input.

Tier II: Evaluation for Career Teachers

The purpose of Tier II is to extend and enrich the professional learning and growth of all individuals and significantly impact organizational performance. This Cycle expects faculty with more than 2 years of in-district experience to design their own customized growth process plan. These process plans are formulated into a written document called an "Individual Professional Learning Plan."

Tier III: Intensive Assistance Plan

The purpose of the Intensive Assistance Cycle is to provide a structured process for a non-probationary teacher who needs additional assistance and support to maintain an acceptable level of performance, as identified in the job description and Iowa Teaching Standards and Criteria. It is used when a teacher's future employment with the College Community Schools is being scrutinized and a potential termination of contract could result. This process is initiated in writing with all the requirements of due process met. It consists of two assistance levels: Level One (Intensified Principal Assistance) and Level Two (Multiple Evaluators).

Level One is initiated via a written communication from the teacher's immediate supervisor and includes the following:

a. A statement of the problem areas of concern;
b. A statement of how the principal and/or designee came to know that a problem area(s) exist;
c. A statement which recommends that the teacher be place into the Intensive Assistance Cycle at Level One: Intensified Principal Assistance.
d. A brief description of Level One Assistance, including a timeline, (with scheduled review dates), action plan, expected outcomes, and indicators of acceptable performance;
e. A record of the summative evaluative comments made to date.

If Level One does not result in satisfactory progress towards meeting the Iowa Teaching Standards and Criteria, the principal and/or designee will communicate in writing that the teacher be placed into Level Two Intensive Assistance.

2. Level Two: Multiple Evaluators

Level Two is initiated via a written communication which must include:

a. A statement of problem areas of concern which still exist;
b. A statement of how the principal and/or designee and teacher know that problem areas still exist;
c. A statement of when and how the teacher was made aware of the problem areas;
d. A statement of how the teacher has responded to date, citing how the situation still remains unacceptable;
e. A statement to the Superintendent or his/her designee and the teacher that the teacher is to be placed into Level Two Assistance.

The Superintendent or his/her designee will then organize an evaluation team (consisting of two (2) or more new evaluators) to observe and work with the teacher. Each member of this team must have successfully completed the state-mandated requirements for evaluator approval. This team will include administrators only. Level Two will consist of the same procedural components as Level One.

Upon the completion of Level Two, a written summary will be made which either recommends termination to the Superintendent or continued employment with a specified Professional Growth Plan, which must include Level One Intensified Assistance. If performance problems or areas of concern re-emerge, the individual will automatically be placed into Level One Intensive Assistance.

This Assistive Cycle is intended to allow the organization itself to remain totally responsible for the elimination of marginal or unacceptable practices and simultaneously reduce the unnecessary anxiety, fear, and concern from those faculty members who are involved in the Continuous Growth Cycle.

Nothing in this section precludes the District from initiating termination procedures at any time under Chapter 279 of Iowa Code for just cause.

D. Observation of work performance of an employee shall be conducted openly. A copy of each formally written evaluation shall be given to the employee and a conference shall be held between employee and the evaluator within five (5) school days following the observation. This time may be extended by mutual agreement. The employee shall sign the evaluator's copy acknowledging receipt of the employee's copy. The employee's signature on the evaluation form shall be understood to indicate his or her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

E. The employee shall have the right to submit a written response regarding any aspect of the evaluation. The written response shall be made on the form provided by the District and should be submitted within two (2) working days of the conference. Any material including written complaints used for evaluation purposes shall not be placed in the employee's personnel file without the employee's knowledge. The employee shall have the right to attach a written response.

In any proceeding in which the District attempts to use past evaluations to support adverse actions against a teacher, the teacher or exclusive representative may challenge the fairness and accuracy of those evaluations through the grievance procedure. "Adverse action" shall include termination, suspension, layoff, placement on probation, and withholding of a step increase. The timeline for filing a grievance shall commence when adverse action is taken.

F. Informal classroom visits by the superintendent or designee may occur at any time.

G. The above provisions deal with but a single method of employee evaluation, i.e., evaluation of classroom teaching performance. Nothing in this article is to be construed as precluding formal or informal evaluation of employees at any time during their working hours.

ARTICLE XI

SAFETY PROVISIONS

A. Protective Devices

Such special clothing, equipment, and devices as may be needed by the employee to perform assigned duties in a safe manner as determined by the Board shall be provided without charge to the employee.

B. Protection of Employee

1. Unsafe and Hazardous Conditions

All employees have the obligation to call attention to the Board of any suspected unsafe or hazardous conditions. It shall be the responsibility of the Board to correct such reported conditions, if the Board agrees that the conditions are in fact unsafe or hazardous.

2. Assault of an Employee

Leave:

There shall be three (3) additional days of sick leave granted for absences arising out of, or from such assaults or injuries after which time Worker's Compensation is expected to become effective.

3. Reimbursement for Personal Property Damage

The Board shall reimburse employees for the reasonable cost of personal property, other than clothing or accessories, which has been brought to the school, only with the express written approval of the principal or supervisor, for use in the instructional program, and which is damaged, stolen or destroyed during their use.

4. Bomb Threats

In the situation of a bomb threat, no employee shall be required to search for a bomb; however, this shall not preclude an employee from voluntarily agreeing to assist in a search.

ARTICLE XII

COMPLIANCE CLAUSE AND DURATION

A. Printing Agreements

One hundred (100) copies of this agreement shall be printed at the expense of the Board, after agreement on format, within thirty (30) days after the agreement is signed. The agreement shall be presented to all employees now employed by electronic means or hereafter employed and the Board shall provide the Association with forty (40) copies.

COLLEGE COMMUNITY
EDUCATION ASSOCIATION

By: _____
President

By: _____
Chief Negotiator

COLLEGE COMMUNITY
BOARD OF EDUCATION

By: _____
President

By: _____
Chief Negotiator

05/15/2006

		College Community School District--Appendix 1--Salary Schedule 2006-07														
	BASE	$28,700														
Step		BA		BA+12		BA+24		MA		MA+15		MA+30		MA+45		NURSE
1	1.000	$28,700	1.050	$30,135	1.100	$31,570	1.150	$33,005	1.200	$34,440	1.250	$35,875	1.300	$37,310	0.9850	$28,270
2	1.030	$29,561	1.080	$30,996	1.140	$32,718	1.200	$34,440	1.250	$35,875	1.300	$37,310	1.350	$38,745	1.0000	$28,700
3	1.070	$30,709	1.120	$32,144	1.180	$33,866	1.250	$35,875	1.300	$37,310	1.350	$38,745	1.400	$40,180	1.0150	$29,131
4	1.110	$31,857	1.160	$33,292	1.230	$35,301	1.300	$37,310	1.350	$38,745	1.400	$40,180	1.450	$41,615	1.0300	$29,561
5	1.150	$33,005	1.200	$34,440	1.280	$36,736	1.350	$38,745	1.400	$40,180	1.450	$41,615	1.500	$43,050	1.0450	$29,992
6	1.200	$34,440	1.250	$35,875	1.330	$38,171	1.400	$40,180	1.450	$41,615	1.510	$43,337	1.560	$44,772	1.0600	$30,422
7	1.250	$35,875	1.300	$37,310	1.380	$39,606	1.450	$41,615	1.510	$43,337	1.570	$45,059	1.620	$46,494	1.0750	$30,853
8	1.290	$37,023	1.350	$38,745	1.430	$41,041	1.500	$43,050	1.560	$44,772	1.630	$46,781	1.680	$48,216	1.0900	$31,283
9	1.330	$38,171	1.400	$40,180	1.480	$42,476	1.550	$44,485	1.610	$46,207	1.680	$48,216	1.730	$49,651	1.1050	$31,714
10	1.370	$39,319	1.450	$41,615	1.530	$43,911	1.600	$45,920	1.660	$47,642	1.730	$49,651	1.780	$51,086	1.1200	$32,144
11	1.400	$40,180	1.490	$42,763	1.570	$45,059	1.650	$47,355	1.710	$49,077	1.780	$51,086	1.830	$52,521	1.1350	$32,575
12			1.530	$43,911	1.610	$46,207	1.700	$48,790	1.760	$50,512	1.830	$52,521	1.880	$53,956		
13					1.650	$47,355	1.740	$49,938	1.810	$51,947	1.880	$53,956	1.930	$55,391		
14							1.780	$51,086	1.860	$53,382	1.930	$55,391	1.980	$56,826		
15							1.820	$52,234	1.900	$54,530	1.980	$56,826	2.030	$58,261		
16		$40,580														$32,975
17				$44,311												
18						$47,755										
19																
20								$52,634		$54,930		$57,226		$58,661		
21		$40,980														$33,375
22				$44,711												
23						$48,155										
24																
25								$53,034		$55,330		$57,626		$59,061		
26		$41,430														$33,825
27				$45,161												
28						$48,605										
29																
30								$53,484		$55,780		$58,076		$59,511		
31		$41,880														$34,275
32				$45,611												
33						$49,055										
34																
35								$53,934		$56,230		$58,526		$59,961		
36		$42,330														$34,725

Counting the maximum step on each of the above lanes as "one," an increment of $400 will be given at the beginning of each sixth step.

Starting at step 26 an increment of $450 will be given.

2006-07

APPENDIX 2
COLLEGE COMMUNITY SCHOOL DISTRICT
CO-CURRICULAR SCHEDULE: BASE-- $28,700

Level 1 is for years 1-3, Level 2 for years 4-6, Level 3 for years 7+.

ASSIGNMENTS	Level 1		Level 2		Level 3	
	%	$	%	$	%	$
FOOTBALL						
Head Varsity	17.5%	$5,023	19.7%	$5,654	22.5%	$6,458
Assistant Varsity	10.7%	$3,071	12.0%	$3,444	12.8%	$3,674
Head Sophomore	9.6%	$2,755	10.8%	$3,100	12.3%	$3,530
Assistant Sophomore	8.5%	$2,440	9.6%	$2,755	11.0%	$3,157
Head Freshmen	8.6%	$2,468	9.7%	$2,784	11.2%	$3,214
Assistant Freshmen	7.8%	$2,239	8.8%	$2,526	10.0%	$2,870
Head Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Assistant Middle School	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
BASKETBALL (BOYS & GIRLS)						
Head Varsity	17.5%	$5,023	19.7%	$5,654	22.5%	$6,458
Asssistant Varsity	10.7%	$3,071	12.0%	$3,444	12.8%	$3,674
Head Sophomore	9.6%	$2,755	10.8%	$3,100	12.3%	$3,530
Assistant Sophomore	8.5%	$2,440	9.6%	$2,755	11.0%	$3,157
Head Freshmen	8.6%	$2,468	9.7%	$2,784	11.2%	$3,214
Assistant Freshmen	7.8%	$2,239	8.8%	$2,526	10.0%	$2,870
Head Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Assistant Middle School	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
WRESTLING						
Head Varsity	17.5%	$5,023	19.7%	$5,654	22.5%	$6,458
Assistant Varsity	10.7%	$3,071	12.0%	$3,444	12.8%	$3,674
Head Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Assistant Middle School	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
Wrestlettes	1.9%	$545	2.1%	$603	2.4%	$689
BASEBALL						
Head Varsity	12.4%	$3,559	13.9%	$3,989	15.9%	$4,563
Assistant Varsity	9.0%	$2,583	10.1%	$2,899	11.5%	$3,301
Head Sophomore	8.4%	$2,411	9.5%	$2,727	10.8%	$3,100
Head Freshmen	8.0%	$2,296	9.0%	$2,583	10.3%	$2,956
Head Middle School	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
SOFTBALL						
Head Varsity	12.4%	$3,559	13.9%	$3,989	15.9%	$4,563
Assistant Varsity	9.0%	$2,583	10.1%	$2,899	11.5%	$3,301
Head Sophomore/Freshmen	8.4%	$2,411	9.5%	$2,727	10.8%	$3,100
Assistant Soph/Fresh	8.0%	$2,296	9.0%	$2,583	10.3%	$2,956
TRACK (BOYS AND GIRLS)						
Boys Cross Country (7-12)	8.0%	$2,296	9.8%	$2,813	11.3%	$3,243
Girls Cross Country (7-12)	8.0%	$2,296	9.8%	$2,813	11.3%	$3,243
Assistant Cross Country	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Head Varsity	12.4%	$3,559	13.9%	$3,989	15.9%	$4,563
Assistant Varsity	9.1%	$2,612	10.2%	$2,927	11.6%	$3,329
Head Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Assistant Middle School	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
VOLLEYBALL						
Head Varsity	12.4%	$3,559	13.9%	$3,989	15.9%	$4,563
Assistant Varsity	9.0%	$2,583	10.1%	$2,899	11.5%	$3,301
Head Sophomore	8.1%	$2,325	9.1%	$2,612	10.4%	$2,985
Head Freshmen	7.5%	$2,153	8.4%	$2,411	9.6%	$2,755
Assistant Freshmen	6.8%	$1,952	7.9%	$2,267	8.8%	$2,526
Head Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Assistant Middle School	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210

ASSIGNMENTS	Level 1		Level 2		Level 3	
	%	$	%	$	%	$
TENNIS (BOYS AND GIRLS)						
Head Varsity	8.8%	$2,526	9.8%	$2,813	11.3%	$3,243
Assistant Varsity	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Head Middle School	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
Assistant Middle School	5.8%	$1,665	6.6%	$1,894	7.4%	$2,124
GOLF (BOYS AND GIRLS)						
Head Varsity	8.8%	$2,526	9.8%	$2,813	11.3%	$3,243
SOCCER (BOYS AND GIRLS)						
Head Varsity	8.7%	$2,497	9.7%	$2,784	13.1%	$3,760
Assistant Varsity	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Head Middle School	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
Assistant Middle School	5.8%	$1,665	6.6%	$1,894	7.4%	$2,124
SWIMMING (BOYS AND GIRLS)						
High School Sponsor	2.9%	$832	3.3%	$947	3.8%	$1,091
CHEERLEADING						
Varsity Sponsor	13.2%	$3,788	14.8%	$4,248	16.8%	$4,822
Freshmen Sponsor	5.2%	$1,492	5.9%	$1,693	6.7%	$1,923
WEIGHT ROOM						
Weight Room Supervisor	7.7%	$2,210	8.7%	$2,497	9.9%	$2,841
Fitness Room Supervisor	7.7%	$2,210	8.7%	$2,497	9.9%	$2,841
INSTRUMENTAL MUSIC						
High School	15.2%	$4,362	17.1%	$4,908	19.5%	$5,597
Assistant High School	6.8%	$1,952	7.9%	$2,267	8.8%	$2,526
Middle School	6.8%	$1,952	7.9%	$2,267	8.8%	$2,526
Assistant Middle School	4.1%	$1,177	4.6%	$1,320	5.2%	$1,492
Marching Band Assistant	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
VOCAL MUSIC						
High School	15.2%	$4,362	17.1%	$4,908	19.5%	$5,597
High School Assistant	6.8%	$1,952	7.9%	$2,267	8.8%	$2,526
High School Musical	5.4%	$1,550	6.2%	$1,779	7.2%	$2,066
HS Musical Accompanist	1.9%	$545	2.1%	$603	2.4%	$689
HS Musical Inst./Vocal/Pit	2.0%	$574	2.5%	$718	3.0%	$861
HS Musical Choreographer	2.0%	$574	2.5%	$718	3.0%	$861
Ambassadors Choreographer	2.9%	$832	3.3%	$947	3.8%	$1,091
Middle School	6.5%	$1,866	7.3%	$2,095	8.3%	$2,382
Middle School Assistant	2.7%	$775	3.1%	$890	3.5%	$1,005
MS Musical (Head)	3.2%	$918	4.0%	$1,148	4.2%	$1,205
MS Musical Assistant	2.4%	$677	2.7%	$775	3.0%	$861
ACADEMIC COMPETITION SPONSORS						
Head Sponsor	5.3%	$1,521	6.0%	$1,722	6.8%	$1,952
Assistant Sponsor	3.9%	$1,119	4.4%	$1,263	5.0%	$1,435
ELECTRIC CAR						
Electric Car Sponsor	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
Electric Car Assistant	4.1%	$1,177	4.6%	$1,320	5.2%	$1,492
FAN STAND						
Fan Stand Sponsor	6.1%	$1,751	6.9%	$1,980	7.8%	$2,239
Fan Stand Assistant	4.1%	$1,177	4.6%	$1,320	5.2%	$1,492

ASSIGNMENTS	Level 1		Level 2		Level 3	
	%	$	%	$	%	$
DRAMA						
High School	14.7%	$4,219	16.5%	$4,736	18.8%	$5,396
H.S. Technical Director	12.6%	$3,616	14.1%	$4,047	16.1%	$4,621
Head Middle School	3.6%	$1,033	4.1%	$1,177	4.4%	$1,263
Assistant Middle School	2.6%	$746	3.0%	$861	3.5%	$1,005
Middle Sch Tech Director	2.9%	$832	3.3%	$947	3.8%	$1,091
SPEECH						
High School	11.2%	$3,214	12.5%	$3,588	14.3%	$4,104
Assistant High School	8.1%	$2,325	9.2%	$2,640	10.4%	$2,985

ASSIGNMENTS	Level 1		Level 2		Level 3	
	%	$	%	$	%	$
PUBLICATIONS						
H.S. (Newspaper/Annual)	15.2%	$4,362	17.1%	$4,908	19.5%	$5,597
M.S. (Memory Book)	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
AUDITORIUM						
Fine Arts Technician	15.2%	$4,362	17.1%	$4,908	19.5%	$5,597
STUDENT ORGANIZATIONS						
HS National Honor Society	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
HS Student Council	6.0%	$1,722	6.7%	$1,923	7.7%	$2,210
MS Student Council	2.9%	$832	3.3%	$947	3.8%	$1,091
CLASS SPONSORS						
Freshmen	1.9%	$545	2.1%	$603	2.4%	$689
Sophomore	1.9%	$545	2.1%	$603	2.4%	$689
Junior	2.9%	$832	3.3%	$947	3.8%	$1,091
Senior	1.9%	$545	2.1%	$603	2.4%	$689
SPECIAL ART WORK						
High School	2.9%	$832	3.3%	$947	3.8%	$1,091
Middle School	2.9%	$832	3.3%	$947	3.8%	$1,091

APPENDIX 3

EXTRA DUTY ASSIGNMENTS

Middle School:

Basketball-Scorer and Timer	$8	per contest
Wrestling-Match Timer, Scorer	$8	per contest
Volleyball-Scorer	$8	per contest

High School:

Football-Timer, P.A., Scorer Statistician, Filming	$10	per contest
Wrestling-Timer, P.A.	$10	per contest
Basketball-Timer, Scorer, P.A.	$10	per contest
Volleyball-Scorer	$10	per contest
Track-Scorer, P.A.	$10	per contest

Payment shall be restricted to two (2) contests on a single date.

COURSE APPROVAL REQUEST
(for Educational Lane Advancement)

Date:

Teacher Name:

Last Four Digits of Social Security Number:

Teaching Assignment:

Your Email :

Course One	Course Two	Course Three
Course Number:	Course Number:	Course Number:
Exact Title of Course / Workshop:	Exact Title of Course / Workshop:	Exact Title of Course / Workshop:
Number of Hours:	Number of Hours:	Number of Hours:
Type of Hours: ◉ Graduate ○ Recertification	Type of Hours: ○ Graduate ○ Recertification	Type of Hours: ○ Graduate ○ Recertification
Sponsoring Agency or Institution:	Sponsoring Agency or Institution:	Sponsoring Agency or Institution:
Dates of Offering:	Dates of Offering:	Dates of Offering:

Other Information:

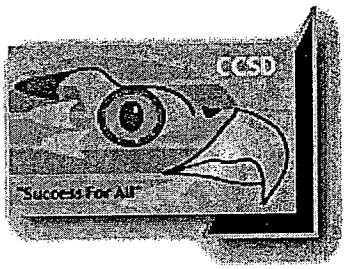
General Credit Provisions:
One semester hour of credit is given for every fifteen (15) contact hours. This provision does not apply to credit courses offered by colleges and universities.

Final credit will be awarded upon receipt of transcript/official record.

THIS FORM MUST BE SUBMITTED **PRIOR TO REGISTRATION** IN THE COURSE.

REQUEST FOR CHANGE IN CONTRACT

(For Educational Lane Advancement)



I hereby request a change in my Contract .

Change contract

from Lane _____, Step _____

to Lane _____, Step _____

reflecting a change

from $ _____

to $ _____.

The reason for this change is:

- ◉ Completed the necessary courses for a lane advancement
- ◯ Completed the necessary courses for a Master's Degree
- ◯ Other: _____

(NOTE: No request for advancements will be accepted for course work after **September 1st**. All proof must be submitted to Kim Simoens in the ESC no later than **October 1st**. Request for increase in contract figure must be accompanied by proof, which is to be kept in teacher's folder.) **50% of the courses taken for this lane advancement must be graduate level courses.**

Name: _____

Last Four Digits of Social Security Number: _____

Email: _____

Building: _____

Date Submitted: _____

Submit Request for Change in Contract

APPENDIX 4

GRIEVANCE REPORT

Number _____ Date Filed _____

College Community School District

_____ Building

_____

(Name of Grievant)

Distribution:

1. _____ Association
2. _____ Employee
3. _____ Supervisor/Principal
4. _____ Superintendent

_____

_____

STEP 1

A. Date Violation Occurred or Date of First Knowledge

_____

_____

B. Section (s) of Contract or Policy Violated

_____

C. Statement of Grievances_____

_____

_____

_____

D. Relief Sought _____

_____

_____

_____

_____ _____

Date Signature of Grievant

E. Disposition by Principal of Immediate Supervisor

_____

_____

_____

_____ _____

Date Signature of Principal
Or Immediate Supervisor

STEP II

A. _____ _____

Signature of Grievant — Date Received by Superintendent

B. Disposition of Superintendent or Designee_____

_____

_____

_____

_____

_____

_____ _____

Date — Signature of Association President

STEP III

A. _____ _____

Signature of Grievant — Signature of Association President

B. _____ _____

Date Submitted to Arbitration — Date Received by Arbitrator

C. Disposition and Award of Arbitrator

_____

_____

_____

_____

_____ _____

Date of Decision — Signature of Arbitrator

*** If additional space is needed, attach additional sheets. ***
Note: All provisions of the Grievance Article of the current Negotiated Agreement shall be strictly observed in the settlement of grievances.