

# **MASTER CONTRACT**

**2018 - 2019**

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## **4.8 MASTER CONTRACT 2018-2019**

### **PREAMBLE:**

The School Board of the Glenburn School District and the Glenburn Education Association do hereby agree that the welfare of the children of the Glenburn School District is paramount in the operation of the school and will be promoted by both parties. The parties do hereby agree as follows:

### **RECOGNITION:**

The Glenburn School Board, hereafter referred to as the Board, recognizes that teaching is a profession. The Board recognizes the Glenburn Education Association as the exclusive representative of all the certified personnel employed, or to be employed, by the Board, except the Superintendent and the Principals, for the purpose of bargaining on matters of mutual concern.

The Association recognizes the Board as the elected representatives of the people of the Glenburn School District and as the employer of the certified personnel of the District.

### **PROCEDURES:**

#### **SECTION 1. MEETINGS**

Requests for meetings from the Association normally will be made directly to the Superintendent or his representatives. Requests from the Superintendent, or the Board, or their representatives will be made to the president of the Association or his representatives. A mutually convenient meeting time and date shall be set, within a reasonable time period, preferably within fourteen (14) days of the date of request.

Meetings composed of members of the Association Bargaining Committee and the Board representatives shall be called upon the written request of any one of the parties. Requests for meetings shall contain the reasons for the request.

#### **SECTION 2. EXCHANGE OF INFORMATION**

Both parties agree to furnish, upon reasonable request, all available information concerning bargaining issues. Such information can include, but is not limited to: the tentative line budget, financial resources of the district, preliminary budgetary proposals, requirements, allocations, and such other information as will assist the parties in developing intelligent, accurate, and constructive programs on behalf of the teachers, the students, and the educational program, together with any information which may be necessary for the Association to process any grievance or complaint.

#### **SECTION 3. DISPOSITION OF AGREEMENT**

When agreement is reached, it shall be reduced to writing and when approved by the Association and the Board, signed by the parties, become a part of the official

minutes of the Board. Such agreement shall constitute a modification of the Articles of this Agreement, and when necessary, provisions in this Agreement shall be reflected in individual contracts. This Agreement shall not discriminate against any member of the staff, regardless of membership or non-membership in the Association.

**SECTION 4. MEDIATION AND APPEAL ADVISORY BOARD**

If an impasse is reached during bargaining, the matter shall be submitted to an Advisory Board within fourteen (14) days after the request of either party to the other. The Board will name one advisor, and the Association will name another. A third member, who shall be the chairman, shall be named by the first two named members. The Advisory Board shall meet within fourteen (14) days with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such steps as the Advisory Board may deem appropriate to persuade the parties to resolve their differences and affect a mutually acceptable agreement. Such steps must be mutually agreed upon by both parties.

**SECTION 5. FACT FINDING**

In the event of impasse existing beyond this point in the bargaining procedure, the Fact Finding Commission shall be notified under the terms of North Dakota Century Code 15.1-16.

**SECTION 6. COST**

Cost and expenses which may be incurred in securing and utilizing the services of any individual or Advisory Board shall be shared equally by the Board and the Association.

**ARTICLES**

**Article I. Degree Personnel**

- A. The Association supports the Board in its endeavor to improve education by hiring highly qualified licensed personnel to teach in their major or minor area requiring eight (8) semester hours or equivalent per year for those not meeting the requirements.

**Article II. School Function Attendance**

- A. The Association, being aware of its responsibility to education and community, supports the Board in its endeavor by asking each teacher to make an honest effort to be present at school functions.

### **Article III. Load Assignments**

- A.** Assignments of class advisors and extra-curricular positions shall be stated on the teacher's contracts. Any changes of advisors and extra-curricular positions made during the current contract year will be by mutual agreement with the teacher and the administration.
- B.** The School Board's offer of re-employment must be made in good faith and cannot impose unreasonable terms, conditions, or changes from the teachers current contract. The School Board may assign class advisors, extra-curricular positions, and classes for which the teacher is qualified without the necessity of following the procedures specified for non-renewal of a teacher's contract in accordance with the Century Code.
- C.** Any reduction in salary for curricular activities must be made by following the procedures specified for non-renewal of the teacher's contract. Curricular activities are those for which the teacher is compensated for under Article VII, Section A, Salary Schedule of the master contract.
- D.** During the contract year, other duties necessary in operating and maintaining the school system will be assigned by the administration and the Board. These assigned duties include bus driving, bus chaperoning, intramurals, ticket selling, recess duty, hall duty, noon duty, student advisors, curriculum development committee, policy committee, program coordinator, and other reasonable duties.
- E.** In the event the faculty member refuses his/her assignments of advisors, other extra-curricular positions, or assigned duties or fails to perform such duties, the accompanying classroom position may be declared vacant. The faculty member may re-apply. All due consideration will be given the individual.
- F.** Each teacher shall have a 20 minute lunch break during which the teacher has no scheduled duties.

### **Article IV. Absence**

- A. Sick Leave-**  
**Allowed time off for sick leave will follow the Family and Medical Leave Act (FMLA). 1-5 below set policy for paid sick leave.**
- 1.** In accordance with NDCC 15.1-16-19, each teacher shall be granted ten (10) days of paid sick leave at the beginning of each contract year. Unused annual

sick leave shall be accumulated to ninety (90) days in addition to the ten days of sick leave granted at the beginning of each contract year. Cumulative sick leave and personal leave will be reported to each individual employee on or before September 30 and on or before February 28.

2. A teacher may use personal sick leave with pay for absence necessitated by illness, injury, medical care, or dental care.
3. A teacher/father shall be entitled to use sick leave days for delivery time of his child's birth.
4. A teacher may use ten (10) paid days' sick leave annually for immediate family illness, injury, medical care, or dental care. Additional accrued paid sick leave days may be used at the discretion of the Superintendent.
5. Upon leaving employment, the teacher will be reimbursed for unused accumulated sick leave days as indicated below:
  - a) Years 10-19 = \$10 per unused sick day, to a maximum of 1/3 of the ending balance
  - b) Years 20+ = \$50 per unused sick day, to a maximum of 1/3 of the ending balance

For example: if the ending balance is 60 days, 20 can be reimbursed. Years will be determined based on continuous years of service.

6. If a teacher has at least 40 days of accumulated sick leave and have exhausted all of their personal leave, they may convert 8 days of sick leave to 1 day of personal leave. Conversions are limited to one per school year. All other terms under D. Personal Leave will apply.

## **B. Emergency Leave**

1. In the event of emergency situations occurring that requires a teacher's immediate attention, the teacher may be granted such time as is necessary to handle the emergency. Time allowed will depend on the situation.
2. An employee absent under this clause shall use paid leave, a maximum of two (2) days annually, required to handle the immediate emergency situation.
3. Request for emergency leave shall be made to the Superintendent, or in the absence of the Superintendent, to the Principal. Approval for additional emergency leave compensation, beyond the two days allowed under #2 above, shall be at the discretion of the Superintendent.
4. Periods of emergency leave for which compensation is received shall be deducted from sick or personal leave benefits, according to the situation.

### **C. Funeral Leave**

1. Teachers will be granted a maximum of three (3) days with pay for necessary time off from work due to each death in the immediate family (father, mother, brother, sister, son, daughter, husband, wife, grandparents, grandchildren, or other relative with who the teacher may be living.)
2. For other relatives (uncles, aunts, first cousins, nieces, and nephews), the teacher shall be allowed the day of the funeral.
3. Funeral leave applies equally to relatives whether by blood or marriage.
4. Funeral leave for other than the immediate family or other relatives will be at the discretion of the Superintendent.
5. Additional funeral leave shall be at the discretion of the Superintendent and may be subtracted from sick leave.

### **D. Personal Leave**

1. Teachers shall be granted paid personal leave each year. The number of days received is shown on the table below. Teachers shall be granted additional days of personal leave for which they must reimburse the district the current cost of a substitute at the discretion of the Superintendent.

Years 1 – 10 = 2 days

Years 11 – 15 = 3 days

Years 16 – 20 = 4 days

Years 20+ = 5 days

2. Paid personal leave days may be accumulated based on the table below. At the end of the school year, teachers who have accumulated personal days in excess of the applicable days, will be reimbursed at the current substitute rate.

1 – 15 = could accumulate up to 5 days

16 – 20 = could accumulate up to 6 days

20+ = could accumulate up to 7 days

3. Request for personal leave shall be made to the Principal preferably two (2) days prior to the intended absence.
4. Cumulative sick leave and personal leave will be reported to each individual employee on or before September 30 and on or before February 28.

5. Upon leaving employment, the teacher will be reimbursed for unused accumulated personal leave days as indicated below:
  - a) Years 1-9 = \$50 per unused personal day, up to a maximum of 5 days
  - b) Years 10+ = \$100 per unused personal day, up to a maximum of 5 days

Years will be determined based on continuous years of service.

#### **E. Maternity/Adoption Leave will be allowed according to the FMLA.**

1. A teacher who has given birth or has adopted a child shall be entitled to use accrued paid sick leave up to six weeks. Should pregnancy or delivery complications arise, additional paid sick leave may be used after presenting a statement from her doctor indicating that she is unable to work and the length of time she is unable to work.
2. Any leave taken after accrued sick leave days and personal leave days have been exhausted will be unpaid leave.

#### **F. Convention Leave/Professional Leave**

1. Teachers are encouraged to attend two days of professional development hosted by an educational organization, (outside their contracted days) and will receive \$50 per day stipend for attendance.
2. Professional leave for attendance at curricular conferences (ex. Reading, Math, Music, Phy-Ed, etc.) shall be at the discretion of the Superintendent.

#### **G. Jury Duty**

1. Teachers shall be excused for jury duty with the agreement that any compensation received for such duty (excluding mileage) will be endorsed to the School District.

#### **H. Association Leave**

1. The Glenburn School District will provide the Glenburn Education Association a total of two (2) days leave per biennium for the purpose of conducting Association business.
2. The GEA President shall be responsible for monitoring Association Leave. He/she will request such leave from the Superintendent no less than two (2) working days prior to the date requested.

3. Staff members using Association Leave shall be responsible for the payment of the substitute teacher. No deduction will be made in the staff member's salary.

#### **I. Extended Leave of Absence**

1. Staff members needing an extended leave of absence shall make a request in writing to the Superintendent and Board of Education. Requests will be considered on an individual basis.

#### **Article V. Substitutes**

- A. The daily rate of pay for substitute teachers is determined by Board Policy.
- B. In the event a teacher is absent, for any reason, for a complete day, a substitute should be called whenever possible. Teachers shall not be expected to fulfill the duties of another teacher who is absent by relinquishing all of his/her preparation time.
- C. In the event a teacher must leave school during the day, classes for that teacher may be covered by the present staff.
- D. When a substitute teacher is not available, staff members shall be paid an amount of 1/7 of the district cost of a substitute for each class period that they cover another teacher's class.
- E. It shall be the responsibility of each individual teacher to submit a monthly voucher for any classes they cover for another staff member.
- F. Anyone who has been a substitute teacher for ten (10) consecutive school days for the same teacher shall be paid according to board policy, beginning with the 11th day.

#### **Article VI. Schedule of Payment and Emergency Salary Advances**

- A. In accordance with IRS Code Section 409A (deferred compensation): annually each teacher shall elect the number of pay periods on the employee information form supplied by the Business Manager and shall return the form no later than the first contract day. Once the election is made, it cannot be changed for the current school year. If the form is not returned, that teacher's contract will automatically be dispersed in 19 pay periods.

- B.** Each teacher shall have the option of having his or her annual salary appropriated on either a nineteen (19) (August 31-May 31) or twenty-four (24) (August 31-August 15) pay period plan. The June, July, and August paychecks will be dispersed on May 31.

Pay day shall be the fifteenth (15th) day and last day of the month. If those dates fall on a holiday or weekend, checks will be issued the school day preceding that date.

- C.** The Superintendent is authorized to make emergency salary advances from the General Fund. The Superintendent may use his own judgment as to amount, time of repayment, and as to whether or not the advance is necessary. It is suggested that two hundred dollars (\$200.00) be the maximum advance and two (2) months be the maximum length of repayment. The employee shall sign a memorandum of the advance with an agreed repayment date.

## **Article VII. Salary Schedule**

See Appendix A

### **A. Salary Schedule**

- 1.** Salaries for individual contracts for both curricular and extracurricular duties must conform to the proper lane and step as determined by the salary schedule.
- 2.** Certified teachers entering the Glenburn School District will be given full credit on the curricular and extracurricular salary schedules for the first 7 years of service in each individual contracted area plus 1/2 year credit for any years of experience past the initial 7 year amount. (EX: 13 years of experience = 7 years + 3(1/2 of 6) = 10 years)
- 3.** Above schedule does not show \$6,000 Health Insurance benefit or \$500 flexible benefit plan (medical or dependent care spending accounts) in addition to \$1575 cash option for those not using the health insurance benefit. (Part-time factor applies. Refer to article IX, A for part-time factor definition.)
- 4.** Horizontal advancement must be graduate hours.
- 5.** Teachers failing to advance horizontally when required will be frozen at the last step of their present lane. They will receive increase in base salary only,

regardless of maximum and minimum increases allowed.  
Teachers may not advance more than one vertical step per year.

6. Additional course work, whether used for salary advancement or in meeting additional preparation requirements, must be approved in advance by the Superintendent. Courses approved for salary advancement must be relevant, challenging, and not taken more than one time for salary advancement purposes. Records of courses completed are to be registered with the Superintendent prior to the first pay period in the fall, and if the required number of hours have been attained, a new contract shall be drawn up.

#### **B. Teacher's Retirement**

1. The ND Teacher's Fund for Retirement (TFFR) will be paid in full by the Glenburn School District.

#### **C. Extra-Curricular Salaries**

1. Extra-curricular salaries shall be determined by multiplying the following factors times the current base salary. Extra-curricular activities will be assigned the multipliers according to Appendix B and lane according to Appendix C.

#### **D. General Extra-Curricular Policies**

Each NDHSAA sponsored athletic activity shall begin practice on the first allowable date as set by the NDHSAA Board of Directors unless a later date is selected by the Board/Administration. Opening dates for non-sponsored athletic activities (presently 5-6 boys and girls basketball) shall be set by the Board/Administration annually.

The Board/Administration reserves the right to change opening and closing athletic activity dates as required by NDHSAA action and conference affiliation.

Teachers assigned extra-curricular duties shall not be required to take a reduction in salary as a result of schedule change. However, no salary increases shall be allowed until the teacher is back on schedule.

In the event of co-head coaches handling the entire high school program for a single sport, the combined head and assistant coaching salaries shall be totaled and divided by two. Each coach shall be paid the base salary plus their individual increment for both positions divided by two.

A head coach serving as his own assistant in basketball, football, and volleyball shall be paid the full 100% of head coaches salary plus 40% of assistant coaches salary if both A and B squads practice together the majority of the time. The assistant coach's percentage shall be increased to 75% if separate practice sessions are held the majority of the time.

In the event that one person serves as the head boys' track coach and the head girls' track coach, he/she shall receive one head coach's salary plus 60% of the remaining head coach's salary.

Pay for \*extended extra-curricular seasons shall be calculated using the following formula: Current coach's salary divided by the number of weeks in regular season equals pay per week of extended season.

\*Extended season pay will include any head coach and assistant coach that has been involved with the varsity squad on a daily basis.

\*"Extended Season" shall be defined as the following:

<u>Regional &amp; State</u>	<u>State</u>	<u>Playoffs</u>
Boys Basketball	Baseball	Football
Girls Basketball	Drama (1-Act)	
Volleyball	Golf	
	Speech	
	Track	

## **E. Graduate School Stipend**

1. The Glenburn School District will pay \$200 per semester hour, up to a lifetime maximum of \$3,600, for completion of graduate coursework toward a Master's Degree or higher in a teacher's current content area or in a leadership program such as educational leadership or curriculum and instruction. Proof of acceptance to graduate school and a current plan of study from an accredited college or university must be on file with the District and be approved by the Superintendent. Courses taken after filing the plan of study with the District and before completion of the degree will be eligible for payment. Reimbursement will be made in September, as long as the Superintendent receives proof of earned credit prior to September 1.
2. Before receiving the reimbursement, the teacher must agree in writing to voluntarily continue employment with the Glenburn School District for a period of at least three school years after earning the approved degree or would be required to reimburse the District for all Graduate School funds previously received.
3. Consideration for coursework outside of the scope listed in #1 above shall be brought to the school board for approval.

## **Article VIII. Bus Driving**

- A.** Qualified bus drivers will be furnished to drive buses to extra-curricular events whenever possible. When no bus driver is available to drive to an event that is scheduled to leave after school, the coach or director driving the bus shall be paid in accordance with the extra-curricular bus driving schedule per Board policy.

Coaches shall be reimbursed for scouting trips to sports events that are approved by the Superintendent's office and are limited to the use of a school vehicle or mileage when the school vehicle is not available.

## **Article IX. Health Insurance, Disability, Medical Spending and Dependent Care, Flexible Benefits Plan, Retired Teacher Health Insurance**

- A.** Faculty members who meet the eligibility criteria for the coverage as determined by employment law and/or the benefit provider shall be entitled to enroll in the district health insurance group plan. The district will pay up to Six Thousand Dollars (\$6,000) toward health insurance premium annually. (Part-time factor applies. Part-time factor is defined as the percentage of load assignment.)

A faculty member who experiences a qualifying event in the middle of the school year will be eligible to join the plan as the benefit provider allows. The district contribution towards the premium will be pro-rated.

- B.** Changes to health insurance plans and/or providers can be made with the approval of the staff and school board.
- C.** The Board shall pay the premium to cover all eligible certified staff members with a long-term disability insurance program providing at least 66.66% of salary.

An employee shall be eligible for disability compensation 90 calendar days after declaration of disability or after all accumulated sick leave days are exhausted (whichever is greater).

- D.** Faculty members choosing not to participate in the Health insurance program will be offered a \$500 Medical Spending or Health Savings or Dependent Care Spending account in addition to \$1,575 cash option with the Horace Mann Company.  
(Part-time factor applies)

- E. A Flexible Benefits Pre-tax Plan involving employee, and/or employer dollars shall be made available to all certified staff members with annual maximums according to the IRS and/or Affordable Care Act.
- F. A teacher who retires shall be eligible to continue participation in the district's group Health insurance plan according to COBRA law, at his/her own expense. The retired Teacher shall be responsible to file the appropriate form with the District's Business Manager for the arrangement of the premium payment. The payment is due the first of the month. Failure to remit the premium by the due date will result in loss of health coverage.

#### **Article X. Part-time Teachers**

- A. A part-time teacher is defined as any certified instructional personnel contracted by the Board for less than full time.
- B. Teachers will be paid proportionately to the number of class periods they are assigned.
- C. 50% or less receive benefits excluding money items pro-rated per FTE  
50% or less receive money items prorated per FTE  
50% or less receive a step on the salary schedule  
  
51% or more receive full benefits excluding money items  
51% or more receive money items prorated per FTE  
51% or more receive a step on the salary schedule
- D. All Board Policies and all Articles of this master contract, not outlined in this Article will be applied to part-time certified personnel in the same manner as full-time certified personnel. This includes duties and responsibilities.

#### **Article XI. Ticket Duty**

- A. Staff members assigned ticket duty shall be paid \$15.00 whether performing ticket seller or ticket taking duties.

#### **Article XII. Regular Hours**

- A. Because time before and after class hours is valuable for lesson preparation and parental and student contact, the teachers will use professional discretion when considering the length of their work day.

- B.** In addition to regular staff meetings and other assigned duties, teachers will be expected, but not be required, to attend professional in-service training provided by the school district.

### **Article XIII. Grievance Procedure**

#### **A. Definitions**

- 1.** A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher now works, allegedly caused by misinterpretation or inequitable application of the terms of the Agreement.
- 2.** A grievant shall be defined as a teacher, group of teachers, or the Association on behalf of the group of teachers.
- 3.** A party at interest is the aggrieved person or any person who might be required to take action or against whom action might be taken in order to resolve a claim.
- 4.** The term days when used in this Article shall, except where otherwise indicated, mean working school days. If it is impossible to comply with the time limit specified in the procedure because of work schedules, illness, vacations, etc., these limits may be extended by consent in writing.
- 5.** Subject matter: Only one subject matter may be covered in any one grievance. A written grievance will contain the name and position of the grievant, a clear and concise statement of the grievance, issue involved, the relief sought, the date the incident or violation took place, the specific section the grievance is alleged to have violated, the signature of the grievant and the date.

- B. Purpose:** The purpose of this Article is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise during the administration of the Agreement.

#### **C. Steps of Procedure:**

- Step 1.** The teacher, alone and/or with his or her representative, shall orally explain his or her grievance to the building principal no later than four (4) days after he or she knew or should have known of the causes of such grievance. In the event of a grievance, the teacher

shall perform his or her assigned work task and grieve the complaint later. The building principal shall, within five (5) school days after presentation of the grievance, orally inform the teacher and representative, where applicable, of his decision.

**Step 2.** If the grievance is not settled at the first step, the teacher, or his or her representative shall prepare a written grievance on forms supplied by the Board and present it to the building principal within three (3) days after the oral decision in Step 1. The building principal shall further investigate the grievance and submit his decision to the grievant in writing within five (5) days after receiving written appeal of the grievance.

**Step 3.** If the grievance is not settled at the second step, the teacher and/or his or her representative may appeal the written grievance to the Superintendent of Schools within five (5) days after the receipt of the written decision of the building principal. The Superintendent will discuss the grievance with the teacher, and his or her representative shall be allowed to be present at such conference. In any event, the Superintendent shall respond in writing within ten (10) days after said conference.

**Step 4.** If the grievance is not settled at the third step, the teacher alone and/or his or her representative may appeal the written grievance to the Board of Education within five (5) days after receipt of the written decision of the Superintendent. The Board will discuss the grievance with the teacher, and his or her representative shall be allowed to be present at such conference. In any event, the Board shall respond in writing within ten (10) days after said conference.

#### **D. Disposition**

1. All decisions reached under this grievance procedure shall be filed with each school administrator and the Grievance Committee of the Association to be used as precedent for future complaints.
2. Copies of the grievance proceedings shall not become a part of any teacher personnel file.
3. School Board members, administrators, or teachers shall not discriminate against one another because of the exercise of their rights under this grievance procedure.

## **E. Libel or Slander**

1. No cause of action for libel or slander shall lie for any statement expressed either orally or in writing at any session held for the purpose provided in this grievance procedure.

## **COMPREHENSIVE AGREEMENT**

**SECTION 1. UNDERSTANDING.** The Board and the Association agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties, and that said terms and conditions may not be altered, changed, added to, deleted from, or modified without the mutual consent of the parties in amendment, written and attached and made part of this Agreement.

**SECTION 2. BOARD POLICY.** This Agreement constitutes Board policy for the term of said Agreement and shall be incorporated into, and be considered part of the established policy of the Board.

**SECTION 3. INDIVIDUAL CONTRACTS.** Any contract between the Board and a teacher shall be expressly subject to the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement for its duration shall be controlling.

### **MAINTENANCE AGREEMENT:**

All conditions of employment shall be maintained at not less than the current standards in effect at the time this Agreement is signed.

### **DURATION:**

The provision of the Agreement will be effective as of July 1, 2017 and will continue and remain in full force and effect until June 30, 2018. The Agreement shall automatically be renewed and remain in force until a new contract is ratified.

All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of this Agreement.

### **SAVINGS CLAUSE:**

Should any article, section or clause of this Agreement be declared illegal by court of competent jurisdiction, said article, section, or clause shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, and clauses shall remain in full force and effect for the duration of this Agreement.

**IN WITNESS THEREOF, duly authorized representatives of the Glenburn Education Association and the Glenburn Public School Board of Education hereunto set their hands this \_\_\_\_ day of \_\_, 2018.**

**S/Tyler Heser**

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**Tyler Heser  
Negotiating Representative of GEA**

**S/Zack Hassler**

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**Zack Hassler  
Negotiating Representative of GEA**

**S/Mellissa Young**

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**Mellissa Young  
Negotiating Representative of GEA**

**S/Kolette McDoanld**

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**Kolette McDonald  
Negotiating School Board Member**

**S/Heather Martin**

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**Heather Martin  
Negotiating School Board Member**

## Appendix A – Article VII. Salary Schedule (2018-2019)

	Salary Schedule - Amounts								
	{ 1} BA	{ 2} BA+8 575	{ 3} BA+16 600	{ 4} BA+24 625	{ 5} BA+32 650	{ 6} MA 1500	{ 7} MA+8 1525	{ 8} MA+16 1550	{ 9} MA+24 1575
{ 0}	38,500.00	39,075.00	39,675.00	40,300.00	40,950.00	42,450.00	43,975.00	44,950.00	47,100.00
{ 1} STEP 550	39,050.00	39,625.00	40,225.00	40,850.00	41,500.00	43,000.00	44,525.00	45,500.00	47,650.00
{ 2} STEP 550	39,600.00	40,175.00	40,775.00	41,400.00	42,050.00	43,550.00	45,075.00	46,050.00	48,200.00
{ 3} STEP 550	40,150.00	40,725.00	41,325.00	41,950.00	42,600.00	44,100.00	45,625.00	46,600.00	48,750.00
{ 4} STEP 550	40,700.00	41,275.00	41,875.00	42,500.00	43,150.00	44,650.00	46,175.00	47,150.00	49,300.00
{ 5} STEP 550	41,250.00	41,825.00	42,425.00	43,050.00	43,700.00	45,200.00	46,725.00	47,700.00	49,850.00
{ 6} STEP 550	41,800.00	42,375.00	42,975.00	43,600.00	44,250.00	45,750.00	47,275.00	48,250.00	50,400.00
{ 7} STEP 550	42,350.00	42,925.00	43,525.00	44,150.00	44,800.00	46,300.00	47,825.00	48,800.00	50,950.00
{ 8} STEP 550	42,900.00	43,475.00	44,075.00	44,700.00	45,350.00	46,850.00	48,375.00	49,350.00	51,500.00
{ 9} STEP 550	43,450.00	44,025.00	44,625.00	45,250.00	45,900.00	47,400.00	48,925.00	49,900.00	52,050.00
{ 10} STEP 550	44,000.00	44,575.00	45,175.00	45,800.00	46,450.00	47,950.00	49,475.00	50,450.00	52,600.00
{ 11} STEP 550	44,550.00	45,125.00	45,725.00	46,350.00	47,000.00	48,500.00	50,025.00	51,000.00	53,150.00
{ 12} STEP 550	45,100.00	45,675.00	46,275.00	46,900.00	47,550.00	49,050.00	50,575.00	51,550.00	53,700.00
{ 13} STEP 550	0.00	46,225.00	46,825.00	47,450.00	48,100.00	49,600.00	51,125.00	52,100.00	54,250.00
{ 14} STEP 550	0.00	46,775.00	47,375.00	48,000.00	48,650.00	50,150.00	51,675.00	52,650.00	54,800.00
{ 15} STEP 550	0.00	0.00	47,925.00	48,550.00	49,200.00	50,700.00	52,225.00	53,200.00	55,350.00
{ 16} STEP 550	0.00	0.00	48,475.00	49,100.00	49,750.00	51,250.00	52,775.00	53,750.00	55,900.00
{ 17} STEP 550	0.00	0.00	0.00	49,650.00	50,300.00	51,800.00	53,325.00	54,300.00	56,450.00
{ 18} STEP 550	0.00	0.00	0.00	50,200.00	50,850.00	52,350.00	53,875.00	54,850.00	57,000.00
{ 19} STEP 550	0.00	0.00	0.00	50,750.00	51,400.00	52,900.00	54,425.00	55,400.00	57,550.00
{ 20} STEP 550	0.00	0.00	0.00	0.00	51,950.00	53,450.00	54,975.00	55,950.00	58,100.00
{ 21} STEP 550	0.00	0.00	0.00	0.00	52,500.00	54,000.00	55,525.00	56,500.00	58,650.00
{ 22} STEP 550	0.00	0.00	0.00	0.00	0.00	54,550.00	56,075.00	57,050.00	59,200.00
{ 23} STEP 550	0.00	0.00	0.00	0.00	0.00	0.00	56,625.00	57,600.00	59,750.00
{ 24} STEP 550	0.00	0.00	0.00	0.00	0.00	0.00	57,175.00	58,150.00	60,300.00
{ 25} STEP 550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,700.00	60,850.00
{ 26} STEP 550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,250.00	61,400.00

The following items are in the compensation packages:

1. The North Dakota Teachers' Fund for Retirement (TFFR) will be paid in full by the Glenburn School District. (2008)
2. The School District pays \$6,000 toward a health insurance policy annually or a \$500 flex benefit account (medical spending and dependent care spending) in addition to \$1350 cash option annually. (2015)
3. The School District provides long-term disability insurance to its employee with no cost to the employee.

## 4. Appendix B – Extra-Curricular Multiplier

### Appendix B Extra-Curricular Multipliers

Base Salary for extra-curricular pay shall be derived by multiplying academic base pay times the extra-curricular multiplier. Multiplier for 2017-2018 shall be 1.36.

Head Football	0.065	Pom Pon	0.015
Asst. Football	0.045	Annual(if done independent of class)	0.030
JV Football	0.040	Annual(if done in class)(added 05-06)	0.010
Head Boys Track	0.050	HS Student Council	0.020
Head Girls Track	0.050	JH Student Council	0.015
JH Track	0.040	Head Girls Basketball	0.090
Head Boys Basketball	0.090	Asst. Girls Basketball	0.060
Asst. Boys Basketball	0.060	7/8 Girls Basketball	0.045
7/8 Boys Basketball	0.045	5/6 Girls Basketball	0.035
5/6 Boys Basketball	0.035	Activities Director (rev. 07-08) *	0.065
Junior Prom Advisor	0.015	Head Speech('00)(1-15 students)(05-06)	0.035
Cheer Advisor-Fall (2003)	0.015	Head Speech (16-30 Students)(05-06)	0.045
Cheer Advisor-Winter (2003)	0.015	Head Speech (30+ students)(05-06)	0.055
Cheer Advisor-JH (2003)	0.010	Asst. Speech('02)(1-15 students)(05-06)	0.025
HS Music (rev. 05-06)	0.075	Asst. Speech (16-30 students)(05-06)	0.030
Elem Music	0.015	Asst. Speech (30+ students)(05-06)	0.035
1-Act Play (rev. 05-06)	0.030	Head Baseball	0.050
Asst. 1-Act Play (2013)	0.020	Asst. Baseball	0.030
3-Act Play	0.035	Golf	0.050
FFA Advisor	0.050	Asst. Golf (2015)(per AD)	0.025
Head Volleyball	0.075	Foreign Language Club (05-06)	0.010
Asst. Volleyball	0.045	Envirothon (05-06)	0.010
7/8 Volleyball (rev. 05-06)	0.035	Close-Up Advisor (10/2008)	0.060
Asst. 7/8 Volleyball (2013)	0.025	Piano Accompanist (2007) **	0.015
Head Softball	0.050	School Improvement (2002)	0.045
Asst. Softball	0.030		

\*In addition to 1 1/2 periods of the contracted day (rev. 07-08, to begin 08-09)

\*When not a part of an administrator's contract

\*\*Payment of Piano Accompanists for Glenburn Public School (.015)

Accompanist assigned to Concert Choir-The piano accompanist for Concert Choir assists with and supervises extra rehearsals held outside of the daily class period for sectionals, small ensembles, and full choir literature. Accompaniments for performances at concerts, programs, and special events are included in this extra-curricular assignment.

Hourly rate of pay for accompanists- All piano accompanists who assist with the rehearsal and performance of musical selections not included in the Concert Choir Accompanist extra-curricular assignment are compensated by an hourly rate of pay. The hourly rate is the same as the current substitute teacher compensation and applies to rehearsal for and performance at concerts, programs, live or recorded auditions, and/or special events. All vouchers shall be approved by the music instructor prior to submission for compensation.

Music Festival accompanists-All piano accompanists who perform at and assist with supervision of students at Elementary, Regional, or State Music Festivals on a non-school day are compensated at the current substitute rate for each full day festival.

If the festival is less than a full day, the amount of compensation may be prorated to 1/2 day of substitute pay. All vouchers shall be approved by the music instructor prior to submission for compensation.

(Revised 2007)

Appendix C – Extra Curricular Salary Schedule

Salary Schedule - Amounts																		
	{1}.010	{2}.015	{3}.020	{4}.025	{5}.030	{6}.035	{7}.040	{8}.045	{9}.050	{10}.055	{11}.060	{12}.065	{13}.070	{14}.075	{15}.080	{16}.085	{17}.090	{18}.095
{ 0} BASE 52,360*1.36	523.60	785.40	1,047.20	1,309.00	1,570.80	1,832.60	2,094.40	2,356.20	2,618.00	2,879.80	3,141.60	3,403.40	3,665.20	3,927.00	4,188.80	4,450.60	4,712.40	4,974.20
{ 1} 105%	548.36	819.32	1,092.42	1,365.52	1,638.63	1,911.74	2,184.84	2,457.94	2,731.05	3,004.16	3,277.26	3,550.36	3,823.47	4,096.58	4,369.68	4,642.78	4,915.89	5,189.00
{ 2} 110%	575.96	863.94	1,151.92	1,439.90	1,727.88	2,015.86	2,303.84	2,591.82	2,879.80	3,167.78	3,455.76	3,743.74	4,031.72	4,319.70	4,607.68	4,895.66	5,183.64	5,471.62
{ 3} 115%	602.14	903.21	1,204.28	1,505.35	1,806.42	2,107.49	2,408.56	2,709.63	3,010.70	3,311.77	3,612.84	3,913.91	4,214.98	4,516.05	4,817.12	5,118.19	5,419.26	5,720.33
{ 4} 120%	628.32	942.48	1,256.64	1,570.80	1,884.96	2,199.12	2,513.28	2,827.44	3,141.60	3,455.76	3,769.92	4,084.08	4,398.24	4,712.40	5,026.56	5,340.72	5,654.88	5,969.04
{ 5} 125%	654.50	981.75	1,309.00	1,636.25	1,963.50	2,290.75	2,618.00	2,945.25	3,272.50	3,599.75	3,927.00	4,254.25	4,581.50	4,908.75	5,236.00	5,563.25	5,890.50	6,217.75
{ 6} 130%	680.68	1,021.02	1,361.36	1,701.70	2,042.04	2,382.38	2,722.72	3,063.06	3,403.40	3,743.74	4,084.08	4,424.42	4,764.76	5,105.10	5,445.44	5,785.78	6,126.12	6,466.46
{ 7} 135%	706.86	1,060.29	1,413.72	1,767.15	2,120.58	2,474.01	2,827.44	3,180.87	3,534.30	3,887.73	4,241.16	4,594.59	4,948.02	5,301.45	5,654.88	6,008.31	6,361.74	6,715.17
{ 8} 140%	733.04	1,099.56	1,466.08	1,832.60	2,199.12	2,565.64	2,932.16	3,298.68	3,665.20	4,031.72	4,398.24	4,764.76	5,131.28	5,497.80	5,864.32	6,230.84	6,597.36	6,963.88
{ 9} 145%	759.22	1,138.83	1,518.44	1,898.05	2,277.66	2,657.27	3,036.88	3,416.49	3,796.10	4,175.71	4,555.32	4,934.93	5,314.54	5,694.15	6,073.76	6,453.37	6,832.98	7,212.59
{ 10} 150%	785.40	1,178.10	1,570.80	1,963.50	2,356.20	2,748.90	3,141.60	3,534.30	3,927.00	4,319.70	4,712.40	5,105.10	5,497.80	5,890.50	6,283.20	6,675.90	7,068.60	7,461.30
{ 11} 155%	811.58	1,217.37	1,623.16	2,028.95	2,434.74	2,840.53	3,246.32	3,652.11	4,057.90	4,463.69	4,869.48	5,275.27	5,681.06	6,086.85	6,492.64	6,898.43	7,304.22	7,710.01
{ 12} 160%	837.76	1,256.64	1,675.52	2,094.40	2,513.28	2,932.16	3,351.04	3,769.92	4,188.80	4,607.68	5,026.56	5,445.44	5,864.32	6,283.20	6,702.08	7,120.96	7,539.84	7,958.72
{ 13} 165%	863.94	1,295.91	1,727.88	2,159.85	2,591.82	3,023.79	3,455.76	3,887.73	4,319.70	4,751.67	5,183.64	5,615.61	6,047.58	6,479.55	6,911.52	7,343.49	7,775.46	8,207.43
{ 14} 170%	890.12	1,335.18	1,780.24	2,225.30	2,670.36	3,115.42	3,560.48	4,005.54	4,450.60	4,895.66	5,340.72	5,785.78	6,230.84	6,675.90	7,120.96	7,566.02	8,011.08	8,456.14