

Hazen Public School District

Master Teaching Agreement  
**2021-2023**

Hazen School Board  
and  
Hazen Education Association

MASTER TEACHING AGREEMENT 2021-23

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## INTRODUCTION

The School Board of the Hazen Public School system and the Hazen Education Association do hereby agree that the welfare of the children of the Hazen Public School system is paramount in the operation of the schools and will be promoted by both parties.

Attainment of objectives of the educational program of the district requires mutual understanding and cooperation between the board and the professional teaching personnel. Free and open exchange of views is desirable and necessary with all parties participating in deliberations leading to the determination of matters of mutual concern.

Teaching is a profession requiring specialized qualifications, and the success of the educational program in the district depends upon the maximum utilization of the abilities of teachers who are satisfied with the conditions under which their services are rendered.

The salary schedules and policy statements, attached hereto in the form of Articles, are made part of this agreement and shall be negotiated in conformance with the dates listed for all certified teaching personnel of the Hazen School District.

The provisions of each Article attached hereto shall be effective as of July 1, 2019, and shall continue in full force and effect until June 30, 2021. Each party may modify or terminate the agreement on its anniversary date by giving written notice of its desire to modify or terminate to the other party not less than sixty (60) days prior to the anniversary date. The school board and the association will negotiate with regard to all matters of common concern. If neither party calls for negotiations, the agreement will automatically renew itself for another year.

The parties may appoint ad hoc committees to research, study, and develop projects, programs, reports, and to make recommendations on matters under consideration. The committee shall report its findings to the parties.

The board and the superintendent agree to furnish the association negotiation committee, upon reasonable request, information concerning financial resources of the district. Such information will include preliminary budgetary proposals, requirements, allocations, and other such information as will assist the association in developing intelligent, accurate, and constructive programs on behalf of the teachers, the students, and the educational program.

**ARTICLE I      CONTRACT AGREEMENT**

The teachers of the Hazen School District #3 will be offered the actual contract, and this contract may be held by the teacher for fifteen (15) days. The contract will contain the salary of the teacher and the nature of employment. Extra duty assignments will be distributed as equally as possible. The teacher's contract will state academic assignments and any extra-curricular assignments the teacher will be responsible for in that given year. In the elementary grades, the contract will state to which grade the teacher will be assigned for the given year. The principal may make changes in the event of curriculum changes, personnel turnover, and scheduling conflicts. Efforts will be made to consult with the affected teacher about schedule changes.

Upon conclusion of the negotiation process and after both parties have come to a general agreement about the contents of the master contract, the board president and/or an appointee and the association president and/or an appointee shall meet for the purpose of verifying the master contract for accuracy and completeness. This process is to be completed within 72 hours from the conclusion of the negotiation process.

When agreement is reached, the contract will be reduced to writing and when approved by the association and the board, will be signed by the parties and becomes part of the official minutes of the board. The agreement shall constitute a modification of the articles of this agreement, and when necessary, provisions in the agreement shall be reflected in the individual contracts. The parties will meet prior to the first negotiations meeting to set the ground rules for negotiations. The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the association.

A ratified master contract will be provided to each teacher no later than one week after individual contracts are mailed.

If any portion of this agreement is declared illegal by court action, such decision shall not affect the validity of the remaining portions of the agreement.

**ARTICLE II      IMPASSE PROCEDURE**

If any impasse is declared during negotiations, the matter will be submitted to a local advisory board within thirty (30) days after the request of either party to the other. The board will name one advisor and the association will name the other. A third member, who shall be the chairman, shall be named by the first two named members. Costs 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.

The advisory board shall report recommendations for settlement within fifteen (15) days. The recommendations shall be submitted to both parties and shall be made public.

**ARTICLE III GRIEVANCE PROCEDURE**

**3.1 Definition of a Grievance**

A. A grievance shall be a written complaint by an employee or group of employees for whom the association is the bargaining agent, or by an authorized association representative with respect to the interpretation or application of any or the provisions of any collective bargaining agreement between the parties or the agreement or any written complaint regarding matters properly the subject of collective bargaining. A grievance may also be a written complaint by an employee or group of employees stating that they have in any manner been treated unfairly by the Hazen School District, and that settlement efforts between employees and their immediate supervisors have failed.

B. Once a grievance has been presented by the association to the Hazen School District, representatives of the Hazen School District shall not discuss or attempt to adjust the grievance with the aggrieved employee or group of employees without affording the appropriate association representative an opportunity to be present.

C. The purpose of this procedure is to secure at the lowest level possible administrative level, equitable solution to grievances, which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

**3.2 Grievance Steps**

Level One: A grievance shall be first discussed with the principal or immediate supervisor of an employee as may be appropriate with the intent of resolving the matter informally. However, before an aggrieved employee can move to Level Two, he/she must first submit to the principal or immediate supervisor a written statement on the grievance. The principal or immediate supervisor shall have a period of not less than three (3) working days during which to hold a conference with the grievant. Following the conference, but not later than seven (7) working days from the date of the filing of the grievance, the principal or the immediate supervisor shall tender a written response to the grievant.

Level Two: If the grievance is not satisfactorily resolved at Level One within seven (7) working days after the grievant filed a written grievance, the grievant may submit the written grievance to the office of the superintendent. The superintendent or designee shall schedule and hold a conference relative to such grievance within three (3) working days of receipt of such grievance. Within ten

(10) working days of such meeting, the superintendent or designee shall communicate in writing a decision to the grievant.

Level Three: If the grievance is not satisfactorily resolved at Level Two within ten (10) working days after the grievance was filed at Level Two, the grievant may submit the written grievance to the Hazen School Board. Within fifteen (15) working days after the next board meeting, the board shall communicate in writing to the grievant.

Level Four: If the grievance is not satisfactorily resolved at Level Three, within thirty (30) days after the written communication from the board, the grievant may resubmit the grievance to the association and request submission to a local advisory board within thirty (30) days. The board will name one advisor and the association will name the other. The third member, who shall be the chairman, shall be named by the first two named members. Costs 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. The advisory board shall report recommendations for settlement within fifteen (15) days. The recommendations shall be submitted to both parties and shall be made public.

#### **ARTICLE IV TEACHER HOURS AND CONDITIONS OF EMPLOYMENT**

##### **4.1 SCHOOL HOURS**

The school hours that must be observed by the faculty will be from 8:00 a.m. until 3:30 p.m. The faculty will honor those exceptions to the school day which include staffings, supervision or helping students, inservice, and parent conferences. The work day will be considered eight hours, including personal preparation time used at the teacher's discretion. The administration should honor any reasonable request of a teacher to leave at the end of the day upon completion of classes.

##### **4.2 CLASS LOAD**

It shall be the policy of the school board and the administration to comply with regulation as closely as possible as set forth by the Department of Public Instruction as to the size and number of classes assigned to any teacher. If the size and number of classes assigned to any teacher becomes too great, the following procedure will be followed:

###### **A. Secondary and Middle Level/Junior High School**

Grades 6-12: 30 students

Class size is recommended to be 25 students

It is recommended that science and vocational education classes shall not exceed the capacity of the learning stations provided.

Instrumental and vocal music classes are exempt from the class size standard.

If class size exceeds 25 students by 5 or more, consideration will be given to dividing the class.

**B. Elementary**

**Maximum Classroom Enrollment**

**One Grade Level per Teacher**

Grades K-3: 25 students

Class size is recommended to be 20 students

If class size exceeds 20 students by 2-4 students, consideration will be given to employing a paraprofessional. If class size exceeds recommended maximums by 5 or more, consideration will be given to dividing the class.

Grades 4-8: 30 students

Class size is recommended to be 25 students

If class size exceeds 25 students by 2-4 students, consideration will be given to employing a paraprofessional. If class size exceeds recommended maximums by 5 or more, consideration will be given to dividing the class.

**4.3 SAFETY STANDARDS**

The Hazen Public School District will pay any fines incurred by employees as a result of violations of State or Federal Safety Standards.

**4.4 FACULTY LOUNGE**

The faculty will have a student-free faculty lounge in each school building. Coffee will be provided.

**4.5 USE OF PERSONAL VEHICLE**

If a district owned vehicle is not available, teachers using their own vehicle for school business will be paid mileage as set by the State Department of North Dakota for the current school year, with prior approval from the superintendent. Teachers have the right to refuse to use their own vehicle for school business.

**ARTICLE V TUITION REIMBURSEMENT**

5.1 Reimbursement may be received on tuition and registration for undergraduate or graduate hours in the teacher's major or minor field or by administrative request. Prior approval from the building principal regarding the course will take place prior to enrollment. Reimbursement will be the actual credit hour cost plus registration or as follows, whichever is the lowest. The total amount budgeted for this item will be \$10,000.00.

\$100.00	Per Semester Hour, Undergraduate Credit plus registration
\$160.00	Per Semester Hour, Graduate Credit plus registration

Maximum reimbursement per individual is limited to \$1,440 per fiscal year.

5.2 Teaching staff will be reimbursed for the Praxis test if testing was requested by the district administration.

**ARTICLE VI TEACHER LEAVE POLICIES AND REIMBURSEMENTS**

**6.1 EMERGENCY LEAVE**

Up to five days of emergency leave may be granted at the discretion of the superintendent.

Emergency leave includes leave for, but not limited to:

1. Death of an immediate family member. Immediate family is defined as father, father-in-law, step-father, mother, mother-in-law, step-mother, spouse, sibling, brother-in-law, sister-in-law, child, step-child, grandparent, or grandchild.
2. Immediate family accidents or life-threatening illness of an immediate family member.
3. Situations that would require immediate attention in order to prevent a major loss of an employee's personal property.

If the total emergency days are beyond five, the leave may be reviewed by the board. It is recommended that the superintendent take into consideration that emergencies can exist in situations other than sickness or death.

**6.2 PERSONAL LEAVE**

Four days personal leave shall be given annually to be used at the discretion of the individual upon written notification to the building principal or administrator in charge



before the close of the preceding day. Approval will be dependent upon the ability to secure ample substitute teachers to cover all of the requested absences.

Once all personal leave is used, a teacher will have the option of trading three (3) days of accumulated sick leave for one (1) personal day each year. The teacher must have a minimum of 40 days of sick leave banked at the beginning of the school year in order to be eligible for this option.

Personal leave days shall accumulate at a rate of four days per year, accumulating to six days.

A contracted teacher will be paid for unused personal days after the six days have been accumulated. The rate of pay will be the same as substitute pay per unused day. Payment will be made at the end of the teacher's contract period.

### 6.3 PROFESSIONAL LEAVE

Professional leave days with pay may be granted for attending and/or participating in professional meetings relating to educational workshops, seminars, or conferences. Visitations to other schools or educational institutions for the purpose of observing instructional techniques or other instructionally-oriented programs may be considered as professional leave. A request for professional leave will require prior approval by the building principal.

### 6.4 SICK LEAVE

Ten days personal sick leave shall be granted annually, accumulating to 120 days. Ten (10) days per year of the ten days sick leave may be used for "family illness." "Family" is defined as immediate family, including only spouse, children, foster children, stepchildren, and parents. The board may extend additional days in any case.

All teachers will receive \$25 (maximum of \$250) for each day of unused sick leave at the end of each fiscal year. Part-time staff and partial days will be prorated accordingly. This annual payout will not decrease their accumulated sick leave total.

Upon leaving the Hazen School system a teacher will be paid \$40.00 for each day of accumulated sick leave that remains. Pay for partial years of service will be prorated according to service performed.

### 6.5 LEAVE OF ABSENCE

Leave of absence shall be considered by the board in each case when asked for by an individual teacher.

### 6.6 BEREAVEMENT LEAVE

Teachers may use up to one day of sick leave annually for non-emergency funeral leave.

**ARTICLE VII FRINGE BENEFITS**

All health, dental, and HSA benefits listed in this section are for a full time (1.0 FTE) positions and all part-time positions will be prorated according to the contract FTE.

**7.1 DENTAL INSURANCE**

The Hazen School Board agrees to pay the amount equal to 75% of a single dental policy of the board's choosing. Teachers may elect to add their own money to the premium for additional benefits.

**7.2 HOSPITALIZATION INSURANCE**

The board agrees to pay 90% of the premium for a high deductible health insurance policy. The benefit will apply to one policy only. Couples employed with a family insurance policy will receive the 90% benefit toward their policy. In addition, each teacher enrolled as a policy holder will receive a district contribution to a personal Health Savings Account (HSA) according to the level of enrollment and distribution schedule as follows:

	<u>2021-22</u>	<u>2022-23</u>
Family Plan:	\$2,800.00	\$2,900.00
Single plus Dependents	\$2,100.00	\$2,175.00
Single:	\$1,400.00	\$1,450.00

Deposits to health savings accounts will be made annually on the first business day of October. No adjustments to the HSA employer contribution will be made for policy election changes made at any time other than the anniversary date of the insurance plan.

The association and board will mutually agree to the choice of carrier and coverage purchased.

Those not taking the health insurance benefit will receive a cash option in the equivalent amount that is deposited into a Family Plan HSA plus an additional \$300. This cash option will be distributed as an employee contribution in accordance with the district's 403(b) and Section 125 (Flexible Spending) Plans.

Teachers participating in either the Health Savings Account (HSA) and/or the Flexible Spending Accounts (FSA) will be responsible for 36% of the administrative cost of each program.

### 7.3 INCOME DISABILITY INSURANCE

The School Board agrees to pay \$300 for each employee working full time or the full premium, whichever is less, for an income disability insurance policy.

### 7.4 NOON DUTY REIMBURSEMENT

Free lunch or cash equal to the value of an adult meal will be provided for any contracted teacher who is assigned lunchroom supervision, hall duty, or playground duty when the assignment occurs during the normal duty free 30 minute lunch period. Compensation is to be paid annually at the end of the school term.

## **ARTICLE VIII COMMITTEES**

### 8.1 SCHOOL CALENDAR

The superintendent shall call in two teachers, named by the association, to gather input and recommendations as to the school year.

### 8.2 REDUCTION IN FORCE

Reduction in Force Policy will not change without teacher input.

### 8.3 CURRICULUM AND INSTRUCTION

When curriculum changes are proposed, a curriculum committee, made up of the superintendent, the building principal, a school board member, and a minimum of three teachers representing the content area at surrounding instructional levels, shall be established to make decisions regarding curriculum and suggestions for adding and deleting courses.

**ARTICLE IX CO-CURRICULAR ASSIGNMENTS AND REIMBURSEMENTS**

BASE – Level H - \$295, Level 1- \$245, Level 2 - \$210, Level 3-\$190

Vertical Increment - \$5.

Horizontal Inc. \$20 - \$50.

<b>Experience</b>	<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>	<b>Level H</b>
0	\$190	\$210	\$245	\$295
1	\$195	\$215	\$250	\$300
2	\$200	\$220	\$255	\$305
3	\$205	\$225	\$260	\$310
4	\$210	\$230	\$265	\$315
5	\$215	\$235	\$270	\$320
6	\$220	\$240	\$275	\$325
7	\$225	\$245	\$280	\$330
8	\$230	\$250	\$285	\$335
9	\$235	\$255	\$290	\$340
10	\$240	\$260	\$295	\$345
11	\$245	\$265	\$300	\$350
12	\$250	\$270	\$305	\$355
13	\$255	\$275	\$310	\$360
14	\$260	\$280	\$315	\$365
15	\$265	\$285	\$320	\$370
16	\$270	\$290	\$325	\$375
17	\$275	\$295	\$330	\$380
18	\$280	\$300	\$335	\$385
19	\$285	\$305	\$340	\$390
20	\$290	\$310	\$345	\$395

Head coaches for Football, Boys & Girls Basketball, Boys & Girls Track, Boys & Girls Golf, Wrestling, Cross Country, & Volleyball shall be paid on Level H salary schedule.

Level 1 activities shall be Vocal and Instrumental Music, Drama, Speech, Dance & Drill, and Jazz Band.

Assistant coaches shall be paid on Level 2 salary schedule. Junior High coaches shall be paid on Level 3 salary schedule.

The length of athletic seasons shall be established administratively (Activities Director and Superintendent) not to exceed North Dakota High School Activities Association established seasons. Athletic/Activity coaching positions will be filled based on need as established on the recommendation of the administration (Activities Director and Superintendent). Criteria to establish "need" shall be, but is not limited to, number of participants, degree of physical risk, and level of competition.

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<b>ATHLETICS</b>	<b>Level</b>	<b>DRAMA</b>	<b>Level</b>	<b>MUSIC-*** INSTRUMENTAL</b>	<b>Level</b>	<b>MUSIC-*** VOCAL</b>	<b>Level</b>
Head*	H	Regional One Act Competition Head* (4 weeks)	1	Pep Band (3 weeks)	1	High School (8 weeks)	1
Asst.*	2	Regional One Act Competition Asst.* (3 weeks)	2	High School (11 weeks)	1	Middle School (4 weeks)	1
Jr. Hi.	3	Drama Production Head (8 weeks)	1	Middle School (4 weeks)	1	Children's Choir (2 weeks)	1
		Drama Production Asst. (6 weeks)	2	Elementary (1 week)	1	Elementary (1 week)	1
				Jazz Band (4 weeks)	1		
<b>SPEECH</b>	<b>Level</b>	<b>ACTIVITY DIRECTOR</b>	<b>Level</b>				
Head* (11 weeks)	1	Director** (39.25 weeks)	H				
Asst.* (9 weeks)	1						

\* Not including playoff games, regional or state competitions. Additional weeks are paid at the same basic weekly rate for that coach.

\*\* If one individual performs all of the Athletic Director duties, that person will receive the entire extra-curricular payment. If the duties are split between two individuals, a Head Athletic Director and an Assistant Athletic Director, the extra-curricular payment will be shared as follows: Head – 65%, Assistant – 35%. Athletic Directors or Assistant Athletic Directors, who are under an administrative contract, will not receive this additional extra-curricular pay.

\*\*\* Not including summer activities. Additional weeks are paid at the same basic weekly rate for that coach.

Pay head coaches/advisors \$50.00 if they choose to attend a state event, when a student/team does not participate in their state event.

At the conclusion of the season, the Head Football Coach and a Head Track coach will designate the coaching staff to assist them with the check-in, inspection, removal, and storing of all equipment and inventory used during the season. Each of these individuals will receive one (1) additional week, at their current weekly rate, for this purpose.

Designated to Assist:

- Football – 2 coaches
- Track – 1 coach

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Payments shall be made upon conclusion of the activity and approval of the administration.

When the Drama Department puts on a musical production, an extra week will be provided for the head and assistant. Arrangements will be made in advance for accompanist and assistant. Due to the difficulty in predicting the number and talents of students, and thus, the number of acts and appropriate plays for an upcoming year, the Drama Department will make arrangements with the administration in advance of each production as to the number of acts, type of play, the number of assistants needed, and the number of weeks paid.

Grade 12 Class Advisors, \$150 per school year. Semi-annual payments will be made for year-long activities.

If students qualify, advisors may attend National Conventions during the summer with the approval of the administration, and will receive two additional weeks of co-curricular pay.

\*\*\*\*Technology Coordinators pay is based on ½ the extra-curricular schedule pay per week.

<b>ACALYMPICS</b>	Level	<b>ANNUAL</b>	Level	<b>CHEERLEADER</b>	Level	<b>CONCESSIONS MANAGER</b>	Level
Senior High (1 week)	3	Head (7 weeks)	2	Head (3 weeks)	3	Manager 1 (8 weeks)	3
Junior High (1 week)	3	Asst. (5 weeks)	3	Asst. (1 weeks)	3	Manager 2 (8 weeks)	3
						Manager 3 (8 weeks)	3
						Manager 4 (Winter Sports) (4 weeks)	3
<b>DANCE &amp; DRILL</b>	Level	<b>FBLA</b>	Level	<b>FCCLA</b>	Level	<b>FFA</b>	Level
Head (9 weeks)	1	Head (10 weeks)	2	Head (10 weeks)	2	Head (14 weeks)	2
		Asst. (2 weeks)	3	Asst. (5 weeks)	3	Asst. (4 weeks)	3
<b>HONOR SOCIETY</b>	Level	<b>JUNIOR CLASS</b>	Level	<b>PEP CLUB</b>	Level	<b>HIGH SCHOOL ROBOTICS</b>	Level
Head ( 4 weeks)	2	Head-(2) (3 weeks)	3	Head (2 weeks)	3	Head (6 weeks)	3
<b>SCIENCE OLYMPIAD</b>	Level	<b>STUDENT CONGRESS</b>	Level	<b>STUDENT COUNCIL</b>	Level	<b>TECHNOLOGY COORD.-****</b>	Level
Head (6 weeks)	3	Head (2 weeks)	2	High School (6 weeks)	2	Head (36 weeks)	1
Asst. (5 weeks)	3	Asst. (1 week)	2	Junior High (3 weeks)	3	Asst. (s) (36 weeks)	2
<b>MIDDLE SCHOOL CODING CLUB</b>	Level	<b>MIDDLE SCHOOL LEGO LEAGUE</b>	Level	<b>ELEMENTARY SCHOOL LEGO LEAGUE</b>	Level		
Head (3 weeks)	3	Head (3 weeks)	3	Head (3 weeks)	3		

Bus Driver Pay:

(School Bus)

0-99 miles (round trip) \$30.00 per trip

100-200 miles (round trip) \$60.00 per trip

Over 200 miles (round trip) – an additional \$.10 per mile

(School Vehicle)

0-99 miles (round trip) \$10.00 per trip

100-200 miles (round trip) \$20.00 per trip

Over 200 miles (round trip) – an additional \$.05 per mile

**ARTICLE X SUMMER SCHOOL PAY AND PROFESSIONAL DEVELOPMENT STIPENDS**

The summer school pay schedule shall be \$30.00 per hour with paid prep time of 15 minutes per each hour of teaching time for all classes. Professional Development stipends shall be paid at the same hourly rate as summer school pay, when attendance during non-contract days was requested by the administration and the stipend was approved in advance.

**ARTICLE XI TEACHER COMPENSATION**

11.1 SALARY SCHEDULE

A. The base salary for 2021-22 is \$40,475, an increase of \$600 from the previous year. The base salary will increase an additional \$610 for 2022-23, resulting in a base salary of \$41,085. The following schedule will be followed for educational advancement:

Fiscal Year 2021-2022		
Base		With Employee TFR Benefit
BS	\$40,475	\$45,864
BS + 8	\$40,825	\$46,261
BS + 16	\$41,375	\$46,884
BS + 24	\$41,925	\$47,507
BS + 32	\$42,475	\$48,130
BS + 40	\$43,025	\$48,754
MA	\$43,575	\$49,377
MA + 8	\$44,125	\$50,000
MA + 16	\$44,675	\$50,623
MA + 24	\$45,425	\$51,473
MS + 32	\$46,175	\$52,323

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Fiscal Year 2022-2023		
Base		With Employee TFFR Benefit
BS	\$41,085	\$46,555
BS + 8	\$41,435	\$46,952
BS + 16	\$41,985	\$47,575
BS + 24	\$42,535	\$48,198
BS + 32	\$43,085	\$48,822
BS + 40	\$43,635	\$49,445
MA	\$44,185	\$50,068
MA + 8	\$44,735	\$50,691
MA + 16	\$45,285	\$51,314
MA + 24	\$46,035	\$52,164
MA + 32	\$46,785	\$53,014

B. The district shall provide each previously contracted teacher a 1.50% increase for the 2021-22 school year and an additional 1.50% for the 2022-23 school year. Each part-time teacher will receive the proportional amount.

C. A newly hired teacher will receive the minimum salary amount. They will be placed at the correct lane for education and receive \$425 for each year of teaching experience up to a maximum of 15 years.

(example: In 2021-22, a new teacher with 15 years of experience and with credits of BS+32 salary would be  $\$42,475 + (15 \text{ years} \times \$425) = \$48,850$ .)

D. Ninety days or less of previous experience in another system shall be counted as no year. Ninety-one days or more shall be counted as one year.

E. All negotiated salary increases will be across the board increases.

F. All individual contracts must be in compliance with the master contract. If any discrepancies occur, the master contract will supersede the individual contract.

G. Should an additional stipend professional development day be scheduled on the Master Calendar; it will be paid at a rate based on a prorated daily salary basis.

H. All returning staff shall receive a \$425 annual experience increment in addition to any raise that is applied to the base salary.

I. Following all salary increase calculations, all contracts shall be rounded to the nearest dollar using standard rounding practices; where \$0.50 and more are rounded up, and \$0.49 and less are rounded down.



J. Extra COVID Duties Stipend-All contracted teachers will receive an annual stipend, in the amount of \$1,000, to compensate for the additional job responsibilities associated with COVID. Part-time staff will be prorated accordingly. The stipend will be paid in two installments. The first installment will be paid on the last November payroll. The final installment will be paid on the last day of school. This stipend applies to the 2021-22 and 2022-23 school years only. It will expire and be removed from the Master Teaching Agreement effective June 30, 2023.

#### 11 .2 TEACHER'S FUND FOR RETIREMENT (TFFR)

Hazen Public School will pay 11.75% of contracted salary for the member assessment of TFFR, using Model 2.

#### 11.3 CREDIT

If an employee completes the necessary semester credits for advancements to a higher educational level, he/she will be issued a new contract to reflect the higher increment. Placement will be determined by credit and degrees earned on October 30 of each contract year. An employee who advances from BS to BS+8 will receive a \$350 salary increase. Educational advancement levels from BS+8 to MA+16 will receive a \$550 salary increase per level. Educational advancement beyond MA+16 will receive a \$750 salary increase per level.

#### 11.4 EXTENDED CONTRACT

Those teachers who have contracts with terms longer than nine months will have their salaries adjusted proportionately.

#### 11.5 PAY PERIOD

Teachers may choose to be paid on a nine or twelve month pay period. Teachers will be paid on the 15th and on the last day of the month. If the 15th or last day of the month falls on a weekend or bank holiday, teachers will be paid on the last business day immediately prior to the 15th or the last day of the month.

MASTER TEACHING AGREEMENT 2021-23

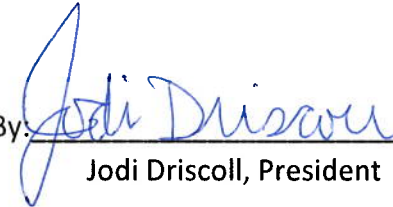
Approved by:

BOARD OF EDUCATION OF THE HAZEN  
PUBLIC SCHOOL DISTRICT

By:   
Sonya Hansana, President

Date Approved: May 10, 2021

HAZEN EDUCATION ASSOCIATION

By:   
Jodi Driscoll, President

Date Approved: May 7, 2021