

## **UNITED #7 2021-2022 and 2022-2023 MASTER CONTRACT**

### **Article 1. Definition of a Teacher & Highly Qualified**

Teachers are defined as full-time or part-time teachers for the purposes of this contract. The part-time teacher's benefits will be prorated according to their percentage of a full-time contract. Federal law dictates that all educators teaching in "core academic subjects" need to be "highly qualified. The core academic subjects are English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, and Geography. This provision applies to all teachers in core academic subjects in any state that receives Title I funds. "Highly Qualified" means:

1. State Certification/licensing (emergency, temporary, or provisional certification is not acceptable), and
2. Bachelor's Degree, and
3. Demonstration of Competency-Major Equivalency Status

### **Article 2. Credit for Teaching Experience**

Teacher with prior teaching experience shall be given up to nine years credit for such prior experience and shall be placed on the appropriate step of the salary schedule commensurate with said prior experience.

### **Article 3. Educational Requirements**

If, after contracts are signed, a teacher becomes qualified for a higher step on the salary schedule due to attendance of classes during the summer, the teacher's contract will be changed to the amount corresponding to the higher step, subject to the following terms and conditions:

1. All credits that can be applied to the salary schedule must have been earned after the BA/BS degree in teaching has been completed.
2. Credits earned after school starts will not be applied until the following academic year.
3. Qualifying courses must be graduate courses in the major or minor area of responsibility or the field of education.
4. If courses are graduate courses but do not otherwise meet the requirements of item (a) but are in a teacher related area, they must have the prior approval of the Superintendent.
5. For undergraduate credits to ever count toward the educational requirement, they must have the prior approval of the School Board.
6. In fulfilling the requirement of the Department of Public Instruction for accreditation and certification purposes, teachers may use any hours acceptable to the DPI whether these courses qualify for the District's educational requirements.
7. Teachers previously frozen on Lane 1, BS, can move no more than half their experience or two steps, whichever is less.

**Article 5 Sick Leave Bank.**

The United #7 School District Sick Leave Bank is a voluntary program.

The Sick Leave Bank is designed to provide additional sick day coverage to all school employees/professionals who incur extended illness or hardship. Any person who has used all sick days, personal leave days and all other forms of paid days may request use of the Sick Leave Bank.

The request that will be made to the Superintendent as part of the sick leave bank request shall include:

1. Primary health care provider's statement of medical need (if appropriate)
2. A hardship statement
3. A specific number of days requested (see sick leave request form)

The sick leave request form will be given to administration.

The superintendent will be the one that will make the determination as to whether the sick leave bank request will be granted or denied. The superintendent will also determine the number of days that will be granted.

Information relating to donated days will be considered "confidential," and will not be released to the teacher making the request. The record of days in the bank, and each of the staff member's accumulated sick leave days, will be kept on active file by the superintendent.

The Sick Leave Bank's first 90 days were donated by the employees of United Public School District #7. The replenishing of the bank days after the initial donation will be done as follows:

- a. At the beginning of each school year, the staff that has reached their maximum days of sick leave (90 days -- professional, 90 days -- ancillary staff) will have those days added the Sick Leave Bank.
- b. The maximum number of days in the Sick Leave Bank will be 90.
- c. If additional days are needed in the Bank for the continuation of one teacher or to meet the needs of additional teachers, other requests to employees will be made.

**Limitations:**

Upon written request by staff and written approval by the Superintendent, there will be no more than twenty (20) days of sick leave granted per application. An employee may apply four times per contract period and be granted no more than 80 days of sick leave from the Sick Leave Bank. No withdrawals from the Sick Leave Bank shall extend beyond the current contract year. The Sick Leave Bank benefits will discontinue once an employee's disability benefits begin. The intent of the Sick Leave Bank is to provide for the gap between sick leave and district provided disability benefits when dealing with a long-term illness/hardship.

**Article 6. Personal Leave.**

Each teacher in the United Public School shall have personal leave days.

- a. Each teacher entering United 7 shall be awarded three (3) days of personal leave per year.
- b. After eight (8) consecutive years of employment in United #7, two days of personal leave may be carried over to the next. The maximum accumulation of personal days after eight years is five (5) days.
- c. After three (3) years of consecutive employment in United #7, one day of personal leave may be carried over to the next. The maximum accumulation of personal days between four of employment in United #7 through eight years of experience is four (4) days.
- d. Unused personal leave days will be bought back at the end of the fiscal year at the rate of \$140.00 per unused full day and \$70 per unused half day.
- e. Personal days will be granted on a first request basis.
- f. Request for personal leave shall be given to the building principal 24 hours in advance.
- g. Personal leave must be taken in increments of at least one-half days.
- h. Teachers who take more than their allotted personal leave is up to the discretion of administration. If granted, the teacher is to take leave without pay for each day over amount accumulated. The teacher must also reimburse the school district the cost of the substitute teacher for each day over the amount they have accumulated (\$140 = Full day Absence, \$70= Half day Absence).

**Article 7. Noon Hour Duty.**

Noon hour supervision will be set up to allow for uninterrupted free time during the noon hour and yet maintain proper supervision of the students.

**Article 8. Medical Insurance.**

The District shall pay the cost of a single membership or 50% of a family membership for Health and Hospitalization Insurance for each teacher desiring to participate in the plan and are members of the school group. The policy must be acceptable to both the Board and the Faculty. The carrier of said insurance program will be accepted through a bidding process under the provisions of the North Dakota Century Code 15-47-15.

**Article 9. Life Insurance Plan.**

The School Board will provide life insurance for each of the teachers who desire to participate in the plan and are members of the school group. Additional life insurance coverage may be purchased at teacher's expense.

**Article 10. Pay Protection Plan.**

The School Board will provide disability insurance for each of the teachers who desire to participate in the plan and are members of the school group. This policy would provide coverage after the ninety (90) day accumulated sick leave is used up.

**Article 16. Teachers Fund for Retirement.**

The school district will pay both sides of TFFR. By law the teacher share is 7.75% for a teacher, and the board share is 8.75%; however, through legislative action the TRRF rate will increase 2% on both the teacher side (9.75% and board side (10.75%) beginning July 1, 2012. Beginning July 1, 2014, TFFR will add another 2% increase to the board's share as well as 2% to the teacher's share of TFFR. Beginning July 1, 2014, the total contribution to TFFR is 24.5% and the board will pay both sides of TFFR.

**Article 17. Notice of Vacancy.**

If a position is left vacant by resignation or other means, qualified staff members will be notified of said vacancy.

**Article 18. Prep Period Pay.**

When a teacher gives up a prep period to cover another staff member whose absence is due to 1) unexpected illness 2) school related event or 3) lack of a sub teacher that teacher will be paid the following:

- (a) \$15.00 per time for 40 minutes or more;
- (b) \$12.50 per time for less than 40 minutes

Administrative approval may be granted for other convenience requests, but no pay will be granted.

**Article 19. Professional Growth.**

The Master Contract will read that within a five -year time frame, a teacher may request from the school district \$600.00 for course or courses taken. When the individual's amount is gone, he or she must wait until the next five years to ask for further funding. Payment for the earned credits will be made at the end of the fiscal year. The teacher is required to submit to the superintendent documentation of earned graduate level credit(s) using a course receipt or course fee slip stating that amount. (This coincides with ESPB's change where six hours of credit will be required to renew a teaching certificate.)

**Article 20. Teacher's Salary Schedules**

The United #7 2021-2022 base salary will be \$41,600.00. The United #7 2022-2023 base salary will be \$42,600.00. See attached salary schedules.

**A. Longevity**

- Teachers that work in the school district for 5 years of consecutive service shall receive a one-time pay stipend of \$100 upon the completion of said year.
- Teachers that work in the school district for 10 years of consecutive service shall receive a one-time pay stipend of \$500 upon the completion of said year.
- Teachers that work in the school district for 15 years of consecutive service shall receive a one-time pay stipend of \$1,000 upon the completion of said year.
  - The stipend beyond the 15 years shall be every 5 consecutive years and shall be maxed out at \$1,000.
- Years of service must within the United #7 School District as a teacher to be considered for longevity stipend.

**Definitions:**

A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of established policies and practices or the terms of this agreement. Those school board members who are currently serving as collaborators shall make up the Board Grievance Committee. The Staff Grievance Committee shall be comprised of those teachers who are currently serving as collaborator.

**Procedures:**

**Step 1. (Informal)** A teacher with a grievance shall generally discuss the complaint with the Staff Grievance Committee representatives. At this time the teacher will provide the committee with a written copy of the complaint.

**Step 2. (Informal)** The Staff Grievance Committee, through discussion and majority vote, will decide if further action should be taken on the grievance expressed.

**Step 3. (Formal)** A teacher with a grievance shall generally first discuss the complaint with his/her immediate superior and shall provide that superior with a copy of the original complaint. The discussion may take by:

- A. Expressing the complaint directly to his/her immediate superior, or,
- B. Requesting the Staff Grievance Committee representative to express his/her complaint to that immediate superior for him/her, or,
- C. Appearing together with the Staff Grievance Committee representative before his/her immediate superior for the purpose of expressing said complaint.

If the complaint refers to the application or interpretation of personal policies, rules, regulations or an administrative decision, the appropriate superior shall give the Staff Grievance Committee representative an opportunity to state the views of that committee. Within five days the Principal, or Superintendent, or School Board Grievance Committee shall communicate their views to the aggrieved, his/her representative (if any), and to any participating Staff Grievance Committee representative.

Before resolving the complaint, the appropriate superior may consult the next higher level of administration for an opinion, also the Staff Grievance Committee representative may consult with the United #7 Public School Education Organization for an opinion.

If the aggrieved is not satisfied, he/she/ then may take or request that the complaint be taken to an appropriate higher level of administration.

**Article 24. Pay Adjustment Clause:**

Teachers who are employed for the 2019-2020 school year shall receive a salary adjustment of 2% increase for the duration of their teaching career here at Des Lacs- Burlington.

Teachers who are employed for the 2020-2021 school year shall receive a 1% increase for the duration of their teaching career here at Des Lacs- Burlington.

**Duration Clause:**

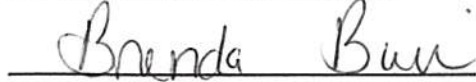
This agreement shall remain in force until the July 2024 annual meeting of the Des Lacs-Burlington School Board. This agreement shall automatically be renewed and remain in force until a new contract is ratified.

**Dated this 1st day of June 2021.**

**For the DLB Teachers:**

A handwritten signature in blue ink, reading "Tracy Gonn", written over a horizontal line.

**For the United Public Schools:**

A handwritten signature in black ink, reading "Brenda Bunn", written over a horizontal line.

## UNITED PUBLIC SCHOOL DISTRICT #7 SALARY SCHEDULE

2021-2022

**TEACHER NAME:**

SICK LEAVE TOTAL: 10

PERSONAL DAY TOTAL: 3

BC-BS PERS:

TEACHER LICENSE NO:

EXPIRATION DATE:

SALARY SCH. SEM HRS:

ASSIGNMENT:

SALARY:

ACTIVITIES:

19-20 2% adjustment

20-21 1% adjustment

**TOTAL SALARY: 0.00**

**STEP INCREMENTS**

BS	500
BS +16	500
BS + 24	500
BS + 32	600
MS	700
MS +16	700
BS	

**LANE INCREMENTS**

BS + 16	200
BS + 24	200
BS + 32	200
MS	500
MS +16	500
BS + 16	

**HEALTH INSURANCE**

1/2 FAMILY	8400
1/2 SINGLE + DEP	5687
FULL SINGLE	6462

	BS	BS + 16	BS + 24	BS + 32	MS	MS +16
0	41600	41800	42000	42200	42700	43200
1	42100	42300	42500	42800	43400	43900
2	42600	42800	43000	43400	44100	44600
3	43100	43300	43500	44000	44800	45300
4	43600	43800	44000	44600	45500	46000
5	44100	44300	44500	45200	46200	46700
6	44600	44800	45000	45800	46900	47400
7	45100	45300	45500	46400	47600	48100
8	45600	45800	46000	47000	48300	48800
9	46100	46300	46500	47600	49000	49500
10	46600	46800	47000	48200	49700	50200
11	47100	47300	47500	48800	50400	50900
12	47600	47800	48000	49400	51100	51600
13		48300	48500	50000	51800	52300
14		48800	49000	50600	52500	53000
15		49300	49500	51200	53200	53700
16		49800	50000	51800	53900	54400
17			50500	52400	54600	55100
18			51000	53000	55300	55800
19			51500	53600	56000	56500
20				54200	56700	57200
21	BS + 32 and MS Lanes			54800	57400	57900
22	these two lanes indicated			55400	58100	58600
23	are not capped or frozen			56000	58800	59300
24	at any points. (35 years plus is possible)			56600	59500	60000
25				57200	60200	60700
26	BS + 32 and MS Lanes			57800	60900	61400
27	all teachers must meet the present DPI			58400	61600	62100
28	standard of 6 additional semester hours			59000	62300	62800
29	every 5 years to advance on the salary			59600	63000	63500
30	schedule at this level. Calculation of the			60200	63700	64200
31	6 semester hours will begin with the			60800	64400	64900
32	2011-2012 school year and back from			61400	65100	65600
33	that point 5 years.			62000	65800	66300
34				62600	66500	67000
35				63200	67200	67700
36				63800	67900	68400
37				64400	68600	69100

### CO-CURRICULAR SCHEDULE: 2021-2022

Co-curricular activities will be listed separate from extra-curricular activities in the master contract to eliminate the necessity of automatically increasing them whenever extra-curricular activities are increased. However, should any one of the co-curricular activities dictate an increase or decrease in pay due to the amount or lack of amount of activity or input or lack of input in that organization by the teacher, then either the teacher or the school board may seek to increase or decrease the amount of money paid. Teachers should approach the administration to seek their support for any increase. The rates currently in force for co-curricular activities are:

YEARBOOK	\$850.00	MATH MEET/MATH COUNTS	\$150.00
SPEECH CONTESTS	\$700.00	ONE ACT PLAY	\$800.00
SENIOR CLASS ADVISOR	\$200.00	THREE ACT PLAY	\$800.00
JUNIOR CLASS ADVISOR	\$770.00	SCIENCE OLYMPIAD	\$350.00
CLASS ADVISOR(7-10 <sup>TH</sup> )	\$100.00	MUSIC EVENTS & ART SHOWS	\$50.00 per event
DECA /FBLA	\$700.00	FFA	\$3000.00
SCH IMPROVEMENT CHAIR	\$750.00	SCH IMPROVEMENT MEMB	\$600.00
LIBRARY BOOK FAIR	\$350.00	NATIONAL HONOR SOCIETY	\$100.00
<b>EXTRA-CURRICULAR SCHEDULE</b>		NATIONAL HONOR SOCIETY ADVISOR	\$600.00

Activity	Weeks	Season	Position	Base	Rate	Experience
FOOTBALL	9	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	9	Week season	Assistant	7% base	\$2912.00 +	\$4 Year of experience
	9	Week season	Jr. High	5% base	\$2080.00 +	\$4 Year of experience
GIRLS BASKETBALL	14	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	14	Week season	Assistant	8% base	\$3328.00 +	\$4 Year of experience
	9	Week season	JH	5% base	\$2080.00 +	\$4 Year of experience
	9	Week season	Elem	5% base	\$2080.00 +	\$4 Year of experience
BOYS BASKETBALL	14	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	14	Week season	Assistant	8% base	\$3328.00 +	\$4 Year of experience
	9	Week season	JH	5% base	\$2130.00 +	\$4 Year of experience
	9	Week season	Elem	5% base	\$2080.00 +	\$4 Year of experience
TRACK	10	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	10	Week season	Assistant/JH	7% base	\$2912.00 +	\$4 Year of experience
(Track season concludes With State Meet)						
VOLLEYBALL	11	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	11	Week season	Assistant	7% base	\$2912.00 +	\$4 Year of experience
	9	Week season	JH	5% base	\$2080.00 +	\$4 Year of experience
BASEBALL	10	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	10	Week season	Assistant	7% base	\$2912.00 +	\$4 Year of experience
WRESTLING	14	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	14	Week season	Assistant	7% base	\$2912.00 +	\$4 Year of experience
GOLF	10	Week season	Head	11% base	\$4576.00 +	\$5 Year of experience
	10	Week season	Assistant	7% base	\$2912.00 +	\$4 Year of experience
***CHEERLEADING		Per season	Head	5% base	\$2080.00 +	\$5 Year of experience

\*\*\* To be placed on the extra-curricular schedule the cheerleading coach must have proper certification. With no certification, said cheerleading coach will be placed on the co-curricular schedule.

1. Post-season play would be based on the per week amount paid for each week of play and would be paid in one lump sum in the next payroll check following completion of all tournaments or playoffs. FBLA National Competition pays \$350.00.
2. Coaches coming into the system may bring in experience as granted by Superintendent / Board.
3. Head coaches will receive \$450.00 per week for pre-season practice up to two weeks.
4. Assistant coaches will receive \$350.00 per week for pre-season practice up to two weeks.
5. United #7 will use NDHSAA sports schedules to establish the weeks per season, the above weeks will vary due to the starting and finishing of sports seasons.
6. A coach that drives will be paid: .50 mile if they drive a 15 + passenger bus and .20 a mile if they drive a 14 passenger mini bus. \$300 coach on staff incentive to drive bus (per sport).