

The following conditions of employment and working conditions have been agreed upon between the Turtle Lake-Mercer School Board and the Turtle Lake-Mercer Education Association:

**SALARY:**

1. The attached salary schedules with a base salary in **2022-2023 of \$40,500** and all itemized salary schedule provisions. The Board, with the agreement of the TL-MEA, has the right to pay above the salary schedule when necessary.
2. Experience: Outside BS Degree experience--A maximum of fifteen (15) years of teaching experience may be brought in for credit on the salary schedule. (Exception – Retirees will be allowed to bring in 5 years of experience.
3. Lateral salary schedule steps--classification: Credit hours earned beyond the Bachelor's Degree must be in Graduate Level course work or undergraduate credit as approved by administration (retroactive to the year 2003) directly appropriate to teaching assignment and computed as semester hours.
4. Teacher Fund for Retirement Deduct:  
The School Board will pay the teacher's share of retirement by deducting the required amount from each teacher's salary. This plan is found in Model I of the Teacher Fund for Retirement Employer Guide.
5. Payroll will be twice monthly and the option of a 12-month contract.

**HEALTH INSURANCE:**

The school board will use Blue Saver 100 Blue Cross Blue Shield high deductible health plan which includes a Health Savings Account in the amount of \$2,600.00 for the 2022 – 23 contract year as a model for insurance. The board will pay a full single premium with a permanent ceiling of \$2,600.00 contribution for a Health Savings Account during these contract years. All new hires will receive 100% of their Health Savings Account front loaded their first and second years of employment. Business Manager will review with new hires how the deductible works the first year and moving forward. Each additional year going forward that a Health Savings Account is part of the Health Insurance Package the payments will be prorated and deposited accordingly. Policy selection will be made by the board following teachers' viewing of all policies submitted for bid. Full disclosure of any new policy will be distributed to all teachers with or before the contracts for the year in which the new insurance will take effect.

**SICK/FLEX/PERSONAL LEAVE TIME:**

1. A full time teacher shall earn sick leave at the rate of fifteen (15) days per year cumulative to a maximum of 90 days.  
Sick leave with pay shall be allowed whenever a teacher's absence is found to have been due to illness that prevented his/her attendance at school and performance of duties on that day or days.  
In the event that sick leave is taken for three (3) consecutive days, a medical certificate will be required upon return to duty. If it is determined that sick leave was used for other than illness payment will be withheld.  
Sick leave shall be deducted from the accrued sick leave days earned by the teacher.  
Sick leave pay shall be approved only upon submission of a signed request upon the

**SICK/FLEX/PERSONAL LEAVE TIME (Cont):**

TLMEA Initial af  
TL-M Board Initial BL

authorized sick leave pay request form available on the school web site.

Of the accrued sick leave days in a year, five (5) of the said days shall be known as emergency leave and to be taken at the discretion of the administration.

2. A full time teacher may be granted a leave at the discretion of the teacher for no more than two days per year, not accumulative, in addition to sick leave. A personal leave day shall be granted at the discretion of administration. Unused personal leave days shall be reimbursed at the teacher's daily rate of pay at the end of the school.

3. **Four** of the sick days shall be designated as flex days. The two personal days would be used first, and flex days could be used with administrative approval. Flex days would revert back to sick days at the end of the year and would not be paid as personal days.

4. A continuing contract teacher who is unable to teach because of illness or injury and who had exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall upon request and School Board approval be granted a medical leave of absence, without pay, up to one year. The school district may, at its discretion, renew such leave.

A request for leave of absence or renewal under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the teacher is expected to be able to assume his/her normal responsibilities.

#### **TEACHER WORK DAY:**

1. The basic teacher's day, exclusive of lunch, shall be one-half hour before school until one-half hour after school is dismissed including days that busses are sent early.

2. In addition to the basic school day, teachers shall be required to participate in a majority of school activities beyond the basic teacher's day. The normal duties for teachers include a share of extra-curricular and supervisory activities.

#### **COLLEGE CREDITS:**

1. Reimbursement for college credit earned toward an education plan shall be given on the following basis:

- Credits earned: \$50.00 per credit not exceeding \$500.00/year.
- Reimbursement will be made only if all expenses have been incurred by the employee and transcript/receipt is provided to the Superintendent for approval
- The Board reserves the right to pay reimbursable costs for an employee to meet qualifications of a determined shortage position.

#### **CONTINUING EDUCATION MEETING CREDIT**

1. Whenever training or meetings occur outside the teacher's school day, and those activities are not part of the normal contract period, CEMU's may be granted.

These conditions are subject to CEMUs

- Committee Meetings, Fall School Open House, Elementary Concert Supervision (if required to be there), Staff Meetings.
- Any function paid for by another source does not qualify as a CEMU.
- New Teacher/Mentor Day will be available for any teacher to come in to the school to complete any classroom readiness work and receive CEMUs for their documented time working in their classroom.

A minimum of 15 minutes is required to count toward CEMUs

Example: 4 meetings at 15 minutes per meeting equals 1 CEMU

Teachers are responsible for keeping track of their CEMUs. They are to be turned in by the 20<sup>th</sup> of each month on the form provided on the school website to the Superintendent or his/her designee for approval. **Twenty-Five dollars (\$25.00)** is allowed for each

## GRIEVANCE PROCEDURE

The purpose of this procedure is to secure an equitable and fair solution to a claim based upon an event or condition that affects the conditions or circumstances under which an employee works,

Employees should feel free to use these procedures. No employee or administrator shall discriminate against, coerce or interfere with any employee, administrator, witness or representative for their involvement in the presentation or adjudication of any grievance. The employee may be represented and accompanied by a representative of his/her choosing at any step in this process. The teacher filing the grievance must be present at each step in the procedure.

### Grievance Steps

1. A grievance shall be first discussed with the building principal or immediate supervisor with the intent of resolving the matter informally. If the grievance is not resolved informally, the employee should prepare and submit a written grievance request to the building principal. The principal will render a written response within (10) working days.
2. If no agreement is reached in step one or the time limit elapses without an answer, the employee may present the written grievance to the superintendent. The superintendent or designee shall schedule a conference relative to such grievance and communicate in writing a decision to the grievant within (15) working days.
3. If no agreement is reached in step two the superintendent or the employee may present the written grievance to the school board. The grievance will be placed on the agenda for the next school board meeting. The school board will communicate in writing a decision to the grievant within ten (10) working days after the meeting.
4. If no agreement is reached in step three binding arbitration by outside parties may be instituted by mutual consent of the School Board and the Education Association. A mutually acceptable neutral third party will be appointed. Within (15) working days after appointment, the arbitrator will submit a written recommendation that will be considered to be binding on all parties concerned. Cost of arbitration will be borne equally by both parties.

### DURATION CLAUSE

This Agreement, except as otherwise provided, is effective as of July 1, **2022**, to June 30, **2023**, at which time it shall automatically renew itself for additional periods of one year, unless written notification to the contrary is made by either party **no later than 160 days before contract anniversary date**. If such notification occurs, the parties must proceed with the recognition process required by NDCC chapter 15.1-16 and the entire Agreement may be renegotiated.

This Agreement may be modified or changed during the contract term by mutual agreement and in writing signed by both parties.



### ACTIVITY PAY SCALE 2022-2023

Academic Olympics	\$100.00
Annual	\$1,300.00
Class Advisor / 7th	\$200.00
Class Advisor / 8th	\$200.00
Class Advisor / 9th	\$500.00
Class Advisor / 10th	\$900.00
Class Advisor / 11th	\$1,000.00
Class Advisor / 12th	\$400.00
FFA	\$5,000.00
Honor Society	\$600.00
Music (Vocal & Inst)	\$2,000.00
Pep Club	\$900.00
FCCLA	\$600.00
Speech	\$900.00
Student Council	\$600.00
Drama(\$200/Play Max. 3 Plays/year)	\$670.00
Weight Room Monitor	\$1,000.00
<b>TOTAL</b>	<b>\$16,870.00</b>

Head Coach Base	\$196.00
Step 1	\$208.00
Step 2	\$220.00
Step 3	\$232.00
Step 4	\$244.00
Step 5	\$256.00
Step 6	\$268.00
Step 7	\$280.00
Step 8	\$292.00
Asst Coach Base	\$120.00
Step 1	\$130.00
Step 2	\$140.00
Step 3	\$150.00
Step 4	\$160.00
Step 5	\$170.00
Step 6	\$180.00
Step 7	\$190.00
Step 8	\$200.00
JH & Elementary Coach Base	\$105.00
Step 1	\$113.00
Step 2	\$121.00
Step 3	\$129.00
Step 4	\$137.00
Step 5	\$145.00
Step 6	\$153.00
Step 7	\$161.00
Step 8	\$169.00

Acalympics shall be paid \$100.00 + \$100.00 per competition and \$200.00 if TL-M hosts a competition. Acalympics pay not to exceed \$700.00.

All above salaries are weekly except where noted

All programs shall be subject to guidelines for minimum participation established by the school board, ex: practices, games, length of season.

NEGOTIATED AGREEMENT RATIFIED THE 20<sup>th</sup> DAY OF April 2022

  
 TL-MEA REPRESENTATIVE  
  
 TL-M SCHOOL BOARD REPRESENTATIVE

THE ANNUAL ANNIVERSARY DATE OF THIS CONTRACT IS JUNE 30, 2023