

USD #291
Grinnell Public Schools
2021-2022
Negotiated Agreement

Board of Education and
Grinnell Teachers' Association



2. A new teacher coming into the district for the contract year may be granted up to ten (10) years outside teaching experience in another public school district.
3. Teachers coming into this system for the first time with ten (10) or more years of public school teaching experience shall be limited to step 11. Example: A teacher with five (5) years of outside experience will start on step 6; teachers with more than ten (10) years outside experience are limited to step 11.
4. Teachers with one-half (1/2) but less than one (1) year teaching experience in the district will be granted one (1) full year's teaching experience. Teachers coming into the district with less than one (1) full year's teaching experience will not be given credit for the portion of a year.
5. Teachers that top out on salary schedule will receive \$175.00 per year for teaching experience starting with BS+10 and across.
6. Seventy five dollars (\$75.00) per credit hour for recertification up to three hours annually, non-accumulating, will be paid to certified teachers.
7. Teachers will receive an incentive to live within the boundaries of the district equal to two percent (2%) of their salary excluding fringe and extra duty pay. Teachers who reside in the district only part of the year beginning July 1 will receive a partial payment prorated for the number of months lived in the district divided by twelve.
8. Teachers will be paid on the fifteenth day of the month. When the fifteenth falls on a weekend or a day school is not in session designated by the school calendar, payment will be prior to the 15th.

Article 2 - Fringe Benefits

1. The Board of Education, USD No 291, approves employees to contribute up to the maximum amount allowed by the IRS in a Salary Reduction Plan.
2. Fifty dollars (\$50.00) per month will be contributed by USD #291 for each part-time teacher to the district's Section 125 Plan. In addition, part-time teachers also will receive a prorated increase up to \$350.00 annually to the district's Section 125 Plan. One hundred four dollars and seventeen cents (\$104.17) per month will be contributed by USD #291 for each full-time teacher to the district's Section 125 Plan for a total of \$1,250.00 annually. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis or taken as cash as designated by the employee.

Article 3 - Extra Duty Pay Schedule

The Board reserves the right to establish new supplemental jobs and to establish the initial pay for said jobs.

Cheerleader/Pep Club Sponsor	618
Vocal & Instrumental Instructor	2269
Head Football Coach	1738
Assistant Football Coach	1349
Head Volleyball Coach	1738
Assistant Volleyball Coach	1349
Head Boys' Basketball Coach	1885
Assistant Boys' Basketball Coach	1394
Head Girls' Basketball Coach	1885
Assistant Girls' Basketball Coach	1394
Head Track Coach	1738
Assistant Track Coach	1349
Scholar's Bowl	412
Student Council	412
Librarian	693
QPA chairman	\$11 per hr.
QPA Associate members	\$8 per hr.
Concessions Coordinator	1850

Extra duty pay of \$15.00 per hour for lunch duty and activities outside the school day such as for ticket-taking, announcing, chain gang, concession stand, score book, time clock and substitute coaching duties.

Instead of pay, faculty members can receive a free lunch as compensation for lunch duty. A maximum of four free lunches would be available for grade school and middle school lunch periods for a total of eight per day. If more than four staff members request lunch duty for any lunch period, the administration shall develop a schedule.

All faculty members may file a preference sheet for all extra duty assignments.

Article 3-a: Extra Pay for Planning Period

1. If any middle school teacher gives up their planning period to either teach or take a study hall for the school year, that teacher will receive an additional \$1800. Grade school teachers asked to teach during their planning or study hall period will receive \$1250.00.
2. If any teacher is asked to take students during their planning period, that teacher will be reimbursed at the rate of 1/8 of the substitute pay for their time. Currently 1/8 of substitute pay is \$12.50.

Article 4 - Leave Days

1. It is hereby agreed the Teacher shall be entitled to leave days with full pay during the term of the contract, provided all terms of the contract are fulfilled:

- A. Six (6) Sick Leave Days
 - B. Four (4) Sick or Personal Days
 - C. Two (2) Personal Days
- Twelve (12) Total Days per contract year.

The first two personal days used will be deducted from Line C. Any other personal days used will be deducted from Line B. The district will buy back any unused portion of Line C at \$30.00 per day. No personal days may be carried over to the following year. Any unused portion of Lines A & B, up to ten (10) days, will be added to the employee's accumulative sick leave, up to seventy-five (75) days.

2. In the event the teacher's contract is terminated for cause prior to the end of the contract year, sick leave will be pro-rated as follows:

- One (1) day at the beginning of school,
- One (1) day each month during the time taught,
- Any days used that were not earned will be deducted from the teacher's salary at the time of termination.

3. A teacher may use personal days with no deduction from pay, no questions asked, with two limitations: (1) not to extend a holiday and (2) not on a scheduled Parent-Teacher Conference date. Any exceptions requested to this policy will be handled by the Superintendent on a case-by-case basis. Leave should be requested at least two (2) days in advance of the date of desired leave.

4. Staff members are allowed to leave during the school day for their USD #291 child's Preschool – 12th grade home and away events without taking personal leave as long as they make arrangements for other teachers or aides to cover their remaining class or position in-house. The leave time will be at the discretion of the administration. A leave form will need to be filled out and signed by administration before leaving for your child's event.

5. There will be no payment for accumulated sick leave except for the following: any teacher who has taught in our school district for at least five (5) years and is resigning for the next school year before May 1st of the current school year will be entitled to payment of \$35.00 per day for each day of accumulated sick leave with a maximum payment of \$2,625. Any teacher who has taught in our district for less than five (5) years and is resigning for the next school year before May 1st of the current school year will be entitled to payment of \$17.50 for each day of accumulated sick leave.

6. In the event a teacher uses their allowed sick leave days, they may apply for additional sick leave as stated in the Emergency Sick Leave Pool that is defined in board policy GBRIB-R and adopted by the Board of Education in 1982.

Article 5 – Jury Duty

1. Time off with no deduction will be allowed for jury duty or other court appearances wherein the employee was issued a subpoena to appear in court. Monies paid to the employee by the court, except for mileage paid for personal vehicle use, must be

reimbursed to the district. A copy of the subpoena must accompany the leave request.

Article 6 - Professional Leave

1. Certified teachers may be granted up to two (2) days of professional leave.
2. Professional leave is to be used for attendance at any professional clinic, workshop, conference or school visitation that involves the teacher's teaching area or any extra duty in which the teacher may be involved.
3. Requests for professional leave shall be made to the superintendent of schools in writing at least two (2) days in advance of the leave day. Requests must specify the reason or reasons for the request. The request for professional leave shall be submitted to the superintendent for his approval or disapproval. The superintendent's approval must be obtained prior to the teacher being absent from his or her duties.
4. Professional leave is not cumulative.

Article 7 - Work Day

1. The number of class periods in the school day and the scheduled school day shall be determined from time to time by the Board of Education.
2. Prior to any final decision by the board to change the work day or the school calendar, or to adopt the school calendar for the next year, the Grinnell Teachers' Association shall be notified at least thirty (30) days prior to the final decision by the board and be allowed to give comments or recommendations. The teachers' contract shall not exceed 185 days.
3. Teachers may sign out of the building during their planning period with prior administrative approval. Teachers may sign out of the building during their designated lunch period without administrative approval.

Article 8 - Reduction in Force

Upon determination by the Board of Education that a reduction in force is necessary, the following guidelines will be used to determine how the number of staff may be reduced. The Board of Education shall have the complete discretion as to the number of staff to be reduced.

1. If reduction of staff is necessary as determined by the board, the certification, teacher skills, evaluation, extra duty assignments and seniority of the teachers in the subject or grade area to be reduced will be considered. The Board shall retain those teachers possessing the certification that the Board of Education determines is needed in the District.
2. If two or more teachers are similarly qualified in the area of certification, the teachers exhibiting the greatest individual qualifications as shown by the teachers' evaluation reports shall be retained.

3. If two or more teachers possess similar certification and individual qualifications, the teacher or teachers with extra duty and/or supplemental duty assignments that the Board determines are most needed in the district shall be retained.

4. If two or more teachers possess similar certification, individual qualifications, and extra duty and/or supplemental duty assignments, the teacher or teachers with the longest service in the District shall be retained.

Article 9 - Summer Hours

1. If teachers advise superintendent of the intent to obtain additional credits over the summer by May 1 of each school year and a transcript of courses completed is filed with the superintendent by September 1, credit will be given on the salary schedule. If the above conditions are not met, the teacher must wait until the next school year for salary credit.

Article 10 - Inservice

1. Teachers shall have a minimum of one workday prior to the first student contact day of the school term and after the last student contact day of the school term.

Article 11 - Language on Filling School Vacancies

1. When a vacancy occurs within the district, all teachers shall be notified by a written notice to be posted in all attendance centers.

Article 12 - Language to Deal with Parent Complaints

1. The Association proposes that the Board of Education's policy of handling parent complaints be included in the district newsletter prior to the beginning of each school year.

Article 13 - Sick Leave/Workmen's Compensation Benefits

1. Sick leave benefits will be coordinated with workmen's compensation benefits so that no employee receiving workmen's compensation will receive more than their full salary.

Article 14 - Benefits Under 125 Plan

1. The Board shall have the right to set the benefits to be offered under the 125 Plan and to determine the insurance carriers for the plan.

Article 15 - Grievance Procedure

1. If any teacher grievances arise, the procedure followed in dealing with them is outlined in board policy GAE-R.

Article 16 - Evaluation Forms

1. The evaluation procedures will be as per board policy GBI.
2. A review of the current evaluation process will be worked on jointly between the Board of Education for USD #291 representatives and representatives of the Grinnell Teachers' Association. The recommendations will follow the guidelines established by the state of Kansas and/or Board of Education of USD #291.

