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North Jackson USD #335

Circleville
Netawaka
Soldier
Whiting

Jackson Heights Schools

Joint Agreement For the 2023-2024 School Year by the

Board of Education
North Jackson USD #335
Holton, Kansas

North Jackson-NEA
North Jackson USD #335
Holton, Kansas

Board Representatives:
Matt Browning
Neal Keeler
Jim Howard
Sheri Dibbern

North Jackson-NEA Negotiating Committee:
Jeff Folger
Jamie Wells

Terms of Agreement

This agreement, when ratified by a majority of the teachers and the board of education, will be in effect for the 2022-2023 school term.

Ratified by

Ratified by

Board of Education
North Jackson USD #335
Holton, Kansas

North Jackson-NEA
North Jackson USD #335
Holton, Kansas

Date Ratified

Date Ratified

Date Signed

Date Signed

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- I. Leave Days:** Each full time teacher shall start each school year with at least twelve (12) full days of leave credit with full pay, accumulative to 48 days. At the close of each school year, all teachers will be paid at a rate of \$50 for each unused day of leave in excess of 48 days.

Any teacher leaving the school district that has 15 or more years of service in the school district and has accumulated leave shall be paid for each of those days at the same rate of pay that is paid to a substitute teacher per day.

Leave will be deducted on an hour by hour basis, if another teacher covers the class. If the teacher is gone more than two hours and a substitute is hired, the teacher will be charged a half day.

- II. Bereavement Days:** Teachers may be absent for three days for the death of an immediate family member. In such cases no deductions will be made from the teacher's salaries and any substitute employed to do their work will be paid by the school district. The absence will not be counted as a leave day. Immediate family is defined as a spouse, child, parent, sibling, grandchild, spouse's parent, spouse's child, stepchild, grandparent or anyone who resides within the employee's primary residence. Additionally, one day of extended family bereavement leave per incident may be granted at the discretion of the district administrator. If the teacher is gone more than three days for the death, leave days will be used during the absence.

- III. Professional Leave:** Teachers may be absent for professional or other duties assigned to them by the superintendent, principal or board of education. In such cases no deductions will be made from the teacher's salaries and any substitute employed to do their work will be paid by the school district. When attending such meetings the teacher will be paid either all or partial expenses depending on the nature of the leave.

- IV. Contract Day and Duty Day:** Contract day for certified teaching personnel will be from **7:50 a.m. to 3:30 p.m.** Duty day will begin with the 8:00 bell and end with the 3:25 bell. Classes will be in session from 8:10 a.m. to 3:25 p.m.

- V. Extra Duty Rates:** Teachers will receive no less than \$12.00 per hour for all extra duty activities outside of the normal work day. Teachers who are asked by an administrator to supervise students during their normal planning period will be paid \$15.00 per planning period. Pro-rating of a plan period will be as follows: up to one-half of plan period for supervision will be paid \$7.50; one-half or more of plan period will be paid \$15.00. Teachers doing curriculum work or supervising an extended learning day outside the contract day will receive \$17.00 per hour. All extra duties are supplemental in nature and are voluntary.

Elementary teachers that are asked to cover another classroom's students in conjunction with their own students if a substitute cannot be found will be compensated \$30 per half day and \$60 for a full day of coverage.

Teachers that are asked to teach an additional semester or year-long course during their contracted day plan time will be compensated by one-eighth the contract base pay as listed in section XXVIII of this document.

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- VI. Extended Days for Part-Time Teachers.** A part-time teacher who is asked to stay past his/her duty day for district in-service or parent-teacher conferences will be paid at his/her hourly rate as calculated by his/her teaching contract. Pay will be pro-rated for partial hours and figured into the contract.
- VII. Flexible Fringe Benefit Program--Cafeteria Section 125:** This program allows covered employees to select combinations of fringe benefits best suited to their individual needs. This program grants benefits, which are not taxable income. The covered employee will select from the following available benefit options: health insurance, salary protection insurance, cancer insurance and term life insurance. Details of this program can be found in the board policy handbook.
- VIII. Personal Liability:** Personal liability insurance is provided for all personnel. The premium is paid by the school district.
- IX. Reimbursed Medical Expense:** Addition to fringe benefit program Cafeteria Section 125. The fringe benefit package will include a medical reimbursement expense starting in the 1994-1995 school year.
- X. Reimbursed Dependent Expense:** Addition to fringe benefit program Cafeteria Section 125. The fringe benefit package will include a dependent reimbursement expense starting in the 1995-1996 school year.
- XI. Health Insurance:** North Jackson USD 335 will provide an Employee (single, Option 3) insurance policy (not to exceed **\$493.97** per month).

The policy will be provided on a “use it or lose it” basis. Teachers may choose not to participate in the insurance program, but will not receive any other compensation. The premium will be paid at a pro-rated rate for part-time teachers.

If an Employee (single, Option 3) insurance policy exceeds **\$497.33** per month, the employee will pay the difference. Health insurance plans may be upgraded at the individual teacher’s expense.

Retired teachers (teachers receiving monthly payments from KPERS) who have taught in North Jackson USD #335 for the last 15 years and have been part of the district’s health insurance group for at least 15 years, may continue to be members of the insurance group until Medicare is available. In addition, USD 335 will pay \$150 per month of a retired teacher’s insurance premium until Medicare is available. A retired teacher leaving with a family plan may reduce that to a single plan at any time but a retired teacher may not go from a single plan to a family plan. In the event USD #335 no longer has an insurance group this benefit will be terminated. A retired teacher who becomes employed by another business that offers health insurance can no longer be a part of the district’s health insurance

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group. If a retired teacher becomes employed at USD #335 after retirement, the teacher will receive the greater of their retirement insurance benefit or their employment insurance benefit.

- XII. Dental Insurance:** Dental Insurance will be available through Cafeteria Section 125 on an individual basis provided 6 or more employees enroll prior to September 1.
- XIII. Climate Survey:** A district climate survey will be distributed to all employees of USD 335 prior to November 1 of each school year. The survey will be written by North Jackson-NEA and given to the Board of Education for review prior to distribution. District employees will complete the survey and submit it to the NJ-NEA president by December 1. Results will be compiled by NJ-NEA, and a summary of the survey will be given to the Board of Education before Christmas break.
- XIV. Duty Free Lunch / Protected Plan Time** "All teachers will be provided twenty (20) minutes of continuous duty-free time per contract day to eat. Teachers will be provided forty (40) minutes of continuous plan time (plan period) per contract day for classroom preparation. Any allocated time otherwise assigned by the administration will be subject to the extra duty rates noted in section V of this agreement.
- XV. Faculty Meetings:** Building administrators may call faculty meetings as needed, but the combined time for all faculty meeting shall not exceed 12 hours per academic year
- XVI. New Staff Orientation:** Mentor teachers may be required to work during New Staff Orientation as part of their state mentor stipend or \$15.00 per hour if a stipend is not available. New staff will be required to attend New Staff Orientation and will be paid \$15.00 per hour.
- XVII. Open House:** Teachers may be required to work during Open House and will be paid \$15.00 per hour.
- XIX. Continuing Education: Master's Degree Program**
College hours earned toward an approved Master's Program (approved by the superintendent) will be reimbursed by North Jackson USD 335. Teachers shall receive reimbursement only for the basic credit hour charge up to \$323 per credit hour after receipt of online or paper transcript and itemized proof of payment by the district office. Reimbursements will occur in July, September and February. Reimbursements received after the first of a month will be paid out by the district office at the next deadline. A maximum of 12 hours per calendar year will be eligible for reimbursement. Hours qualifying for reimbursement must be in the teaching field for which he/she is currently employed, or hours that will improve the teacher's instructional ability. If a teacher leaves the district for any reason during the time that they are taking classes, the teacher will reimburse the district for the full amount of their classes. Teachers must also give a minimum of two years to the district after obtaining the Master's Degree or they must reimburse the district for their classes. If a teacher leaves within this two year period under extreme circumstances, reimbursement by the teacher to the district will be subject to the superintendent's discretion. The Master's Degree must be completed within six years. To be

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eligible for movement on the salary schedule official transcripts must be turned into the district office by September 1. This policy sunset on July 1, 2020.

To be eligible for course reimbursement the following must occur:

1. An annual course plan needs to be approved by July 1 of the school year when courses are being taken.
2. Transcripts must be turned into the district office within the calendar year in which courses are taken.
3. Teachers must have completed one year of teaching in North Jackson USD 335.

The policy sunset does not apply to Danielle Alley, Robin Sides, Samantha Carson and Michaela McKenzie for the 2020-21 and 2021-22 school years. These four staff members who are already in the process of completing their Master's Degree will be granted a two year extension, fall 2020-spring 2022, for reimbursement as stated in this section.

XX. Continuing Education: Non-Master's Degree Program

Two college hours will be reimbursed by North Jackson USD 335 for each teacher license renewal. Teachers shall receive reimbursement up to the highest Kansas Board of Regents' resident graduate tuition rate after receipt of online or paper transcript by the Board office. Reimbursements will occur in July, September, and February. Hours taken during the teacher's last year of employment will not be reimbursed. To be eligible for reimbursement, courses must be pre-approved by the superintendent and transcripts must be turned into the district office within the calendar year in which courses are taken.

XXI. Continuing Education: Reimbursement Cap

Reimbursements for Master's Degree Classes and Non-Master's Degree Classes will not exceed a grand total of \$10,500. In the event this occurs, teachers working toward a Master's Degree will be given preference and the steps below will be taken:

1. Notification will be sent out to teachers who have submitted course plans that the cap has been exceeded.
2. The money will be distributed equally among Master's Degree seeking teachers by the same hourly rate. An effort will be paid to pay for the same amount of hours for each teacher.
3. Communication will be sent to the entire staff that there is no funding for non-master's degree class reimbursement during the fiscal year.

XXII. Concurrent Classes: Teachers teaching concurrent college classes will receive their regular duty pay. In addition, the teacher will receive the full pay from the college and is to be paid directly by the college. Concurrent classes are college classes taught during the school day for which the student will receive college credit and high school credit.

XXIII. Kansas License Fee: North Jackson USD #335 will reimburse teachers the cost to renew their Kansas Teacher Licensure. Payment will be made after the new teacher license has been received in the district office.

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XXIV. Direct Deposit: Teachers will have their monthly paychecks direct-deposited into the banking institution of their choice.

XXV. National Certification: The first year after receiving National Certification, a teacher receive a \$2500 stipend. Each succeeding year the teacher will receive a \$1000 stipend for the duration of the certification.

XXVI. Reduction in Staff Policy

In the event it becomes necessary to reduce the number of certified personnel due to program elimination or reduction; insufficient enrollment in subject area, grade levels, or teaching fields; declining enrollment; decrease in revenue; reorganization of the district; consolidation or modification of programs; or any other reason which may require reduction of personnel, the following guidelines will be followed:

As a first step, the Board shall accomplish reduction of personnel through normal attrition, followed by teacher(s) teaching in an area scheduled for reduction. If further reduction is necessary and several teachers are in a particular area scheduled for reduction, the Board shall consider reducing those teachers who have been on a plan of improvement resulting from poor evaluations sometime during the past three years. If more reductions are necessary, the next step is to consider individual certifications, and evaluations of teachers in the area to be reduced in making further reductions. If remaining teachers in the area to be reduced have similar individual certifications and evaluations, the board shall nonrenew those employees with the least period of continuous service in the district.

Procedures for notification: Personnel subject to reduction of staff procedures shall be provided written notification of nonrenewal of their contract on or before the 3rd Friday of May of the current school year.

XXV. Jury Duty

In recognition that service on a jury is an important civic duty, professional employees shall be permitted to serve without loss of paid leave as long as 1) proof of attendance during the day of jury selection and/or jury duty is provided and 2) jurors tender any compensation received from the court for jury duty to the district.

If the jury selection process is completed before noon, the employee is to notify the district office and return to work in a timely manner. If the selection process is completed after noon, the employee is to notify an administrator in order to determine a reasonable plan for the employee's attendance at work the remainder of the contract day.

XXVI. Salary Schedule Placement Agreement

The parties agree that, as of the 2019-2020 contract year, all vertical and horizontal steps on the salary schedule are current. The professional association acknowledges that no issue concerning step restitution for years prior to 2019-2020 may be raised in future negotiations.

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XXVII. Supplemental Duty Pay: 43000

HS Head Football	11.5%	\$4,945.00	HS Scholar's Bowl	4.0%	\$1,720.00
HS Asst. Football	8.5%	\$3,655.00	HS Publications	5.0%	\$2,150.00
HS Asst. Football	8.5%	\$3,655.00	HS Play/Musical	5.5%	\$2,365.00
HS Head Boys BB	12.5%	\$5,375.00	Prom	3.5%	\$1,505.00
HS Head Girls BB	12.5%	\$5,375.00	Prom	3.5%	\$1,505.00
HS Asst. Boys BB	9.5%	\$4,085.00	District Computer	14.5%	\$6,235.00
HS Asst. Girls BB	9.5%	\$4,085.00	MS Head Football	8.0%	\$3,440.00
HS Head Volleyball	10.5%	\$4,515.00	MS Asst. Football	6.0%	\$2,580.00
HS Asst. Volleyball	7.5%	\$3,225.00	MS Head Boys BB	8.0%	\$3,440.00
HS Head Cross Country	10.5%	\$4,515.00	MS Head Girls BB	8.0%	\$3,440.00
HS Assist. CC	7.5%	\$3,225.00	MS Asst. Boys BB	6.0%	\$2,580.00
HS Head Track	11.5%	\$4,945.00	MS Asst. Girls BB	6.0%	\$2,580.00
HS Asst. Track	8.5%	\$3,655.00	MS Head VB	7.5%	\$3,225.00
HS Asst. Track	8.5%	\$3,655.00	MS Asst. VB	5.5%	\$2,365.00
HS Baseball	11.5%	\$4,945.00	MS Head Track	8.0%	\$3,440.00
HS Softball	11.5%	\$4,945.00	MS Asst. Track	6.0%	\$2,580.00
HS Asst. Baseball	7.5%	\$3,225.00	MS Asst. Track	6.0%	\$2,580.00
HS Asst. Baseball	7.5%	\$3,225.00	MS Cheer	5.0%	\$2,150.00
HS Cheer	8.0%	\$3,440.00	Elem Music	1.5%	\$645.00
HS Band	8.0%	\$3,440.00	MS Band	1.5%	\$645.00
HS Choir	4.0%	\$1,720.00	MS Scholar's Bowl	2.0%	\$860.00
HS Forensics	4.5%	\$1,935.00	E-Sports Fall	4.0%	\$1,720.00
FFA	5.5%	\$2,365.00	E-Sports Winter	4.0%	\$1,720.00
FCCLA	4.0%	\$1,720.00	E-Sports Spring	4.0%	\$1,720.00
FBLA	4.0%	\$1,720.00	Powerlifting	6.0%	\$2,580.00
Summer Weights	6.0%	\$2,580.00	Shooting Sports	11.0%	\$4,730.00
HS Student Council	2.5%	\$1,075.00	Athletic Director	25.0%	\$10,750.00

The Board reserves the right to create new supplemental duties and to establish the initial compensation for such duties.

When there is a co-sponsorship, the percentage of the supplemental contract will be paid to each employee based on the duties that are performed.

The Board has the discretion to prorate supplemental pay based on days of attendance and fulfillment of duties.

A coach who must be supervised will have his/her salary reduced by \$300 for the season. The person that supervises this coach will receive an additional \$300.

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XXVIII. Salary Schedule:

2023-2024 USD 335 Teacher Salary Schedule

	BA	BS+200	BS+400	BS+720	MS	MS+200	MS+400	MS+600
1	43000	43600	44200	44800	45400	46000	46600	47200
2	43600	44200	44800	45400	46000	46600	47200	47800
3	44200	44800	45400	46000	46600	47200	47800	48400
4	44800	45400	46000	46600	47200	47800	48400	49000
5	45400	46000	46600	47200	47800	48400	49000	49600
6	46000	46600	47200	47800	48400	49000	49600	50200
7	46600	47200	47800	48400	49000	49600	50200	50800
8	47200	47800	48400	49000	49600	50200	50800	51400
9	47800	48400	49000	49600	50200	50800	51400	52000
10	48400	49000	49600	50200	50800	51400	52000	52600
11	49000	49600	50200	50800	51400	52000	52600	53200
12	49600	50200	50800	51400	52000	52600	53200	53800
13	50200	50800	51400	52000	52600	53200	53800	54400
14	50800	51400	52000	52600	53200	53800	54400	55000
15	51400	52000	52600	53200	53800	54400	55000	55600
16			53200	53800	54400	55000	55600	56200
17			53800	54400	55000	55600	56200	56800
18			54400	55000	55600	56200	56800	57400
19			55000	55600	56200	56800	57400	58000
20			55600	56200	56800	57400	58000	58600
21				56800	57400	58000	58600	59200
22				57400	58000	58600	59200	59800
23				58000	58600	59200	59800	60400
24				58600	59200	59800	60400	61000
25				59200	59800	60400	61000	61600
26					60400	61000	61600	62200
27							62200	62800

Points for horizontal movement on the salary schedule must meet the following criteria:

- 1 college hour equals 20 points
- Only PDC points from Application (level 2) and Impact (level 3) may be used.
- PDC points more than 5 years old cannot be used to move across the schedule.
- An Intent to Move Horizontally Form must be turned into the district office to be eligible for movement in the next school year. Transcripts are due by September 1 to confirm movement.

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XXIX. Grievance Procedure

A. Purpose: The purpose of this procedure is to provide for the orderly expeditious adjustment of grievances of individual employees of Unified School District #335, Jackson County, Kansas, at the lowest level.

B. Definitions: (a) Grievance shall mean any alleged violation of the terms and conditions of an employee's contract of employment. (b) "Grievant" means a certified employee of the USD #335 having a grievance. (c) Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural.

C. Procedures: In general--The adjustment of grievances shall be accomplished as rapidly as is possible. To that end, the number of days within which each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances the time limits prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom his grievance is being considered.

Initial private conference: A grievant shall first take up his/her grievance with the principal or immediate administrative superior in private informal conferences. Every effort shall be made to adjust the grievance in an informal manner.

Level 1: If the employee is dissatisfied with the outcome of the initial private conferences, he/she may request a formal conference with his/her principal or immediate supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days of the last informal conference.

Level 2: In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or in the event that no decision is reached within five (5) school days after the presentation of the grievance, he/she may appeal the matter in writing to the Superintendent of Schools with the notice to the Board of Education.

If the grievant does appeal the grievance to the Superintendent, the Superintendent or his designated representative, shall confer with the grievant in an effort to arrive at a satisfactory solution within five (5) school days after the appeal has been received by the Superintendent.

If the grievant does not appeal the grievance to the Superintendent within twenty (20) school days after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

Level 3: If the grievance is not adjusted to the satisfaction of the grievant, or if no decision is made thereon within ten (10) school days after the date the grievance was filed with the Superintendent or his/her designated representative under Level 2, then the grievant may appeal the grievance to the Board of Education for the purpose of final adjustment of the grievance by submitting a written request to final adjustment of the grievance by submitting a written request to the Clerk of the Board of Education within ten (10) school days after the Superintendent, or his/her designated representative, has rendered a decision, or after the expiration of said ten (10) school days.

The Board of Education shall, within thirty-one (31) calendar days after receipt of the written request, meet and confer with the grievant and render a decision to be submitted to the grievant in writing.

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D. Supplemental Conditions:

1. All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
2. Upon the final determination of the grievance, the documents, communications and records, excepting a record of the grievance and the final adjustment thereof, and excepting records required by law to be kept and maintained, shall be destroyed.
3. At each step of the procedure for adjusting grievances after the initial private conferences with the Principal or immediate administrative superior, the grievant shall be entitled to be accompanied by a representative of the North Jackson-NEA or some other person who might contribute to the acceptable adjustment of the grievance, and/or be represented by legal counsel.
4. All grievance hearings shall be confidential.
5. All discussions and hearings shall be conducted at times other than when school is in session.
6. It is the responsibility of the grievant to utilize the procedure for the adjusting grievances as soon as he/she is aware of a grievance.
7. Excluded from the grievance procedure shall be matters for which law mandates another method of review.
8. Only the employee affected may file a grievance or appeal from level one (1) and two (2).
9. The filing of a grievance at all levels shall be in writing, and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date, place of the event or act, and the names and addresses of any witnesses thereto.

XXX. Formal Observation and Evaluation of Certified Employees

1. Formal Observation Phase

a. Observations

- i. Every certified employee in the first two years of consecutive employment shall be observed at least two times per semester prior to the development of the formal evaluation.
- ii. Every certified employee in the third year of consecutive employment shall be observed at least one time per year prior to the development of the formal evaluation.
- iii. Every certified employee with four or more years of consecutive employment shall be observed one time per year in which the employee is evaluated prior to the development of the formal evaluation. Evaluation years will be the 4th year and every third year thereafter of continuous employment.

b. Each formal observation will be at least 30 minutes.

c. Observations may be pre-arranged or unannounced.

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2. Formal Evaluation Phase

a. Evaluation schedule

- i. Every certified employee in the first two years of consecutive employment shall be evaluated one time per semester by not later than the 60th day of the semester.
- ii. Every certified employee in the third year of consecutive employment shall be evaluated one time per year by not later than February 15 of the school year.
- iii. Every certified employee with four or more years of consecutive employment shall be evaluated at least one time by not later than February 15 of the school year in which the employee is evaluated. Evaluation years will be the 4th year and every third year thereafter of continuous employment.

b. An evaluation conference will be held between the evaluator and the evaluatee to discuss the formal evaluation. The purposes of the conference include, but are not limited to the following:

- i. Discuss the evaluator's observations and evaluation assessment of the evaluatee's performance.
- ii. Discuss the self-evaluation by the evaluatee.
- iii. Discuss the goal action plan.
- iv. To sign and date the formal evaluation form. The signature of the evaluatee acknowledges only that an evaluation conference was held and the employee has received a copy of the evaluation report. The signature does not necessarily indicate an agreement with the contents.

3. Summative Evaluation Rating

- a. Teachers will have an evaluation instrument rating based on the number of competencies that fall into each performance category.
- b. Teachers will have a student growth rating based on student performance results of teacher-selected tests and a state assessment if applicable.
- c. The evaluation rating and student growth rating will be combined to obtain a summative rating.

XXXI

Sick Leave Bank

The primary purpose of the Sick Leave Pool is to provide additional leave during the contract year to the employee who has used all of his/her accumulated illness/bereavement leave and experiences extraordinary circumstances requiring additional leave. Members of U.S.D. 335, Professional Employees, upon voluntary written agreement, shall be allowed to donate one day leave per year at the beginning of the current contract year to a Sick Leave Bank. Such contributions shall be deducted from the employee's sick leave accumulation.

Participating teachers who have depleted their accumulated leave may draw upon the bank as provided in the terms listed hereinafter. The Sick Leave Bank shall be administered by the Sick Leave Bank Committee.

I. Committee Selection and Duration of Term

A. The Sick Leave Bank Committee will consist of:

1. One Teacher from JHMS/HS
2. One Teacher from JHES
3. One at-large committee member

B. JHEA will select the committee members.

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1. Any teacher contributing to the Sick Leave Bank is eligible to serve on the Sick Leave Bank Committee, regardless of association membership.
2. The following year's committee will be selected by the association before the end of the current school term.
3. Each member of the committee will serve from August 15 to June 30 of each year. Teachers are allowed to serve more than one year on the committee.

II. Membership

A. Any professional employee who joins the bank for the current school year may make application for sick leave bank days.

1. A teacher who is in their first year of employment with USD 335 may make application for up to 10 additional days of sick leave.
2. A teacher who is in their second year of employment with USD 335, may make application for up to 20 additional days of sick leave.
3. A teacher who is in their third year of employment with USD 335, may make application for up to 30 additional days of sick leave.
4. A teacher who has reached four or more years of employment with USD 335 may make application for up to 40 additional days of sick leave.
5. Teachers who are part-time to the district may receive leave proportionate to the hours that they work. i.e., if they work 4 hours a day, they may receive 4 hours of leave for each day that they are requesting.

B. New enrollment for donating days must be submitted to the district office by August 30 of each year. These forms will be forwarded and placed on file with the committee chair.

C. Current members will maintain ongoing membership, unless written notification is submitted and received by August 30th to the district office.

D. Membership in the sick leave bank will require the member to have actively donated one day during the contract year to be eligible to draw days for that calendar year.

E. Once the sick leave bank's day cap of 200 has been met, previous calendar year members will no longer need to donate days that contract year to retain membership in the group.

III. Committee Rules of Operation

A. The committee chair will notify committee members by October 1 of the status of the Sick Leave Bank for the year.

B. The committee, as well as the Superintendent, will be notified by e-mail or phone when an application is received.

1. A determination will be made within five (5) days of the application receipt by the committee chair on how a vote will be taken.
2. A vote can be taken by:
 - a. e-mail
 - b. phone
 - c. at a committee meeting
3. Each member will notify the committee chair of their vote to approve or not approve the request within two (2) working days of being asked to vote.
4. All action will be based on a simple majority vote.

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5. It is the intent of the committee to minimize the time required to make a qualified decision. More time may be necessary if more information is needed from the applicant.

6. All decisions of the committee in reference to bank use are final.

C. Days remaining in the bank at the end of each year will be retained and applied to the following year. The amount of sick leave days the bank can retain will be limited to 200.

D. The committee chair will prepare a report to be presented to the Board of Education reviewing the bank's prior yearly activity by June 30th.

IV. How to request days

A. The only reasons sick leave bank days can be approved by the committee are for the employee who has used all of his/her accumulated illness/bereavement leave and experiences extraordinary circumstances requiring additional leave.

a. Extraordinary circumstances shall be defined as a critical extended illness or severe life-endangering circumstance, which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home. Examples of eligible medical circumstance would include, but are not limited to, cancer 12 treatment, critical chronic illness, major non-elective surgery, cardiac illness, limb amputation, organ transplants, etc.

b. The employee must be hospitalized and/or under the care of a medical doctor, doctor or osteopathy, chiropractor, or dentist. As a part of this application, a statement from the primary medical doctor, doctor of osteopathy, chiropractor, or dentist is required stating the employee's inability to perform his/her regular duties, and because of a medical necessity must remain at home. . The team of educators may also request a second opinion by a doctor mutually agreed upon by both parties. Such statement should be attached to the application.

B. Bank days may be used for the illness or injury of the certified employee, their spouse or partner, parents, or other dependents.

C. Sick leave bank days may be applied for only after the professional employee has exhausted their accumulated leave.

D. All requests for bank days must be made in writing by the teacher or the teacher's family and/or adult agent.

1. When an emergency does arise in which the employee is unable to file for bank days, because of being incapacitated, their families and/or adult agent will be allowed to make application for them.

2. Their family and/or adult agent will have written proof from a doctor attached to the application that the employee is incapacitated for that period of time.

E. The pool will not provide leave to employees receiving benefits from Workers' Compensation, KPERS disability, or other income protection sources.

F. Usage request forms for bank days may be obtained on the district's website.

G. Completed usage request forms may be turned into the building office manager, district office, or Sick Leave Bank committee member.

Jackson Heights Schools

Intent to Move Horizontally

Teachers will move horizontally based on education and/or PDC points. To move horizontally teachers must submit written notification to the Superintendent by April 1 of their intent to move horizontally.

Name: _____

Date: _____

PDC Points: _____

Graduate Credit Hours: _____
(20 PDC points equal one credit hour.)

Please check all that apply:

_____ I have attached college transcripts indicating completed college hours.

_____ I have attached a schedule of graduate hours I'm currently enrolled in.

_____ I have attached a PDC transcript indicating points I will use to move horizontally.

(Official college transcripts to verify horizontal movement will be submitted to the district office by September 1.)

Signature