



**Georgetown Negotiations Agreement**

## Georgetown Negotiations Agreement

### TABLE OF CONTENTS

ARTICLE 1	Educational Policy	4
ARTICLE 2	Recognition	4
ARTICLE 3	Negotiations Procedure	4
ARTICLE 4	Salary	4
ARTICLE 5	Fringe Benefits	5
ARTICLE 6	Reimbursement for Courses	9
ARTICLE 7	Jury Duty	9
ARTICLE 8	Grievance Procedure	9
ARTICLE 9	Teacher Rights	12
ARTICLE 10	Seniority and Staff Reductions	14
ARTICLE 11	Teacher Work Day	15
ARTICLE 12	Work Year	15
ARTICLE 13	Mileage and Expenses	16
ARTICLE 14	Duration of Agreement	16
ARTICLE 15	Salary Schedule and Experience/Step Scale	16 - 19

## Georgetown Negotiations Agreement

### I. EDUCATIONAL POLICY

- A. The Board of Education under law has final responsibility of establishing policies for the public school system.
- B. The Superintendent of Schools and his/her Administrative Staff has the responsibilities of carrying out the established policies of the Board and providing leadership.
- C. The Professional Teaching Staff has the responsibility of implementing these policies in a professional manner.
- D. The parties agree that should the Board consider a change in an educational policy matter, the Board shall notify the Association. The Association may meet and consult with regard to the education policy. Should a change in educational policy result in a demonstrated impact upon the wages, hours and working conditions of teachers, the parties shall bargain the impact of such change upon the written request of the other party.

### II. RECOGNITION

The Georgetown School Committee (hereinafter referred to as the "Committee") recognizes the Georgetown Teachers' Association (hereinafter referred to as the "Association") as the exclusive representative of the certified teachers and educational specialists which include: literacy specialists, guidance counselors, library/media specialists, Pre-K, and ESL (hereinafter referred to as "certified professionals") defined as public employees in 26 M.R.S.A Section 962 and employed by the Town of Georgetown as long as the Georgetown Teachers' Association represents a majority of those persons.

### III. NEGOTIATIONS PROCEDURE

- A. Negotiations for the next contract will begin upon written request by either the Georgetown Teachers' Association to the Superintendent or by the Superintendent, acting as executive officer of the School Committee, to the Georgetown Teachers' Association. Time and date of meetings are to be mutually agreed upon. Notification to commence negotiations shall be forwarded to the superintendent of schools no later than February 1st.
- B. No reprisals will be taken by the Committee or any member of the administration against any person(s) for his or her participation in the Georgetown Teachers' Association or representation of same.
- C. The School Committee and the Teachers' Association agree that the contract shall be reopened for negotiations at the request of either party, or, if necessary, by issuing a 10 day demand to bargain in accordance with the provisions of 26 M.R.S.A Section 965 (1)(B). In the event that lawful governmental action is taken rendering any provision of this contract unenforceable or invalid. Negotiations shall be limited to the specific contract provision rendered unenforceable or invalid. Such invalidity shall not affect the validity of the remaining provisions of this contract, which shall remain in full force and effect.

### IV. SALARY

- A. The salary scale for the school years is set forth in the attached schedule.

## Georgetown Negotiations Agreement

- B. Salaries will be paid on a biweekly basis.
- C. Teachers who wish to receive their summer pay in a lump sum during the last pay period in June and teachers planning to retire at the end of the school year are required to notify the Superintendent in writing by February 1<sup>st</sup>.
- D. Teachers who have matriculated in a Master's degree program and earn 15 credit hours of coursework towards that degree will be moved to the BS+15 scale at the beginning of the next school year. It is the teacher's responsibility to provide the Office of the Superintendent with a letter confirming academic degree matriculation and courses accepted by that degree program.
- E. Teachers who anticipate changing to the Bachelor's + 15, Masters, Masters + 30, or Certificate of Advanced Study (CAS) scale are required to notify the Superintendent in writing by January 15<sup>th</sup> of the prior budget year so that adjustment can be made to the proper level in the next school year when the academic degree or credits are earned and upon written submission of proof to the Superintendent.

### V. FRINGE BENEFITS

- A. Time Fringe Benefits for Part-Teachers: Fringe benefits for part-time teachers shall be prorated based on percentage of employment.
- B. Sick Leave: Each teacher will receive thirteen (13) days per year of paid sick leave, accumulating to 180 days. Sick leave may be used for necessary absence due to illness in the teacher's or spouse's immediate family (spouse, children, father, mother, grandchildren, grandparents and siblings).
- C. Sick Leave Bank

The Committee and the Association agree to establish a sick leave bank, the purpose of which is to provide additional sick leave days for extended or catastrophic illness. The sick leave bank will be administered by a committee composed of the principal and two teachers. Decisions of the committee are final. The following terms and conditions shall apply:

1. Only employees covered by this agreement are eligible to become members of the bank.
2. All teachers working under this contract are members of the sick leave bank unless they notify the Superintendent and the Association in writing of their desire not to belong on or before September 15. Teachers who have not previously donated two (2) days to the sick leave bank shall have their sick leave accumulation reduced by two (2) days on September 15 unless they have notified the Superintendent as set forth above. Teachers new to Georgetown School shall donate one (1) day to the Sick Leave Bank in the first year of employment and an additional one (1) day during the second year of employment. Any teacher who notifies the Superintendent of his/her desire not to belong to the Sick Leave Bank may join in the future by submitting a written notice to the Superintendent and the Association on or before September 15. A teacher who has opted out in one year and chooses to rejoin in a successor year shall donate two sick leave days, if such days have not previously been donated. Upon withdrawal from the Sick Leave Bank, the teacher may not withdraw the days he/she has donated to the bank.
3. Requests to use days from the bank may be made for absences resulting from illness or accident lasting more than five (5) days, and only after the sick leave of

## Georgetown Negotiations Agreement

the unit member making the request has been depleted. The request must include medical documentation of the need for sick bank days and an estimated date of return to work. Only members of the sick leave bank will be allowed to use the sick leave bank. Normal pregnancy does not qualify for sick bank unless medically necessary and medical documentation is provided.

4. Unused days in the bank at the end of the school year will be carried over to the next school year to accumulate to no more than one hundred (100) days. Teachers who have not previously donated and teachers new to the Georgetown School who wish to belong to the Sick Leave Bank shall have their sick leave accumulation reduced as outlined above, but these days will not be deposited in the Sick Leave Bank if the total will exceed one hundred (100) days. If the Sick Leave Bank drops below one hundred (100) days, all teachers who would like to participate in the Sick Leave Bank will contribute one (1) day per year until the bank reaches one hundred (100) days. Only those days needed to reach the cap of one hundred (100) days will be deposited in the Sick Leave Bank. Due to withdrawals from the Sick Leave Bank if the total number of days drops below fifty (50) days within a school year then teachers shall donate one (1) additional day to the bank in order to remain eligible to access the sick bank.
5. Any year in which the sick leave bank is at 100 days, participants will not donate a new day unless they are a new hire.
6. Participants in the sick bank will not have to replace days used except as a regular contributing member of the bank.
7. Participants withdrawing from membership in the sick bank will not be able to withdraw the days they have contributed.

D. **Bereavement Leave:** Each teacher will receive up to five (5) paid work days for bereavement leave. Additional bereavement leave will be deducted from accumulated sick leave. In the event that the Sick Leave has been exhausted, the Teacher may apply to the Sick Leave Bank.

E. **Earned Paid Leave:**

In accordance with 26 MRSA § 637, the following employee earned paid leave provisions shall apply to all full- time or part- time bargaining unit members:

1. Teachers shall have forty (40) hours of employee paid leave per school year available to the teachers at the beginning of each school year (26 MRSA §637 (3)). Teachers shall request leave from the principal at least three (3) days prior to taking such leave except in cases of emergency. Teachers are required to notify the building principal as soon as practicable if the use of Earned Paid Leave is for an emergency, or sudden necessity. If leave is 2 or more consecutive days employees must request time off 30 days in advance. Personal leave will preferably not be taken immediately before or after a vacation period unless approved by the building principal. Up to two unused Earned Paid Leave Days can be transferred to a teacher's accumulated sick leave at the end of each contract year.
2. In extenuating circumstances, a teacher may request one or more additional personal leave days which will be deducted from the teacher's accumulated sick leave. The decision to grant any such additional day(s) is at the Superintendent's sole discretion.
3. Leave can be taken in hourly or daily increments.

## Georgetown Negotiations Agreement

4. When taking employee paid leave, teachers shall be paid at their regular base rate of pay and any additional pay as calculated by the last week worked prior to leave being taken. 26 MRSA § 637 (4)

F. Family Medical Leave: The Federal Family and Medical Leave Act (FMLA) provides that an eligible employee is entitled to up to 12 work weeks of leave during any 12-month period: (1) for the birth, adoption, or foster placement of a child; (2) to care for a spouse, son, daughter, or parent with a serious health condition; or (3) when the employee is unable to work because of the employee's serious health condition.

1. For purposes of the FMLA, the "12-month period" referred to above shall be in accordance with the GTA contract agreement.
2. Employees requesting leave shall provide at least 30-days' notice whenever such leave is foreseeable.
3. Whenever an employee is absent for five (5) consecutive days, the employee may be asked to provide information needed to determine whether the leave is for a FMLA qualifying purpose.
4. Any employee taking leave under this policy shall use any applicable paid sick leave available. This sick leave shall be deducted from an individual's accumulated sick leave.
5. After such paid leave is exhausted, the balance of the leave shall be unpaid. Exception: an employee is able to withdraw days from the sick bank for his/her own serious health condition.
6. Health insurance benefits will be maintained in accordance with the provisions of the contract for the duration of the leave taken.

G. Leave of Absence:

Teachers, upon written application submitted to the Superintendent of Schools thirty (30) days before the leave day, may be granted a leave of absence up to one school year without loss of a teaching position. Normally there shall be no more than one teacher on leave of absence or sabbatical at a time. Whenever a leave of absence is granted by the School Committee, the teacher will not receive salary during the leave of absence. Teachers shall time their return from leave with the beginning of an academic school year or start of a grading period. Seniority, and accumulated sick leave days to which the teacher was entitled at the commencement of such leave of absence shall be restored to him/her upon return from said leave. Teachers shall have been on the payroll for ninety-one (91) days or more days in any school year to qualify for an additional year's worth of experience on the salary scale. (Teachers on an unpaid leave of absence for more than ninety (90) days shall not qualify for a years worth of experience on the salary scale.)

Teachers may continue insurance coverage through the employee group plan by paying both his/her own share of his/her monthly premium, along with the portion of the employee's health insurance premium otherwise paid by the school.

H. Sabbatical Leave: A Sabbatical leave may be granted to a teacher by the School Committee with twenty percent (20%) pay for one school year under the following conditions:

1. Applications for sabbatical leave shall include a description of the proposed programs of study, relating to the needs of the School System.
2. Applications must be submitted prior to January 1<sup>st</sup>.
3. Applicants must have completed seven (7) years of service in the school system for each sabbatical.

## Georgetown Negotiations Agreement

4. Normally there shall be no more than one (1) teacher on sabbatical leave or leave of absence at any time.
  5. The teacher is assured of a teaching position.
  6. The teacher will be advanced on the salary schedule as though she/he had been regularly employed during that sabbatical.
  7. While the teacher is on sabbatical leave, she/he may continue insurance coverage through the employee group plan by paying both his/her own share of his/her monthly insurance premium, along with the portion of the employee's health insurance premium otherwise paid by the school.
- I. Unexcused Absence: In case of an unexcused absence, the teacher's pay will be deducted at the rate of 1/180<sup>th</sup> of the total salary for each day of absence. In case of termination, the contract salary will be recalculated using 180 days as the base.
- J. Medical Insurance: Each certified professional, on an annual basis, may elect to receive health coverage equivalent to Anthem Blue Cross and Blue Shield, Standard MEA Health Plan, or the MEA Choice Plus Plan to be paid by the School Committee in an amount not to exceed the following:

Teachers hired prior to August 31, 2012 shall receive benefits at this rate:

Single	100% of the Choice Plus Premium
Adult with Children	94% of the prior year's Choice Plus Premium
Two Person	94% of the prior year's Choice Plus Premium
Family	94% of the prior year's Choice Plus Premium

Teachers hired after August 31, 2012 shall receive benefits at this rate:

Single	100% of the Choice Plus Premium
Adult with Children	82% of the Choice Plus Premium
Two Person	82% of the Choice Plus Premium
Family	82% of the Choice Plus Premium

Certified professionals may apply the Choice Plus benefit amount toward the Standard Plan. Certified professionals will pay the difference between the Choice Plus rate and the Standard rate.

Health insurance benefits will be prorated based on the certified professional's employment contract.

The certified professional's share of the health insurance premiums shall be deducted under the provisions of Section 125 of the Internal Revenue Code (premium paid with pre-tax dollars) for those who choose to do so.

Certified professionals may elect to participate at their own expense, in dental insurance, State Group Life Insurance or Disability Insurance. It is the certified professional's responsibility to make the necessary payment arrangements with the Office of the Superintendent of Schools. Such payments shall be deducted under the provisions of the Section 125 plan for those who choose to do so.

A retired teacher who is hired may participate in the health insurance program offered in this contract. If the teacher continues his/her health insurance benefit through the MSRS, the teacher shall receive cash in lieu of premiums equal to the applicable



## Georgetown Negotiations Agreement

amount to which the teacher would be entitled under this contract, less the amount contributed by MSRS toward the teacher's premium.

- K. Retirement: Any teacher who retires after twenty (20) years of teaching in Georgetown will receive a one time payment in June of their per diem pay — per accumulated sick leave day up to thirty (30) days.
- L. Substitute Calling: A reasonable effort will be made to obtain substitutes for special classes although it is understood by the parties that this may not always be possible.

### VI. REIMBURSEMENT FOR COURSES

Teachers taking courses for credit or re-certification shall be reimbursed for up to the tuition rate of the University of Maine at Orono upon the satisfactory completion of each three (3) credit hours, up to nine (9) credit hours per year. Evidence must be presented of receipt of credit. Tuition costs can be requested at the time of enrollment for staff taking courses for credit or re-certification by presenting an invoice from the college or university. The teacher must sign a written agreement that he/she will reimburse the Committee if he/she withdraws from the course or does not obtain a grade of "C" or better.

The School Committee will contribute up to one hundred (\$100) dollars for required fees per course: any cost above the one hundred (\$100) dollars shall be the financial responsibility of the teacher. The Superintendent of Schools shall approve courses prior to enrollment. All courses must be relevant to the teacher's job and/or in the best interest of the School Department as determined by the Superintendent.

In order for reimbursement to be processed, the teacher must provide a copy of the pre-approved AOS 98 Course Approval Form, receipt of payment from the college or university, and proof of satisfactory course completion with a grade of "C" or better.

### VII. JURY DUTY

Georgetown will pay the difference between the actual daily rate of pay and the amount received for jury duty.

### VIII. GRIEVANCE PROCEDURE

1. Purpose – The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which may arise affecting employees. Both parties agree that these proceedings will be kept as informal as may be appropriate at any level of the procedure.
2. Definitions
  - a. Grievance – A grievance is a dispute involving the meaning or application of any specific term of this agreement.
  - b. Grievant – A grievant is the employee or employees, or the Association making the complaint.
  - c. Days – Days shall mean calendar days exclusive of Saturdays, Sundays, legal holidays, storm days and vacation days which fall during the student school year.

## Georgetown Negotiations Agreement

A grievance initiated at the end of the school year will be processed in a timely manner and summer vacation days will be considered the same as calendar days with the exception of legal holidays.

### 3. Informal Procedure

A grievance shall first be discussed with the grievant's immediate supervisor. If the grievance cannot be resolved in this manner, the matter may be submitted to the formal grievance procedure.

### 4. Formal Procedure

#### Step 1 – Principal Level

If the grievance is to be submitted to this formal procedure, the grievant and/or the Association shall submit in writing and sign such grievance setting forth the contentions in full to the Principal. A grievance shall be submitted within fifteen (15) working days of when the events occurred.

#### Step 2 – Superintendent Level

If the answer of the Principal does not satisfactorily adjust the grievance, the grievant and/or the Association may, within ten (10) days after receipt of the written answer from the immediate supervisor, submit the grievance to the Superintendent in writing, including the answer of the immediate supervisor. The Superintendent shall hear the grievant and/or the Association and shall submit a written answer of the grievance to the grievant and to the Association within ten (10) days after receipt of the written grievance.

#### Step 3 – School Committee Level

If the answer of the Superintendent does not satisfactorily adjust the grievance, the grievant and/or the Association may within ten (10) days after receipt of the written answer from the Superintendent, submit the grievance to the School Committee including the answer of the Superintendent and immediate supervisor. The School Committee shall meet with the grievant and/or the Association within ten (10) days and shall submit a written answer to the grievance to the grievant and to the Association within ten (10) days after the meeting.

In the event that the immediate supervisor, Superintendent, or the School Committee fails to respond within the time periods above provided, the grievant and/or the Association may automatically proceed to the next level in the grievance procedure.

#### Step 4 – Binding Arbitration

- a. Any grievance which has been deemed meritorious by the Association may be appealed to arbitration by the Association within ten (10) days of the School Committee's response by serving written notice of its intention to appeal on the School Committee, together with a written statement of the specific provision or provisions of this Agreement at issue.
- b. In the event a grievance is appealed to arbitration as provided in this section, the Chairperson of the School Committee or designated representative shall meet with the President of the Association or designated representative within ten (10) days and shall jointly select as arbitrator a person who is recognized as experienced, impartial, and competent. If the parties are unable to reach

## Georgetown Negotiations Agreement

agreement at this meeting, either party may submit the grievance to the American Arbitration Association within ten (10) days.

- c. The decision and award in writing of the arbitrator on the merits of any grievance adjudicated within the arbitrator's jurisdiction and authority as specified in this Agreement shall be final and binding on the grievant, the Association, and the School Committee subject to judicial review.
  - d. The arbitrator shall be without power or authority to make any decisions that are violative of the terms of this agreement.
  - e. The cost for services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of any hearing room, will be borne equally by the School Committee and the Association. The party incurring them will pay all other expenses.
5. Rights and Responsibilities of the Grievant, Association, and the School Committee
- a. No reprisals shall be taken by the grievant, Association, or the School Committee, or the School Committee's agents against any participant in the grievance procedure by reason of such participation.
  - b. Only an Association designated representative may represent a grievant at any step of the grievance procedure.
  - c. When a grievant is not represented by the Association at Step 1, 2 or 3, the Association shall have the right and reasonable opportunity to be present at any meeting between the grievant, the immediate supervisor, the Superintendent and/or the School Committee after the submission of the written, signed grievance form.
  - d. Except for the decision resulting from arbitration or settlement, all documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the grievant.
  - e. The immediate supervisor or Superintendent shall promptly forward to the Association a copy of any submitted written grievance and any written material accompanying the grievance. This requirement is waived in the case of grievances filed by the Association or grievant(s) that are represented by the Association or its representatives.
  - f. No complaint informally resolved shall constitute a precedent for any purpose.
  - g. The time limits in this agreement may be extended by mutual agreement of the grievant and the superintendent.
  - h. All meetings and hearings under this procedure shall be closed to the public. Employees who participate shall suffer no loss in salary, benefits or other contractual advantage.
  - i. A form for the filing of a grievance follows.

6. Time Limits

## Georgetown Negotiations Agreement

- a. Time is of the essence in the filing and processing of all grievances under this article. Failure on the part of the grievant to make timely filing or to strictly adhere to time limits in the grievance procedure shall constitute a waiver of the grievance.
- b. The time limits may be extended by mutual agreement of the parties.

### IX. TEACHER RIGHTS

No continuing contract teacher shall be suspended, dismissed, or non-renewed from his/her teaching contract without just cause. The election to submit a grievance to arbitration pertaining to any issue contained in this Article shall automatically be a waiver of all other remedies or forums which otherwise could be available.

Whenever any teacher is required to appear before the Principal and/or Superintendent and/or School Committee on any matter involving discipline, or the teacher's terms of employment, the teacher shall be given prior written notice of and the reasons for the meeting. The teacher shall be entitled to have a representative of the association present to advise and represent him/her during the meeting.

Georgetown Negotiations Agreement

GRIEVANCE FORM

Grievant: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Article(s) and Section(s) of Agreement Violated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Statement of grievance (including date of acts or omissions complained of):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Redress sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will be represented in this grievance by: (check one)

\_\_\_\_\_ Educators' Association      \_\_\_\_\_ Myself

Association grievance representative's signature: \_\_\_\_\_  
(If the Association is representing the grievance, an Association representative must sign here.)

The grievance was filed with the office of \_\_\_\_\_

on \_\_\_\_\_ by (check one): \_\_\_\_\_ mail \_\_\_\_\_ personal delivery

Signature of grievant: \_\_\_\_\_

## Georgetown Negotiations Agreement

### X. SENIORITY AND STAFF REDUCTIONS

#### A. Position Elimination

1. If the School Committee is contemplating the elimination of any bargaining unit positions, it (or its designee) will notify the Association. The School Committee (or its designee) will meet and consult with the Association upon written request prior to a decision to eliminate any bargaining unit positions.
2. A decision by the School Committee to eliminate any bargaining unit position shall not be subject to the grievance procedure or arbitration.
3. In the event that the School Committee decides to eliminate any bargaining unit positions, it shall give the Association prompt written notice of the positions to be eliminated.

#### B. Selection of Teachers for Layoff

1. Except in the case of probationary teachers who are not re-employed for the following school year, the selection of the teacher(s) to be terminated as a result of the elimination of any bargaining unit position(s) shall be made in accordance with the following terms:
  - a. Teachers layoff will be determined by:
    1. seniority
    2. teaching experience(s)
    3. performance evaluations
    4. academic certification
  - b. Seniority shall be based on continuous employment in the Georgetown School System. When two or more teachers have the same length of continuous employment in the Georgetown School System, the teacher with the greater or greatest total teaching experience shall be deemed to have the greater or greatest seniority. Periods while a teacher is either on an approved leave of absence or on layoff subject to recall as described below shall not be considered a break in continuous employment in the Georgetown School System and shall be counted in the computation of seniority.

#### C. Seniority List Preparation

1. The Superintendent shall provide the Association a seniority list by September 30<sup>th</sup> of each year.

All teachers shall be listed, in descending order of seniority. The list shall show each teacher's name, date when teacher's continuous employment in Georgetown School System began, and, if relevant to determination of seniority order, the teacher's total teaching experience.
2. Any disagreement with the list must be reported by the Association to the Superintendent (or if by a teacher, to the Association and the Superintendent) within ten (10) days after delivery of the list to the Association and posting. Any changes to the list, other than those changes resulting from disposition of disagreements reported during this ten-day review period, will be made only by mutual agreement of the Superintendent and the Association.

#### D. Rights Upon Layoff

## Georgetown Negotiations Agreement

### 1. Notice

- a. A teacher who is to be laid off shall receive at least ninety (90) calendar days' notice of the layoff in writing. A copy of the notice of layoff shall be simultaneously sent to the Association.

### 2. Benefits

- a. A teacher who is notified that he/she is to be laid off shall be granted up to three (3) days leave with pay, upon request to and approval by the Superintendent of Schools, for the purpose of seeking alternate employment.
- b. Teachers who have been laid off may participate at their own expense in the District's group health insurance plan for such period as is permitted under the insurance contract, not to exceed two (2) years from the effective date of the layoff.

### 3. Recall

- a. A non-probationary teacher who is laid off shall be eligible for recall for two (2) years from the effective date of the teacher's layoff.
- b. School Committee (or its designee) shall mail to the Association and to each teacher who is eligible for recall a list of all existing and anticipated unit vacancies as soon as each opening is known. It shall be the responsibility of the teacher to keep the Superintendent notified of the teacher's current mailing address.
- c. Teachers who wish to be recalled for such a vacancy shall inform the Superintendent within ten (10) days of the notification letter of their interest in the available position(s). A teacher is eligible to re-employment in any available position for which the teacher is qualified (by certification, experience, and training) and interested, prior to the employment of new hires. Where more than one teacher who is eligible for recall is qualified for and interested in recall to a position, recall shall occur in order of seniority. If a teacher is offered re-employment in accordance with these terms and refuses, the teacher shall forfeit further eligibility for recall consideration.
- d. All benefits to which a teacher was entitled at the time of layoff, including unused accumulated sick leave and credits toward sabbatical eligibility, if applicable, shall be restored upon return to active employment.

## XI. TEACHER WORK DAY

1. Teachers are entitled to a thirty (30) minute duty-free lunch whenever possible.
2. Teachers shall report for duty not later than 8:15am and shall be permitted to leave at 3:15pm.

## XII. WORK YEAR

For all day(s) or partial days beyond the employee's 180 contractual days, teachers, when required by administration to work, shall receive an hourly rate not to exceed six (6) hours for all day(s) or partial days. In order to be compensated, teachers must have prior written approval from the administration. The hourly rate shall be based on per diem pay.

## Georgetown Negotiations Agreement

### XIII. MILEAGE AND EXPENSES

Teachers attending professional conferences, meetings, and conventions, when their attendance is previously approved by the Superintendent, shall be reimbursed for meals, lodging, registration, and travel under the following schedule:

1. Mileage at the rate established by the Internal Revenue Service for business travel deductions as of January 1 prior to the start of each school year.
2. Meals up to \$45 per Diem when attending professional conferences, meetings, and conventions located at a distance requiring an overnight stay. The teacher is responsible to present receipts for reimbursement.

### XIV. DURATION OF AGREEMENT

This contract shall be effective from September 1, 2021 through August 31, 2024.

### XV. SALARY SCHEDULE AND EXPERIENCE/STEP SCALE

Each teacher shall be placed on the salary schedule in accordance with education and experience. The salary shall be based on 180 days each school year. In subsequent years teachers shall follow the normal progression.



Georgetown Negotiations Agreement

**GEORGETOWN SALARY SCALE**

2021 - 2022

<b>EXP</b>	<b>BS</b>	<b>BS+15</b>	<b>MS</b>	<b>CAS/MS+30</b>	<b>2.20%</b>
0	\$39,103	\$39,651	\$41,169	\$42,448	
1	\$40,593	\$41,224	\$42,744	\$44,022	
2	\$42,167	\$42,798	\$44,318	\$45,596	
3	\$43,741	\$44,372	\$45,892	\$47,169	
4	\$45,314	\$45,946	\$47,466	\$48,743	
5	\$46,888	\$47,520	\$49,040	\$50,317	
6	\$48,462	\$49,094	\$50,614	\$51,892	
7	\$50,036	\$50,668	\$52,187	\$53,466	
8	\$51,610	\$52,242	\$53,761	\$55,040	
9	\$53,184	\$53,816	\$55,335	\$56,614	
10	\$54,759	\$55,390	\$56,909	\$58,188	
11	\$56,333	\$56,964	\$58,483	\$59,761	
12	\$57,907	\$58,538	\$60,057	\$61,335	
13	\$59,480	\$60,112	\$61,632	\$62,909	
14	\$61,054	\$61,686	\$63,206	\$64,483	
15	\$62,628	\$63,260	\$64,779	\$66,057	
16	\$64,202	\$65,359	\$66,878	\$68,156	
17	\$66,826	\$67,457	\$68,977	\$70,254	
18	\$69,081	\$69,713	\$71,232	\$72,511	
19	\$71,338	\$71,969	\$73,489	\$74,766	
20+	\$75,338	\$75,969	\$77,489	\$78,766	



**Georgetown Negotiations Agreement**

	2023 - 2024				
<b>EXP</b>	<b>BS</b>	<b>BS+15</b>	<b>MS</b>	<b>CAS/MS+30</b>	<b>2.25%</b>
0	\$40,908	\$41,480	\$43,065	\$44,400	
1	\$42,464	\$43,123	\$44,710	\$46,043	
2	\$44,107	\$44,766	\$46,353	\$47,686	
3	\$45,750	\$46,409	\$47,996	\$49,329	
4	\$47,393	\$48,052	\$49,639	\$50,973	
5	\$49,036	\$49,695	\$51,282	\$52,616	
6	\$50,679	\$51,338	\$52,925	\$54,260	
7	\$52,322	\$52,982	\$54,568	\$55,903	
8	\$53,965	\$54,625	\$56,211	\$57,546	
9	\$55,608	\$56,269	\$57,854	\$59,189	
10	\$57,253	\$57,912	\$59,497	\$60,832	
11	\$58,896	\$59,555	\$61,140	\$62,475	
12	\$60,539	\$61,198	\$62,784	\$64,118	
13	\$62,182	\$62,841	\$64,428	\$65,761	
14	\$63,825	\$64,484	\$66,071	\$67,404	
15	\$65,468	\$66,127	\$67,714	\$69,048	
16	\$67,658	\$68,319	\$69,904	\$71,239	
17	\$69,850	\$70,509	\$72,096	\$73,429	
18	\$72,205	\$72,864	\$74,451	\$75,785	
19	\$74,560	\$75,220	\$76,806	\$78,140	
20+	\$77,560	\$78,220	\$79,806	\$81,140	