

**AGREEMENT**

**between**

**THE WARWICK  
SCHOOL COMMITTEE**

**and**

**THE WARWICK  
TEACHERS' UNION**

**September 1, 2015**

**to**

**August 31, 2017**

## CONTENTS

	page
Preamble.....	1
I Recognition.....	1
II Non-Discrimination Clause.....	1
III Grievance Procedure.....	I
IV Union Rights.....	4
V Promotional Policy.....	7
VI Assignment and Transfer.....	8
VII Faculty Advisory Committee.....	13
VIII Personnel Policies.....	14
IX Absences and Leaves of Absences.....	17
X Teacher Protection.....	22
XI Supplies and Educational Materials.....	23
XII General Conditions of Employment.....	23
XIII Salary and Fringe benefits.....	35
XIV Retirement Benefits.....	39
XV Conformity to Law and Savings clause.....	39
XVI Availability of Contract.....	39
XVII Management Rights.....	39
XVIII Negotiations Clause.....	40
XIX Duration.....	40
Appendix A - Salary and Fringe Benefits.....	42
Appendix B - Supplementary Salary Schedule.....	44
Appendix C - Extended School Services.....	49
Appendix D - Memoranda.....	50
Appendix E -Interstate Health Program.....	57

## **PREAMBLE**

The School Committee of the City of Warwick and the Warwick Teachers' Union, Local 915, American Federation of Teachers, AFL-CIO, recognize the importance of developing a sound educational system. The School Committee and the Warwick Teachers' Union agree that they have a respective responsibility and obligation to promote the highest degree of quality education for the City of Warwick and affirm their interest to work toward the achievement of educational excellence in the city.

The following agreement, therefore, is made and entered into on this 14<sup>th</sup> day of November, 2017 by and between the School Committee (hereinafter referred to as the Committee) and the Warwick Teachers' Union, Local 915, American Federation of Teachers, AFL-CIO, (hereinafter referred to as the Union).

## **ARTICLE I**

### **RECOGNITION**

1-1 The School Committee hereby recognizes the Warwick Teachers' Union, Local 915, American Federation of Teachers, AFL-CIO, as the exclusive bargaining representative for all those employees in the bargaining unit, in accordance with Chapter 9.3 of the School Teacher's Arbitration Act, employed by the Warwick Public Schools, for the purpose of negotiating with respect to salaries and other conditions of employment for the duration of this agreement.

1-2 It is understood that personnel holding the title of supervisor, coordinator, or director, day-to-day substitutes and substitutes employed for less than six months are excluded from the aforementioned bargaining unit and that a teacher engaged in teaching in the Adult Education or the Summer School Programs in which field he/she has a provisional or standard teaching certificate issued by the State Department of Education as well as school psychologists, speech language pathologists, and physical and occupational therapists, shall be represented by the Warwick Teachers' Union in the same manner and to the same extent as is any other teacher as defined herein.

## **ARTICLE II**

### **NONDISCRIMINATION CLAUSE**

2-1 The parties agree to follow a policy of not discriminating against any employee on the basis of race, color, creed, age, national or ethnic origin, sex, handicap/disability or marital status or membership or participation in an association with the activities of any employee organization in compliance with Rhode Island statutes.

2-2 The School Committee agrees that any teacher shall be free to join or not to join any teacher organization and the Committee further agrees that the administration shall neither discourage nor encourage membership in any teacher organization.

## **ARTICLE III**

### **GRIEVANCE PROCEDURE**

THE PROMPT, INFORMAL AND CONFIDENTIAL ADJUSTMENT AND SETTLEMENT OF GRIEVANCES IS ENCOURAGED AND THEREFORE THE FOLLOWING PROCEDURE TO ACCOMPLISH THESE PURPOSES IS HEREBY ESTABLISHED:

#### **3-1 DEFINITION**

3-1.1 A grievance shall mean a complaint by an employee that (1) he/she has been treated unfairly or inequitably, (2) there has been a violation, misinterpretation or misapplication of the provisions of this contract, (3) that his/her health, safety or liability is jeopardized.

3-1.2 As used in this Article, the term employee shall mean (1) an individual employee, (2) a group of employees having the same grievance, (3) the Union.

### 3-2 PROCEDURES

3-2.1 (a) Level 1 A teacher shall submit his/her grievance, in writing, on a Union Grievance Report Form to the Union president. Within five (5) days after receipt of the grievance, the Union president shall notify the principal of the filing of the grievance. The teacher, the Union president and/or his/her designee, and the principal of the school shall meet for a hearing on the grievance within five (5) school days of the notification by the Union of the grievance with a view to arriving at a mutually satisfactory resolution of the complaint. The principal shall convey his/her decision in writing to the Union within five (5) days of said hearing.

If the grievance is not resolved or if no decision has been rendered within five (5) school days after presentation of the grievance, the Union on behalf of the employee may submit it in writing within five (5) days on the grievance form annexed to this Agreement to the Administrator in charge of hearing Level 2 grievances. Such written grievance must be filed within thirty (30) school days following the act or circumstances giving rise to the grievance. Filing a grievance after said time limit will render the grievance invalid.

(b) The Administrator in charge of Level 2 grievances may at his/her discretion, require a meeting with the employee and his/her Union representative for a hearing within ten (10) school days of receipt of the written grievance, to hear the presentation of the employee's grievance.

(c) The Administrator in charge of Level 2 grievances shall render a decision in writing to the employee and to the Union within ten (10) school days after the hearing or within ten (10) school days after the receipt of a grievance, in the event that a hearing is not held.

3-2.2 (a) If the grievance is not resolved at Step 2, the aggrieved, through his/her Union representative may appeal the decision at Step 2 to the Superintendent of Schools within five (5) days after receipt of the written decision of the Administrator in charge of Level 2 grievances.

(b) The Superintendent may, at his/her discretion meet with the aggrieved and his/her union representative within ten (10) school days of the receipt of the appeal.

(c) The Superintendent shall render a decision in writing to the employee and the Union within ten (10) school days after the hearing or within ten (10) school days after the receipt of a grievance in the event that a hearing is not held.

(d) Grievances which arise from an alleged violation of Article V (Promotional Policy) and Article 6-2 (Job Opportunities) of this agreement shall proceed directly to and be initiated at the Superintendent level of this procedure.

### 3-2.3 ARBITRATION

(a) In the event a grievance shall not have been settled under the procedures above, the Union may proceed directly to arbitration which shall be binding.

(b) Notice of intention to request submission to arbitration must be made in writing addressed to the Superintendent not later than ten (10) school days following the decision of the Superintendent or the expiration of the time limits for making such decisions, whichever shall first occur. The parties agree that arbitration shall be conducted in accordance with the rules of the American Arbitration Association or the Labor Relations Connection (voluntary labor arbitration rules). There shall be a single arbitrator, unless mutually agreed to otherwise by the parties.

(c) The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all the terms of this contract. He/she shall not have the power to add to, delete from, or modify in any way any of the provisions of this contract. He/she shall have the power to make appropriate compensatory awards. The decision of the arbitrator shall be final and binding upon the parties and all concerned. Fees and expenses of the arbitrator shall be shared by both parties. The arbitrator shall have thirty five (35) days to render his/her decision in writing.

(d) Use of past practices in arbitration hearings.

(1) An arbitrator shall have the authority to consider the existence of a past practice that may exist between the parties only under the following circumstances:

(a) The collective bargaining agreement does not contain an express provision that is the subject of the grievance, or

(b) The collective bargaining agreement contains a provision that is unclear and ambiguous.

(c) The party claiming the existence of a past practice shall be required to prove by clear and convincing evidence that the practice:

- (i) is unequivocal;
- (ii) has been clearly enunciated and acted upon;
- (iii) is readily ascertainable;
- (iv) has been in existence for a substantial period of time;
- (v) has been accepted by representatives of the parties who possess the actual authority to accept the practice.

(2) Notwithstanding, a past practice that may exist between the parties may not override any contrary provision of an existing collective bargaining agreement, statute or ordinance.

(3) Notwithstanding, a past practice that may exist between the parties may not override any contrary provision of any written rule, regulation, or policy that has been promulgated, adopted, and published pursuant to either the Administrative Procedures Act or promulgated and published by the appropriate governing entity in a city or town.

(4) Either party may provide written notice to the other party that it no longer intends to be bound by a past practice. Such notification must describe the past practice and set forth the effective date of the termination of the practice. Thirty (30) days following such notification neither party is obligated to follow the practice.

(e) Incorporation of Documents

The following documents shall be incorporated within the Collective Bargaining Agreement:

(1) Existing memoranda of agreement signed by authorized representatives of the parties;

(2) Letters of correspondence between an authorized School Committee official(s) and an authorized Union official(s) which constitute a mutually agreed-upon course of action.

The following documents are enforceable under the collective bargaining agreement: unappealed grievance decisions, arbitration awards and stipulated awards

-PROVIDED THAT-

(1) They have not been modified or revoked by a subsequent contract, written agreements signed by both parties, other mutual agreements, arbitration awards, or unappealed grievance rulings;

(2) They are not offers of settlement of a grievance or grievance resolutions that are settled on a non-precedential basis;

(3) Authorized representatives or officials are any one of the following for purposes of subparagraph (e): chairman of the school committee, the superintendent, assistant superintendent, labor counsel to the school committee, director of human resources, or the designated L-2 school department grievance hearing officer, and if required, the president of the Union or other authorized union official;

(4) Either party who asserts a right under the aforementioned documents must demonstrate mutuality, relevance, authenticity, and that the aforementioned documents remain in effect;

(5) The party who plans to introduce any of the aforementioned documents must transmit same to the other party one (1) week prior to the date that the arbitration hearing is scheduled to be heard;

(6) The arbitrator shall determine the precedential value and weight of the document, taking into consideration the relevance it has to the pending grievance and determining whether the document that is introduced has been modified or revoked by subsequent action of the parties.

### 3-3 GENERAL PROVISIONS

3-3.1 Failure of the School Committee or its agents at any step of this procedure to hold a meeting or hearing within the time limits prescribed, or to render a timely decision shall permit the aggrieved to proceed promptly to the next step.

The time limits specified at any step may be extended in any particular instance by agreement in writing between the parties.

3-3.2 For the purpose of this article persons proper to be present at hearings at each level of the grievance procedure are defined as the aggrieved, the appropriate Union and School Committee representatives and witnesses. Hearings held during school hours must be by mutual agreement and may be attended by persons proper without loss of pay. Where a witness is a student within the system, such student may be accompanied by his or her parent or guardian during such time such student testifies.

3-3.3 A grievance arising from the action of an official above the rank of principal will first be discussed with that official and if not resolved may be submitted to the Administrator in charge of Level 2 grievances and processed in accordance with Step 2 above.

3-3.4 The Union shall have the right to appeal from the disposition of a grievance of any employee or group of employees at any step of this procedure on its own behalf if the disposition of such a grievance is regarded as a violation of the contract by the Union.

3-3.5 Nothing in this contract shall be construed as compelling the Union to submit a grievance to arbitration.

3-3.6 No reprisals of any kind shall be taken against any participants in the grievance procedure by reason of such participation.

3-3.7 No grievance that is processed without the Union's being represented shall be cited as precedent.

3-3.8 The grievant may have another teacher accompany him/her from Step 2 on, provided that the latter is not an officer, an agent, or a representative of any teacher organization other than the Union.

3-3.9 Where the term school day is used it shall mean any day that school is in session; except that during vacation periods it shall mean the normal work day of the school department administrative personnel.

3-3.10 The time limit indicated at each level of the grievance procedure shall be considered as the maximum time limit. The specified time limit may be extended by mutual agreement between the parties. In the event that a grievance is initiated close to the end of the school year, every effort will be made to resolve the grievance prior to the end of the school year to reduce the time limits in order that the grievance procedure will be completed prior to the end of the school year.

3-3.11 In the event that a particular grievance occurs which the Union believes to be a deliberate violation of the agreement, a grievance may be initiated immediately at Step 2 of the grievance procedure.

Such a grievance shall be heard and a decision rendered within 48 hours.

3-3.12 If the decision at level 2 is unsatisfactory, the Union may file for a hearing with the Superintendent within 2 weeks of the receipt of the Step 2 decision.

3-3.13 Such grievances may not be filed on matters of contract interpretation, but only in instances where the Committee has acted contrary to a provision of the agreement and the violation is clearly evident.

## ARTICLE IV

### UNION RIGHTS

#### 4-1 USE OF SCHOOL FACILITIES

4-1.1 The Committee agrees to provide space on faculty bulletin boards for the exclusive use of the Union for posting notices or announcements.

4-1.2 The Committee agrees to make school buildings available for meetings of members of the bargaining unit called by the union without cost when said facility has not been previously engaged and at reasonable times with permission of the school principal. Meetings held before the school day shall end at least ten (10) minutes before the teachers' work day.

4-1.3 The Union may place materials in the mailboxes of teachers.

4-1.4 On occasions where communications with teachers in a school building through use of mail boxes is extremely difficult, the Union may request the school principal to have brief announcements made over the public address system. The principal may grant the request if, in his/her opinion, the announcements are not inconsistent with the effective and efficient operation of the school.

#### 4-2 RELEASED TIME

4-2.1 In instances where the attendance of an officer of the Union is required for a conference at the request of the administration, he/she shall be released from his/her teaching duties with no loss of pay. Where the request is initiated by the Union President for reasons of an emergency nature and with permission of the Director of Human Resources, he/she may be released from his/her teaching duties with no loss of pay.

4-2.2 The President of the Union and/or his/her designee shall, at the request of the Union President, be granted a reduced teaching schedule. The salary of said person(s) shall be reduced by the pro-rata reduction in teaching time. Fringe benefits will be paid on a pro-rata basis. Seniority will be maintained.

If the President of the Union, another Union officer, or a person designated by the Union is functioning in a full-time capacity for the local Union, he/she shall be given a leave of absence which shall last for the duration of his/her full-time employment. Return from such leave shall be in September of the school year. It is understood that such leave shall be granted on a year to year basis, and that the replacement substitute shall be employed on a one-year basis.

#### 4-3 EXTENDED LEAVE FOR UNION BUSINESS

4-3.1 No more than three (3) members of the Union at Union request shall be granted at least one (1) full year's leave, without pay, for the purpose of engaging in local, state or national union activities.

4-3.2 Upon returning to his/her teaching duties, the teacher shall be placed upon the appropriate step on the salary scale.

#### 4-4 TEMPORARY LEAVE FOR UNION BUSINESS

4-4.1 The Union shall be granted up to twelve (12) days during the school year to attend meetings as official delegates of the Union.

#### 4-5 GENERAL PROVISIONS

4-5.1 The Committee agrees to provide the Union with information not of a confidential nature and which is relevant and necessary to negotiations, providing the information is readily available.

4-5.2 When requested by the Union, the superintendent or his/her designee shall make every effort to meet with representatives of the Union to discuss matters of mutual interest, as well as matters relating to the implementation of this agreement. Policies adopted or maintained by any principal shall not be inconsistent with the terms of this contract.

4-5.3 The President of the Union or his/her designated representative shall have the right to visit schools to investigate teacher complaints or problems, or for any other purpose relating to the terms and conditions of this contract. Such visit shall in no way interfere with the regular teaching duties of the President or his/her designated representative or the instructional program of the school visited. Upon the representative's arrival, he/she shall notify the principal or the person designated by the principal to take charge of the building, of his/her presence and the purpose of his/her visit.

4-5.4 The Union shall be given a place on the agenda of individual faculty meetings for brief announcements.

4-5.5 A copy of the open School Committee meeting agenda shall be sent to the Union at the time it is sent to the School Committee members.

The Union shall, upon written request and approval of the School Committee, be entitled to appear before the Committee to be heard on a particular item of the open School Committee agenda.

4-5.6 In the event that members of the Union, acting in an official capacity, are mutually scheduled by the parties to participate during working hours in conferences, meetings, or in negotiations for this or an ensuing contract, the Committee agrees to grant the necessary time, and they shall suffer no loss of pay.

4-6 DUES DEDUCTION

4-6.1 The Committee agrees to deduct from the salary of its teachers dues for the Warwick Teachers' Union as said teachers individually and voluntarily in writing authorize the Committee to make such deductions. If dues are not deducted because of clerical mistake, etc., the Union shall notify the Human Resources Office and the proper deduction will be made from the next possible paycheck.

Upon written request to the Human Resources Office a teacher may terminate his/her deductions of Warwick Teachers' Union dues.

Such request shall be made at least sixty (60) days prior to such termination. In such instances the Human Resources Office shall notify the treasurer of the Union.

4-6.2 The Committee agrees to make other deductions in effect as of the effective date of this agreement, at the written request of the teacher except that dues deductions shall be made only from those teachers who are members of the teacher organization which has been designated as the legal and exclusive bargaining representative of the teachers. A separate list of those members who have authorized COPE deductions shall be forwarded to the Union. A separate check for the amount deducted for COPE shall be forwarded to the Union at the same time that the regular dues deduction check is forwarded to the Union. At the option of the Union, the School Committee agrees to deposit the regular dues deduction and COPE deduction checks directly to one of twelve (12) financial institutions selected jointly by the Union and School Committee.

4-6.3 At the end of each month, a list of all personnel on dues deduction together with the amount deducted from each, will be sent to the treasurer of the Union.

In addition, the Committee agrees to accept forms for dues deduction on a monthly basis throughout the school year.

The School Department's register for dues and other monies deducted shall be processed and forwarded to the city treasurer at the same time as the payroll, with the second payroll of the month.

4-6.4 The Committee and the Union agree that the following form will be used by the teacher to indicate authorization to deduct Warwick Teachers' Union dues:

DUES DEDUCTION FORM

TO: WARWICK SCHOOL COMMITTEE

You are hereby authorized to withhold from each check an amount equal to 1/26 of the annual dues as ascertained by the membership of the Warwick Teachers' Union, Local 915.

This dues deduction authorization may be revoked by the teacher upon sixty (60) days written notice to the Personnel Office. Without such notice, it is deemed to remain in effect from year to year until revoked by me or upon termination of my employment.

Signature.....Date.....

Mailing Address.....

Telephone.....School.....

4-6.5 A list shall be forwarded to the Union on a monthly basis containing all deletions and additions to the bargaining unit as well as name and address changes for current bargaining unit members.



#### 4-7 AGENCY FEE

4-7.1 All employees in the bargaining unit who are not members of the Union shall pay an agency fee to the Union. The fee shall be set by the Union and shall be no greater than the amount paid in dues by Union members. This fee shall be deducted from the check of each nonmember of the Union in the same manner as dues are deducted from Union members. All employees who choose the agency fee shall pay this fee through the payroll deduction method.

4-7.2 The Committee agrees that payment of agency fees shall constitute a condition of employment for all members of the bargaining unit who are not members of the Warwick Teachers' Union, Local 915, AFT. Members of the bargaining unit shall be notified of their obligation to pay an agency fee to the Union. Each teacher who is not a member of the Union shall be given thirty (30) days to comply.

4-7.3 The Committee agrees to allow teachers who are not members of the Union to have their agency fees deducted from their bi-weekly checks in the same manner as accorded to Union members in Section 6.

4-7.4 The Committee will provide the Union with a separate list of all non-Union members who are on dues deduction.

4-7.5 The Committee agrees to provide the Union with an updated list of all members of the bargaining unit on a monthly basis.

4-7.6 Newly-hired teachers shall be informed of their obligation to pay an agency fee to the Union and that this fee constitutes a condition of employment and shall be given thirty (30) days to comply with this requirement.

### ARTICLE V

#### 5-1 PROMOTIONAL POLICY

5-1.1 It is agreed by the parties that promotional positions at the level of department head are subject to the grievance and arbitration procedures contained in this agreement and that appointments to positions above the level of department head are not subject to the grievance and arbitration procedures.

5-1.2 The School Committee agrees that it will post in all school buildings a notice of all position vacancies and new positions which pay a salary differential.

#### 5-2 NOTICES/JOB DESCRIPTIONS

5-2.1 The notice of vacancy shall set forth the basic qualifications for candidacy eligibility, a general statement of duties and other information which is pertinent to the particular vacancy.

5-2.2 All vacancies for promotional positions shall be publicized two (2) weeks prior to filling the vacancy, by being posted on that section of the bulletin boards, specifically set aside for the Union's use in addition to the other recruitment procedure. Acting Department Head positions shall be posted within the building for five (5) school days prior to the filling of the vacancy. At the same time that postings are forwarded to the schools for posting, the School Committee will have the postings posted on the School Department's website.

5-2.3 In the event that a vacancy occurs or is to be filled during the summer, notices shall normally be mailed to all teachers thirty (30) days prior to filling the position or vacancy.

#### 5-3 TIME LIMIT ON FILLING OF VACANCIES

5-3.1 The Superintendent shall make all nominations for vacancies to the School Committee normally within sixty (60) days of the occurrence of the vacancies.

After the 30<sup>th</sup> calendar day of the position being vacant, the occupant of said position shall be paid on the appropriate step of the salary scale (See 13-11.5, last sentence) and if the occupant of said position is subsequently hired permanently, his/her salary, seniority and union dues/agency fees shall be adjusted retroactively to the 1<sup>st</sup> day of employment in that position.

## 5-4 APPLICATION

5-4.1 A person applying for a promotional position shall submit a letter of application for the position in accordance with the instructions on the posted notice which may include letters of recommendation, transcripts and other pertinent information.

5-4.1 (a) Where a department head position is to be filled, a five member interviewing committee will be formed by the Superintendent which shall include two teachers from the area involved. Each year prior to the end of school, the teachers in each area shall select their nominees for the coming school year. In secondary schools there will be one nominee from junior high school and one nominee from senior high school in each area plus one alternate to serve in case of a conflict. In elementary schools two teachers plus an alternate will be chosen from the appropriate areas. All department heads shall be evaluated in their capacity as a department head on an annual basis. The evaluation tool shall be mutually agreed upon by the parties. In the event that a department head receives two (2) ratings of unsatisfactory or lower within a three (3) year period, their position shall be considered vacant and shall be posted prior to the following academic year.

If the parties cannot agree to an evaluation tool within six (6) weeks of agreeing to the above language, the parties shall each submit their proposed language to Mediator Vincent Ragosta who shall then issue a binding decision on which tool (or any combination thereof) shall be utilized. The parties may mutually agree, in writing, to extend the above six (6) week timeline.

(b) In the event that the selected nominee and alternate are not available, the Union shall appoint a person from the appropriate area within three (3) days.

5-4.2 Candidates shall be recommended on the basis of qualifications for the position which shall include seniority.

5-4.3 Upon specific request, a teacher who has not been appointed to a position for which he/she has made application shall have the right to request a meeting with the Superintendent or Administrative Designee to discuss the reasons why he/she was not appointed.

5-4.4 If the applicant is not satisfied with the stated reasons, he/she may initiate a grievance at the appropriate level of the grievance procedure.

5-4.5 Job descriptions for promotional positions shall be included in the posting of positions.

## ARTICLE VI

### ASSIGNMENT AND TRANSFER

#### 6-1 TRANSFERS

6-1.1 Upon request, a list shall be provided to the Union of known vacancies presently being filled by substitute teachers, known new positions which are to be filled in September, and positions for which resignations have been received as of the date of the letter of request.

6-1.2 By the first week in June unless the date is changed by agreement of the parties, an up-to-date list of all known vacancies, new positions and positions of suspended teachers who have not been recalled will be posted.

#### 6-1.3 JOB FAIR

Between the end of the school year and June 30 (or within one week of the end of school, whichever occurs later, unless changed by agreement of the parties), the parties will convene a Job Fair for: teachers who may be interested in a possible transfer, teachers who have been notified of an involuntary transfer, teachers returning from a leave of absence of one year or more, except as provided in 9-2.2 (Sabbatical) and 9-12.6 (Job Sharing) and/or those teachers who have no permanent assignment.

(A) The parties agree that each year, the President of the Union and the Director of Human Resources shall meet annually on or before May 1<sup>st</sup> to discuss and agree to the date, rules, and procedure for the Job Fair.

(B) (1) Teachers who wish to transfer to another position in the bargaining unit in September shall submit a request in writing to attend the Job Fair. The written request will be made to the Director of Human Resources by June 15 unless the date is changed by agreement of the parties. The Superintendent may deny a teacher the right to transfer (6-1.3) if that teacher has had two (2) successive annual evaluations which have been deemed unsatisfactory within the previous two (2) years. The Superintendent shall notify those teachers so effected on or before June 1<sup>st</sup>.

(2) Any teacher who may wish to voluntarily transfer via the Job Fair to a position which is of another area of certification and/or of a change in grade level, elementary (K-6) or secondary (7-12), shall submit a letter of intent to the Superintendent of schools between April 1 and April 15 stating that he or she may wish to effectuate such a transfer at the upcoming Job Fair. All letters must be hand-delivered to the Superintendent's office and will be time-stamped with a copy to be given to the teacher and a copy sent to the Union. The Superintendent will compile a list of all the applicants by their seniority date and accept the one hundred (100) most senior teachers.

If the Superintendent wishes to question this proposed transfer than he/she shall notify the teacher(s) and convene a meeting with the teacher(s) and Union President within five (5) business days.

Absent any request/notification to the teacher(s) to meet with the Superintendent, said proposed transfer shall be considered approved to transfer subject to the Job Fair.

If after meeting with the teacher(s) and the Union president, the Superintendent decides to deny the proposed transfer, it shall be for an articulable overriding educational concern. The denial and all the reason(s) shall be set forth in writing and sent to the teacher within three (3) business days of the meeting. The Superintendent shall also identify the steps that the teacher could take to remediate any alleged deficiencies or shortcomings. Once the teacher has completed the Superintendent's recommended remediation steps, the Superintendent shall review and approve the transfer, subject to the Job Fair.

This procedure shall only be applicable to teachers seeking a voluntary transfer.

The Union may appeal within five (5) business days the Superintendent's decision to expedited arbitration as follows:

1. Annually the Union and the School Committee shall select one arbitrator per year to hear all such appeals. The hearing shall be held between May 1 and May 15;
2. The Arbitrator shall render his/her decision within twenty (20) calendar days;
3. The arbitrator may sustain the Superintendent or sustain the teacher and or may modify any proposed remediation plan;
4. If the teacher's request is sustained, he/she may participate in the Job Fair and exercise his/her right to transfer;
5. If the teacher's request is denied, he/she may reapply next year; however, he or she still may participate in the Job Fair if a position does not involve a change in grade level and certification.

If the parties agree, a second job fair will be held during the second week of August. If there is to be such an August Job Fair, the teachers shall be notified fifteen (15) days prior to the Job Fair. For those teacher who may wish to participate, they shall notify the Director of Human Resources no later than seven (7) days prior to the Job Fair. Teachers who have previously submitted a request pursuant to 6-1.3(b) shall be exempt from the notification requirement. Teachers who wish to transfer to a different area of certification who have been previously approved by the Superintendent or Arbitrator shall be eligible for the August Job Fair without additional review by the Superintendent. The invitation to the June job fair will suffice as an invitation to the August job fair. For two (2) business days after the membership receives notification of the August Job Fair, those not requesting an invitation to the June Job Fair will be allowed to apply for the August Job Fair.

(C) A letter of acknowledgement shall be forwarded to the teacher upon receipt of the request to attend the Job Fair.

(D) A list of teachers who have requested to attend the Job Fair shall be maintained by the administration and made available to the Union upon request.

(E) Information pertaining to the transfer of teachers which took place at the Job Fair shall be made available to the Union on request by the Director of Human Resources.

(F) Each teacher attending the Job Fair will be given a card indicating his/her seniority date which shall be used throughout the bidding process for each vacancy at the Job Fair.

(G) Placement of involuntarily transferred teachers, teachers with no assignments (those who were hired for positions which became available after the previous year's Job Fair and therefore must bid on a permanent assignment at the next Job Fair), and teachers returning from a leave of absence, may necessitate restricted bidding in some subject areas at the Job Fair. If bidding is restricted, only those teachers who currently hold a teaching assignment in the area of the restricted bidding are eligible to bid on the vacant position.

(H) When a vacancy is to be filled at the Job Fair, the successful bidder will be the teacher with the greatest seniority who holds the requisite teaching certificate. Exceptions are: situations involving restricted bidding or the allowance of an involuntarily transferred teacher to return to their department/school if a vacancy becomes available through the bidding process. In cases where a common seniority date prevails, a draw lot will be held at the time of the Job Fair to determine the successful bidder.

(I) At the time of the awarding of the position to the senior bidder, the successful bidder (or proxy delegate) must present a copy of the valid certificate pertinent to the vacant position. If the teacher's certification is scheduled to expire before his/her new assignment begins, any award of a position is contingent upon that teacher successfully renewing his/her certification before his/her new assignment begins at the start of the school year. The Warwick Public Schools will not be responsible for providing copies of certificates on the day of the Job Fair. If a teacher fails to produce the requisite valid certificate at that time, the position will then be awarded to the teacher with the next greatest seniority who produces a valid teaching certificate for the position.

(J) As teachers successfully bid on vacant positions at the Job Fair, the positions from which they are transferring shall be available for bidding and filled in the same manner.

(K) All known vacancies and newly created vacancies are to be posted for bidding at the Job Fair. Said vacancies shall not be filled permanently with newly hired teachers unless no other member of the bargaining unit has chosen to bid on said vacancies at the Job Fair.

(L) If a position is vacated after the Job Fair, and if the position is not one which can be filled by a suspended (laid off) teacher, the vacancy shall be filled by a permanent teacher on a temporary basis until the next Job Fair unless the vacancy has been posted system-wide. A newly created position which occurs after the Job Fair shall likewise be filled on a temporary basis.

(M) Teachers arriving late at the Job Fair will be given the opportunity to bid on any subsequent positions offered for bid after their arrival. However, no later bids will be accepted for positions offered for bid prior to arrival.

(N) Each teacher who has been awarded a position at the Job Fair shall receive written verification which memorializes in writing his/her new teaching assignment. Once a teacher has successfully bid on a position at the Job Fair, he/she may not bid on any subsequent positions at that Job Fair. In addition, the successful bidder may not reverse his/her bid after being awarded the assignment.

(O) If a teacher is unable to attend the Job Fair in person, he/she may, upon completion of the Job Fair Proxy Form incorporated herein by reference, delegate an individual to serve as his/her personal representative with full responsibility to act on his/her behalf at the Job Fair.

6-1.4 Under no circumstances may a teacher be involuntarily transferred arbitrarily or for unsubstantiated disciplinary reasons. In cases where involuntary transfers are made necessary by changing conditions, such involuntary transfers shall be arranged on a fair basis in the following manner:

(A) In elementary schools where an involuntary transfer is made necessary, the teacher with the least seniority in the subject area in which the transfer is being made will be involuntarily transferred.

(B) In secondary schools in a department where an involuntary transfer is made necessary, the teacher with the least seniority will be involuntarily transferred to another building. In a case where members of a particular department may be required to have multiple certifications, the person with the least seniority in the particular area of certification where the position is being eliminated will be involuntarily transferred.

(C) In special programs where an involuntary transfer is made necessary, the person in the particular program with the least seniority will be involuntarily transferred to another building within a program. If a position or particular schedule is being eliminated, then the person in that schedule or position will be transferred to whatever position in the program is open.

(D) In cases where the involuntary transfer of the least senior person will result in a layoff of that person and where that layoff would otherwise be avoidable, then the next most senior teacher will be involuntarily transferred.

6-1.5 Notice shall be given to the teacher as soon as possible after it has been determined that an involuntary transfer has been made necessary due to changing conditions. All teachers who are to be involuntarily transferred will be notified prior to June 15 unless the date is changed by agreement of the parties.

6-1.6 If a teacher has been notified that he/she is being involuntarily transferred from his/her permanent position and, as a result, bids into another position at the Job Fair, and his/her permanent position or other positions within the same school/department subsequently become available after the Job Fair but before the start of school in that year, then he or she may transfer back into his or her original permanent position. His or her position taken at the Job Fair will then be placed at the following year's Job Fair for bidding.

6-1.7 Teachers assigned to a particular school shall be allowed to indicate their preference for a vacancy which occurs in that school for the next school year, and for which they are certified. Where two or more teachers wish to be assigned to the vacant position, seniority in the school system shall prevail.

The school principal shall inquire among teachers whether they are interested in being assigned to a vacancy which has occurred in the school for the next school year. Reassignment within the school shall be made by the school principal.

If a teacher in a particular school wishes to move from a regular classroom assignment to a Special Education position, or a position in the Special Areas (Itinerants) which requires a different certificate, or if a teacher in the Special Area (Itinerants) and/or Special Education wishes to move to a vacancy in a regular classroom, he/she must apply for such transfer by means of the Job Fair. The same applies to elementary teachers who wish to transfer to an elementary science or elementary gifted position.

6-1.8 The following positions shall have additional requirements:

Science Teacher – Marine Environmental Sciences – U.S. Coast Guard Captain license and registry of Motor Vehicles Chauffeur's License;

Elementary Guidance Counselor - the ability to administer the WISC.

The successful bidder for these positions shall have one year from beginning the assignment to secure the aforementioned job requirements.

6-1.9 The parties shall establish a joint study committee to review the procedure for in-house (and/or department) transfers. Three (3) members shall be appointed by the Superintendent and three (3) members by the Union president. The committee's report shall be concluded by September 30, 2001. If there is agreement between the parties, the report shall be incorporated within the existing collective bargaining agreement and shall be effective February 1, 2002.

6-1.10 All in-house transfers shall take place before the Job Fair including without limitation the in-house transfers for K-12 reading specialists/consultants.

## 6-2 JOB OPPORTUNITIES

6-2.1 All job openings for which additional compensation is provided, including, but not limited to, coaching positions, positions in the schools athletic and recreational programs; teaching after school classes; teaching in the extended school programs; and all federally funded programs shall be posted in every school of the appropriate level, i.e. elementary or secondary. A copy of each posting shall be sent to the Union at the same time that it is sent to the schools. At the same time that postings are forwarded to the schools for posting, the School Committee will have the postings posted on the School Department's website.

6-2.2 All teachers regularly assigned to teach in the school system who have filed written application, shall be given preference for jobs for which additional compensation is provided including but not limited to positions in the schools athletic programs, and federally funded programs, over department heads and other personnel from within or without the school system, based on qualifications and seniority. Coaches are excluded from this section; see Article 12-36.

6-2.3 All teachers who are members of this bargaining unit shall be given preference in appointments to, but not limited to, such paying extracurricular activities as driver education and yearbook advisor, based on qualifications and seniority.

6-2.4 Where other qualifications for the positions mentioned above are equal, selection shall be made on the basis of seniority.

6-2.5 Persons not appointed to a position they have applied for shall be given a written notice.

6-2.6 A list of all teachers appointed to the above positions shall be made available to the Union when requested sufficiently in advance.

### 6-3 SENIORITY

6-3.1 The Human Resource Office shall prepare a chronological list of teachers in the bargaining unit which will indicate the date on which members were hired. The list shall be made available when requested sufficiently in advance.

6-3.2 Seniority shall be defined as follows:

(A) Seniority shall be defined as follows: The length of continuous service in a permanent position in the Warwick Public Schools. (Note: Teachers permanently hired prior to 9/1/83 shall continue to receive credit for all days worked prior to their permanent appointment, provided such service is continuous.)

Seniority includes retroactive seniority if a substitute becomes entitled to retroactive seniority pursuant to section 5-3.1 provided that service is continuous.

(B) Provided continuous teaching service is of equal length, seniority within a particular area will be the determining factor. Where there is no distinction in length of continuous service or service in a particular area, decisions will be made by lot.

(C) Administrators returning to the bargaining unit involuntarily, shall be considered to have continuous service for the total number of years the individual served in the Warwick Public Schools both in the bargaining unit and as an administrator.

(D) Beginning September 1, 1979, if a teacher has had part-time, continuous service in the Warwick Public Schools, such service shall be prorated in determining seniority for transfer purposes.

### 6-4 JOB RESPONSIBILITIES

6-4.1 No teacher shall be responsible to more than one immediate supervisor except itinerant elementary teachers who are responsible to their department head and or subject matter supervisor. In the event that there is no department head or subject matter supervisor, said teachers will be responsible to the principal or administrative designee certified in the content area.

### 6-5 JOB SHARING

(A) If two permanent teachers share a job sharing assignment, a job sharing substitute teacher will be hired to fill the vacancy created by the job sharing partnership. The school system will require a one-half leave to be taken by the job sharing teachers, thereby making them eligible for retirement credits.

(B) In all job sharing situations, the Administration will determine the school/subject area assignment. The Administration may deny any job sharing requests.

(C) The rights of a full-time teacher permanently assigned to a position to return to his/her permanent position are governed by section 9-12.6.

(D) If at any point the School Department chooses not to continue a specific job sharing position, the School Department may terminate the arrangement and return people to their regular full-time assignments. Teachers should notify the Human Resource Office by April 1 if they are interested in participating in a Job Sharing Program or, if already involved, whether they wish to continue as a participant in the Job Sharing Program.

(E) Participation in the Job Sharing Program does not affect seniority status in relation to layoffs. The date of hire still prevails in this case.

(F) Participation in job sharing reduces seniority status in relation to transfer rights by one-half year, or the pro-rated percentage of their assignment.

(G) Benefits and sick days are prorated according to the percentage of participation.

(H) Retirement benefits are reduced by a prorated percentage of participation though the teacher may choose to purchase the other prorated difference. This is allowed because the School Department requires that job sharing participants will be on leave for the percentage of time they are not teaching.

(I) For short-term absences where a substitute is not available, the other job sharing partner will assume teaching responsibilities at one-half the substitute rate.

(J) If due to extenuating circumstances a permanent teacher asks to return to full-time employment after the initial approval by the Administration to participate in the program, the request may be considered on an individual basis after discussion with the appropriate administrative personnel. If approved, the return to full-time employment will be based on placement in an available vacancy for which the teacher is certified to teach. However, there is no guarantee that when the individual returns to full-time employment he/she will reassume the position he/she was previously assigned to until the start of the following school year (see section 9-12.6).

## ARTICLE VII

### FACULTY ADVISORY COMMITTEE

7-1 The principal in each elementary and secondary school shall in September of each year establish a faculty advisory committee from among interested members of the individual school staff.

7-2 The purpose of the advisory committee shall be to meet periodically with the principal to discuss educational matters of concern to the teachers and the principal relating to the respective schools.

7-3 The committee shall be organized on the following basis:

7-3.1 Elementary schools with one (1) to nine (9) teachers -- All interested may serve on the advisory committee.

7-3.2 Elementary schools with ten (10) or more teachers -- Five (5) teachers nominated by the faculty.

7-3.3 Junior High Schools -- Seven (7) teachers nominated by the faculty.

7-3.4 Senior High School -- Ten (10) teachers nominated by the faculty.

7-4 These nominations shall be conducted annually as provided for above.

7-5 The committee shall meet before or after school hours and such meetings shall not be considered as satisfying the provisions of this agreement relating to required meetings.

7-6 The principal shall consider all recommendations of the committee. The committee shall be strictly advisory, and their position on any matter shall not bind the principal in making decisions.

7-7 The principal and the committee shall keep the faculty informed regarding the committee's deliberations.

7-8 This committee shall not have the power to add to, delete from, or in any way modify the terms and conditions of this contract.

## ARTICLE VIII

### PERSONNEL POLICIES

#### 8-1 EVALUATIONS

For purposes of this Article, the word “teacher” or “teachers” also refers to “support professional” or “support professionals.”

8-1.1 A teacher or support professional shall be observed at least three (3) times. In case of an “Ineffective” rating, the teacher must have been observed for not less than twenty (20) minutes.

In the year that a teacher is evaluated, there shall be a beginning-of-the-year (BOY) and end-of-the-year (EOY) conference. The mid-year conference is mandatory. However, the primary evaluator or the teacher may request additional meetings. Conferences shall be held during the school day.

At the BOY conference with the primary evaluator, the following will occur: teachers will upload his/her materials to the EPSS system (as amended by RIDE from time to time) and the teacher will have the opportunity to explain the artifacts and data to the primary evaluator and will be able to answer any questions and ensure that the primary evaluator has all of the information necessary to fairly complete the evaluation process.

If a teacher requests a conference with the evaluator, it shall be granted prior to the submission of the evaluation form(s) to the central administration for placement in his/her personnel file.

#### 8-1.2

It is agreed that in the event that specific problems are identified by the primary and/or complementary evaluator, the primary or complementary evaluator may observe in excess of the number listed for the purpose of assisting the teacher to improve instruction. These additional observations by the principal and/or department head must be explained to the teacher in advance.

The Primary evaluator may be a principal or assistant principal in the teacher’s building or base school. At the secondary level, the complementary evaluator may be the department head of the teacher’s subject area. At the secondary level, if the teacher does not have a department head, the complementary evaluator may be either the principal or a vice principal who is not the primary evaluator.

Teacher will develop their own SLOs/SOOs. They may work collaboratively with grade, subject area, or colleagues to develop SLOs/SOOs. Primary evaluators may work with teachers to refine their SLOs/SOOs. Teacher may opt to use standardized tests for their SLOs/SOOs, but will not be required to do so. Teachers shall have a least two (2) SLOs. However, it is understood that the Administration shall have the final approval of any SLO.

A teacher who receives a Final Effectiveness Rating (FER) of “Developing” or “Ineffective” will have a performance improvement plan (PIP) in the following year. The PIP will be in place no later than October 15<sup>th</sup> of the year subsequent to the developing or ineffective rating. The teacher’s primary evaluator will follow the PIP process and be responsible for working with the teacher to implement the PIP. To begin the process, the primary evaluator formally notifies the teacher that he/she will have a PIP to address areas of concern. The primary evaluator reviews the process and creates a PIP with the teacher. The PIP shall include district-provided professional development at a minimum of four (4) hours and a mentor (mentor to be assigned by the building administration). The teacher shall be compensated at the rate of \$41/hour for PD offered as part of the PIP. During the implementation of the plan, the primary evaluator will monitor the improvement process and the primary evaluator and the teacher may adjust the plan as needed.

Before the FER is determined at the end of the year, the primary evaluator must have met with the teacher, offered constructive criticism to enable the teacher to improve his/her teaching, and provided opportunities for the teacher to have shown improvement.

In no case shall the evaluation process be used to harass or pressure a teacher.

8-1.3 Evaluation and observation forms as amended by RIDE from time to time shall be electronically signed by the evaluators and then a copy given to the teacher. The original shall be signed by the teacher and then placed in his/her file. Such signature shall indicate only that the teacher has read his/her report and does not indicate approval or disapproval on his/her part.



When an evaluator completes an observation or evaluation form, the teacher may request a meeting with the evaluator and him or her explain his or her observation. The teacher will then have five (5) school days to prepare comments and/or a rebuttal in response to the observation. These comments and/or the rebuttal will then be included in the space provided on the electronic evaluation forms.

For observation purposes, there shall be one observation announced, when possible, a week in advance, but no less than 24 hours in advance; and two "unannounced" observations of at least twenty (20) minutes. Announced observations may be rescheduled within a shorter timeframe if circumstances require.

Each observation and online evaluation form shall have space designated and provided for comments by the teacher being evaluated. These comments may be added at the time of the observation or when the evaluation is electronically signed by the teacher.

8-1.4 Written evaluations shall be electronically signed by the teacher to indicate he/she has had the opportunity to read the evaluation.

If the provisions of 8-1.1 and 8-1.3 above have not been fulfilled, then the evaluation shall be null and void.

8-1.5 Public address systems, electronic equipment, or other mechanical monitoring devices shall not be used to observe the teacher.

This shall not prohibit the use of videotape or other electronic equipment in a teacher's room with his/her permission.

8-1.6 In no case shall any evaluation or rating on a teacher be based on hearsay. In cases where a teacher's competence in subject matter is being evaluated, the evaluator shall be competent in the subject matter.

8-1.7 The Committee, Human Resource Office, supervisors, principals, and department heads shall take into consideration the special problems faced by new teachers and offer constructive help. Each nontenure teacher until reaching tenure, and each tenured teacher new to the Warwick Public Schools during the first year of employment may be observed once per quarter and shall be entitled to at least one (1) written constructive critique annually.

8-1.8

Any teacher who obtains or earns a rating of "highly effective", or a number "4", or any equivalent thereof, shall, subsequent to such evaluation, be evaluated not more than once every three (3) years thereafter. Any teacher who obtains or earns a rating of "effective" or number "3", or any equivalent thereof, shall, subsequent to such evaluation, be evaluated not more than once every (2) years thereafter.

8-1.9 Teacher who are new to the district or request training shall receive training in the evaluation system.

All primary and complementary evaluators shall be trained by RIDE or a RIDE-approved person in the evaluator system.

8-1.10 There will be a District Evaluation Committee (DEC) for the purpose of oversight, further development and implementation of the evaluation system and process in Warwick. The parties agree that the District Evaluation Committee shall consist of twelve (12) members, six (6) to be appointed by the Superintendent and six (6) to be appointed by the Union President. The decisions of the committee shall be determined by majority vote. In the event of a tie, the Superintendent and the Union President will confer and break the tie.

8-1.11 Any appeal of the teacher's final evaluation rating of "ineffective" or "developing" is subject to the grievance process. Only these final ratings are subject to the grievance procedure.

## 8-2 TEACHER FILES

8-2.1 There shall be only one (1) official file for each teacher which shall be maintained in strictest confidence at the Human Resource Office. It is understood that this official file includes all matters relating to the professional status and conduct of the teacher in the course of his/her employment in the Warwick Public Schools and shall not preclude maintenance of separate files for purely administrative, statistical material concerning teachers. Materials from any other files may not be used to discipline any teacher.

8-2.2 No anonymous letter or material of any kind nor any material based on hearsay shall be placed in a teacher's file unless the allegations and/or claims in that anonymous letter or material have been adjudicated to completion of the relevant appeal process and the allegations and/or claims have been substantiated.

8-2.3 Matters directly related to processed grievances shall be kept in a file separate from the regular personnel file.

No material pertaining to a processed grievance shall be used to evaluate the teacher's performance or his/her qualifications for promotion.

8-2.4 Teachers shall have the opportunity to read, date and sign all material which questions or challenges his/her character, conduct or service before it is placed in his/her personnel file, with the exception of material and information pertaining to the teacher's initial employment. Said signature shall indicate only that the teacher has read the material and does not indicate approval or disapproval.

8-2.5 The teacher shall have the right to look at his/her file and to reproduce and comment on any material therein except that which pertains to the initial employment of the teacher. Any comment shall be attached to the original. The file shall be made available within seven (7) days of the teacher's request.

### 8-3 SUMMONSES

8-3.1 Teachers summoned to the office of the superintendent, director, principal or other administrator to whom he/she is responsible, shall be given advance notice and the reasons for the summons when disciplinary measures are to be taken. In cases where immediate attention to the problem is necessary, the above shall not apply. When a teacher has a reasonable basis for a belief that an interview is related to a contemplated disciplinary action against him/her, he or she may request Union representation.

8-3.2 If, after a teacher has met with the administrator, in accordance with 8-3.1 above, he/she feels his/her rights have been violated relative to the application of this contract, he/she may initiate a grievance as provided for under the grievance procedure.

8-3.3 Any complaints regarding a teacher made to the administrator by any parent, student or other person, will be called to the teacher's attention immediately or as soon as possible given the existence of intervening circumstances surrounding the disclosure.

8-3.4 In cases where accusations of misconduct of any sort are made against a teacher by a third party, the teacher shall have the right to face his/her accusers.

8-3.5 No teacher will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Whether just cause exists in any case shall be subject to the grievance procedure of this agreement.

### 8-4 FAIR DISMISSAL POLICY

8-4.1 A teacher shall not be suspended or dismissed except for just reason.

8-4.2 Notification of intention to dismiss, suspend or non-renew a teacher at the end of any school year shall be given, as specified in Title 16, Chapter 13 of the General Laws, on or before March 1 of the school year in which the dismissal, suspension or non-renewal shall be effective. 'Suspension' as used in this paragraph and in 8-4.3 shall mean suspension pursuant to §16-13-6 of the Teacher Tenure Act. 'Dismissal' as used herein shall mean dismissal as that term is used in §16-13-2, 3 and 4 of the Teacher Tenure Act. 'Non-Renewal' as used herein shall mean non-renewal as used in §16-13-2 of the Teacher Tenure Act.

8-4.3 'Layoffs' as that term is used in the Memorandum of Agreement attached hereto shall mean and refer to dismissal, suspension or non-renewal for reasons unrelated to job performance or misconduct. A teacher who is dismissed, suspended or non-renewed for reasons unrelated to job performance or misconduct shall have the right of recall in order of seniority when vacancies occur in areas in which he/she holds certification.

8-4.4 Breaks in service occasioned by dismissals, suspensions or non-renewals pursuant to 8-4.4 hereof shall not constitute breaks in 'continuous service' for purposes of Article 6-3.2 (A) of this Agreement. Nor shall suspensions pursuant to §16-13-5 of the General Laws.

8-4.5 A teacher who is offered recall in accordance with 8-4.3 hereof to a position carrying a teaching load equal to or greater than he/she carried during his/her last school year in active service must, subject to the provisions of 8-4.7 hereof, accept recall or forfeit his/her right to recall.

8-4.6 A teacher on the recall list shall be responsible for keeping the Human Resources Department advised of his/her current address and telephone number. Notice of recall shall be sent by certified mail to the address of record and shall be the only notice or recall required hereunder. Failure of a teacher to respond to said notice within 30 days of receipt of the mailing of such notice shall constitute termination of his/her right to recall.

8-4.7 After notification and response within thirty days of such notification as provided in 8-4.6, if a recalled teacher is unable to assume a teaching assignment by reason of a current teaching contract in another school system, military service, illness, maternity, current enrollment in a college or university or other reason qualifying him/her for leave pursuant to state or federal law, he or she shall not forfeit his/her recall rights except to the vacancy for which he/she was offered recall. A teacher availing him/herself of the provisions of this 8-4.7 must notify the Human Resources Department of his/her renewed availability for recall within one year of the refusal to accept recall for the reasons specified herein. Failure to do so will constitute forfeiture of further recall rights.

8-4.8 Tenured teachers may, upon notice of suspension pursuant to §16-13-5 or 6 of the General Laws, or of dismissal, file a grievance at the second step of the grievance procedure provided in this contract. If such suspension or dismissal is found to be unjustified at any step of this procedure, then full pay and benefits shall be restored for the period of that suspension or dismissal.

In case of non-tenured teachers, the evaluation procedure as adopted in this agreement shall take precedence in cases involving dismissal for reasons of teacher incompetency and effectiveness, and in such cases, the above paragraph shall not apply.

8-4.9 Nothing provided herein shall in any way abrogate or limit rights granted to the School Committee or teachers under State of Rhode Island laws.

#### 8-5 FAIR EMPLOYMENT STATEMENT

The Committee agrees to continue its practice of not discriminating on the basis of race, creed, color, national origin, age, sex, sexual orientation, gender identity, marital status, political preference, or membership in the Union.

### ARTICLE IX

#### ABSENCES AND LEAVES OF ABSENCES

##### 9-1 ABSENCES DUE TO PERSONAL ILLNESS

9-1.1 Professionally certified personnel may be absent for personal illness up to ninety (90) days in a school year with full pay except as the deduction hereinafter in this section applies to them. Each year the School Committee shall, out of its appropriation, set aside for absences, illness, and deaths, except for bereavement leaves outlined in 9-4.1, an amount of money equal to the whole number of certified personnel multiplied by \$401.54 (based on a per diem rate of \$75). If the School Committee increases the per diem rate, the multiplier will be increased by the same percentage amount that the per diem rate increases, effective on the date of the increase. If the per diem rate and the multiplier are increased during the course of the school year, the formula will be pro-rated based on the effective date of the change. (See Appendix C-1.3). Any deficiency in this fund shall be made up by deducting from each absent teacher's salary at the end of the year an amount to be determined by the formula:

$$D = \frac{X(A-B)}{Y}$$

D equals amount to be deducted  
A equals amount needed for substitute salaries\*  
B equals amount appropriated as stated above  
X equals number of days of absence of a teacher  
Y equals number of days of absences of all teachers

\* In no case shall the amount charged to the sick leave formula exceed the per diem rate set by the School Committee in accordance with section C-1.3 or the full amount paid to category 4 substitutes.

9-1.2 The school year of professional personnel for salary purposes shall be that period of time extending from the first work day of the school year through the last day prior to the first work day of the next school year. The ninety (90) days of sick leave granted must fall within this stated period of time and may not be construed to be cumulative or extending from one year to another.

9-1.3 In case the illness is long continued, the regular payments shall stop at the end of seventy (70) days of absences; the balance, if any, shall be paid in June after the proper amount of deductions have been determined.

The School Committee may require a certificate from a physician for an absence or illness. The School Committee reserves the right to require a physical examination by a physician of its own choice, at reasonable intervals from time to time.

In the event that a member of the bargaining unit or his/her doctor disputes the decision of the school physician, then the judgment of a neutral doctor to be chosen by both physicians shall be final.

9-1.4 The policy of the Warwick Public Schools regarding pregnancy disability shall be in accordance with state law.

9-1.5 Teachers shall have the opportunity to report an expected absence(s) by telephone or electronic reporting system he evening prior to the day(s) of absences(s).

9-1.6 Any teacher whose absences for personal illness do not exceed five (5) days in a school year shall not be subject to the sick leave formula as described in Article 9-1.1.

## 9-2 SABBATICAL LEAVE

9-2.1 Teachers in the bargaining unit shall be eligible for sabbatical leave with the approval and recommendation of the Superintendent with the following conditions:

(A) The leave shall be requested for the purpose of advance study, independent research, pursuance of a higher academic degree or an approved program.

(B) The teacher shall be eligible at the completion of seven (7) consecutive years of employment in the Warwick Public Schools.

(C) The leave request for sabbatical commencing in September shall be received by the Superintendent by April 1st of the preceding school year. For a sabbatical commencing the second semester of a school year, the request shall be received by October 1st.

(D) A teacher on sabbatical leave shall receive one half (1/2) of the regular salary, including advancement and longevity increments, that he/she would have received for the period of the sabbatical.

(E) Each year at least five teachers who have applied for sabbatical leave shall be granted the sabbatical provided they meet all the above listed criteria.

(F) As a condition of being granted a sabbatical leave, a teacher must execute a written contract in which he/she promises to return to work in the Warwick Public Schools for a minimum period of two academic years or to reimburse on a pro rata basis the Warwick Public Schools the wages received during the sabbatical year. Death of the person on sabbatical leave during or following the sabbatical year shall not be considered to be an act which entitles the Warwick Public Schools to reimbursement of wages.

9-2.2 Teachers returning from sabbatical leave shall be placed at his/her appropriate level of the salary schedule. Teachers returning from sabbatical leave shall return to the teaching position which they left to go on said leave.

## 9-3 QUARANTINE

9-3.1 There shall be no loss of salary, fringe benefits, or sick leave allowance when a teacher is subject to quarantine by order of the Health Department or the teacher's personal doctor for reasons other than the personal illness of the teacher. Seniority rights shall be maintained.

#### 9-4 BEREAVEMENT LEAVE

9-4.1 A teacher shall be granted leave with full pay for five (5) days for a death in the immediate family. The immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, mother-in-law, father-in-law, and any person living in the teacher's household.

9-4.2 Bereavement leave for up to three (3) days with full pay for the death of grandparents or grandchildren may be granted with the approval of the Director of Human Resources.

9-4.3 Teachers also shall be granted with full pay the day of the funeral for the death of other relatives. If it is required that the teacher must travel long distances to attend the funeral, he/she may be granted the travel time in addition to the day of the funeral.

#### 9-5 ILLNESS IN FAMILY

9-5.1 A teacher shall be granted leave with no loss of salary for illness within the immediate family up to a maximum of three (3) days per year. The immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, father-in-law, mother-in-law, or any persons living in the teacher's household. Seniority rights shall be maintained.

9-5.2 When extreme circumstances prevail, additional leave may be granted by the Director of Human Resources.

#### 9-6 TEMPORARY LEAVES OF ABSENCE

9-6.1 Teachers shall be entitled to the following temporary leaves of absence with pay each school year:

(a) A maximum of one (1) day of each of the following:

-- to receive a college degree, if the exercises occur during the regular work day.

-- to attend the graduation of a member of the teacher's immediate family if the exercises are held during the regular workday.

-- to attend to financial or legal transactions which cannot be handled outside the school day.

(b) Up to three (3) days for religious holidays where the teacher's religion requires him/her to refrain from work.

(c) The time necessary for appearance in any legal proceeding connected with the teacher's employment or in any other legal proceeding if the teacher is required by law to attend.

9-6.2 Teachers may be allowed additional leave for the following reasons when authorized by the Director of Human Resources:

(a) Up to one (1) day for the purpose of visiting other schools.

(b) Days to attend meetings or conferences of an educational nature. (A written report of the conference or visitation shall be submitted to the school principal or immediate superior.)

9-6.3 Teachers may be allowed additional time off for other personal reasons when authorized by the Director of Human Resources.

9-6.4 Employees are entitled to one (1) personal use day per contract year. Employees who do not use such a day shall be entitled to accumulate said personal use day to be reimbursed at the rate of \$100 per day to be paid at the time of the employee's retirement or resignation. In lieu of the \$100 per day payment for an accumulated personal day, effective September 1, 2007, employees may use one unused personal day accumulated from a previous year in addition to the personal day earned for that year subject to availability.

If an employee uses fewer than five (5) personal illness days in a school year, he/she shall be entitled to two (2) additional personal days in the following school year. The employee may use these additional days or accumulate them to receive at retirement or resignation payment at the rate set forth above.

To apply for a personal day, employees must request this day in writing two work days in advance, unless an emergency situation occurs. Requests are to be made in writing to the Director of Human Resources with a carbon copy at that time to the principal. Confirmation of approval will be made by the Human Resources Department via confirmation within five (5) business days by the electronic absence management system.

A maximum of eight (8) employees may be granted personal time on the same day on a first-come basis. All other requests will be denied. Personal days may not be scheduled on the school day before or after any school holiday or vacation week, or within one week of the opening or closing of school.

#### 9-7 MILITARY LEAVE FOR TRAINING

9-7.1 Any teacher shall be granted military leave for training periods which are mandatory by military obligation for a period not to exceed ten (10) school days per year. The teacher shall be paid the difference between his/her military pay and his/her regular salary for the period he/she is on leave.

#### 9-8 PARENTAL LEAVE

9-8.1 Parental leave will be granted for one full year (2 consecutive semesters plus any fraction of the semester preceding the first semester) or part of a year. (One semester plus any fraction of semester preceding).

Teachers will return from parental leave only at the beginning of the first semester in September or the second semester in January.

Upon returning to teaching duties, the teacher shall be placed on his or her appropriate level of the salary schedule and shall be assigned to a position for which he or she is certified.

9-8.2 Written request for parental leave shall be made to the Director of Human Resources at least three (3) months prior to the commencement of such leave for birth or adoption.

9-8.3 By April 1 teachers on parental leave shall notify the Director of Human Resources of his or her intentions to return to work in the next school year.

If a teacher wishes to return to work earlier than scheduled and there is a vacancy for which he or she is qualified and certified to teach, he or she will be employed.

9-8.4 A teacher shall not receive any salary during parental leave. Hospital and medical payments shall terminate after the birth of the child. The teacher shall notify the Human Resource Office of the expected birth date before going on leave. Teachers who elect to go on parental leave shall not be entitled to pregnancy disability benefits during the period of leave. A teacher may not be entitled to both a parental leave and disability benefits; they must opt for either one or the other. Any teacher who exercises her right to utilize Rhode Island Parental and Family Medical Leave Act or the Federal Family and Medical Leave Act leave for the birth of a baby and/or for child-rearing of said child shall not be entitled to contractual parental family leave for the same birth and/or child-rearing.

9-8.5 Upon return to teaching duty the teacher shall be placed on his or her appropriate level of the salary schedule and shall be assigned to a position for which he or she is certified.

9-8.6 A teacher who is an adoptive parent and who does not elect to take parental leave may request a limited leave for only that period required by the adoption agency. Such leave will not be classified as pregnancy disability and the teacher will not be entitled to disability benefits.

#### 9-9 EXTENDED MILITARY LEAVE

9-9.1 Any teacher who enlists or is inducted into the Armed Forces of the United States shall be granted such service leave without pay.

9-9.2 Upon returning to teaching duties, the teacher shall be placed on his or her appropriate level of the salary schedule and shall be assigned to a position for which he or she is certified.

9-9.3 Any teacher returning from active duty shall return to the teaching position which he/she vacated prior to the call into active duty and shall be placed on his/her appropriate level of the salary scale.

## 9-10 SERVICE IN GOVERNMENT AGENCY

9-10.1 Any teacher who joins the Peace Corps, Vista, Teacher Corps, Exchange Program or any such similar program which is mutually agreed upon shall be granted up to two (2) years leave without pay.

9-10.2 Upon returning to teaching duties, the teacher shall be placed on his or her appropriate level of the salary schedule and shall be assigned to a position for which he or she is certified.

## 9-11 UNRESTRICTED LEAVE

9-11.1 Any teacher who has worked five (5) or more years in the Warwick Public Schools shall be granted upon request a full school year leave without pay or benefits. The following conditions shall apply:

- (A) Request for such leave shall be made on or before April 1 of the school year.
- (B) The request must be for a full school year leave -- September to June -- of the next school year.
- (C) The leave must be separated from any other authorized leave by one complete school year.
- (D) Unrestricted leave shall not be granted more than once every five (5) years.
- (E) A teacher on such leave shall be eligible to remain in all health and other insurance plans at his/her own expense.
- (F) Where two or more teachers apply for such leave from the same department or area, and where all requests cannot be granted, the most senior teachers who have not previously been on such leave shall be granted said leave.

## 9-12 LEAVE IN GENERAL

9-12.1 All teachers on leave shall notify the Human Resources Office before April 1 of their intentions regarding the date of expected return to work.

9-12.2 All teachers returning from leave will be placed on his or her appropriate step of the salary schedule and assigned to positions for which he or she is certified.

9-12.3 All teachers who return from leave shall maintain seniority rights.

9-12.4 Teachers returning from leave shall be placed in their new assignments in the manner set forth in 6-1.3.

9-12.5 In cases where an extension of leave is desired, the request shall be made in writing to the Director of Human Resources by June 1. The request shall be acknowledged and acted upon as soon as possible.

This provision may not be expected to apply in the case of extended leaves that are unexpected in nature. In such cases, the circumstances shall be explained upon the teacher's return.

9-12.6 At the conclusion of a job-sharing assignment, a teacher who previously was assigned full time to the position which was shared with another teacher will re-assume the position on a full time basis. A teacher who leaves his/her assigned position to job share in a different position may only return to his/her original assignment if he/she returns to that assignment in the academic year immediately following the year in which the job share position was first held.

9-12.7 Any teacher seeking any entitlement in accordance with the following articles of the contract: 9.2, 9-4.2, 9-4.3, 9-5.2, 9-6.2, 9-6.3, 9-11, 9-12.5, 13-5.2 or 13-5.3 or any other entitlement that requires the discretion of the Director of Human Resources, shall submit his/her request on a mutually agreed upon carbonized form in triplicate to the Director of Human Resources. This form shall include the teacher's name, school, date, specific article/title requested, and the dates of any of the above requested leaves, if required, and the teacher's signature. In addition, there shall be space provided to note the Director of Human Resources' decision (i.e., approve, approve with modification, or reject). The Director of Human Resources shall then forward one copy to the teacher, one copy to the Union President and retain one copy for the teacher's personnel file.

If time does not permit the teacher to submit the form in advance, the teacher may transmit his/her request orally to the Human Resources Office, and the Human Resources Office shall indicate the necessary information on the form together with the Director of Human Resources' decision and send one copy to the teacher, one copy to the Union President and retain one copy for the personnel file.

9-13 All employees who are eligible for leave under the Rhode Island Parental and Family Medical Leave Act and the Federal Family and Medical Leave Act shall have their eligibility calculated using the period of time in which they are scheduled to work from September 1 through August 31.

## ARTICLE X

### 10-1 TEACHER PROTECTION

10-1.1 Teachers will immediately report incidents of personal or property damage to their school principal or immediate supervisor.

10-1.2 In cases of compensable personal injury excluding assault as is covered in Section 2 hereof, the teacher's sick leave shall not be reduced thereby, and all days necessary to full and proper recovery from disability shall be paid at the teacher's present rate for a period not to exceed one (1) year.

### 10-2 ASSAULT

If a teacher while acting in the discharge of his/her duties within the scope of his/her employment is assaulted then:

10-2.1 The teacher will report the incident to his/her school principal or immediate supervisor and the authorities as soon as possible.

10-2.2 Teachers shall receive up to one (1) year's salary during any absence from school resulting from an injury due to an assault which results from his/her employment. Such teacher's sick leave shall not be reduced thereby. The total amount of monies received by such teacher from the School Committee in salary, shall not be in excess of his/her total normal annual salary under this agreement. In the event a teacher is on an extended absence resulting from an assault, he/she may be required to submit medical evidence from a licensed physician indicating the reason for the extended absence.

10-2.3 In the event that a teacher is accused and/or questioned and/or investigated by any police agency or any other governmental investigatory agency (FBI, State or Federal Grand Jury) for any job-related criminal matter(s) (misdemeanor and/or felony), the School Committee shall reimburse the teacher for reasonable legal fees incurred if:

1. no charge(s) was/were made although the teacher was investigated and/or questioned;
2. the charge(s) was/were subsequently dropped although the teacher was charged and/or arrested and the investigative body verifies (in writing or orally) that no charges will be brought against the teacher;
3. the matter is adjudicated but the case is filed for one (1) year and after the filing period is completed, the charge(s) is/are, in fact, dismissed;
4. the teacher has notified the Superintendent of Schools and/or his designee within twenty-four (24) hours of being notified by a police or other investigatory agency that he/she is under investigation, questioning, arrest or indictment for any job-related criminal matter(s).

### 10-3 INSURANCE

The Committee agrees to provide occupational liability insurance in the sum of \$1,500,000.00 for each member of the bargaining unit.



## ARTICLE XI

### SUPPLIES AND EDUCATIONAL MATERIALS

#### 11-1

11-1.1 Delivery of all supplies and educational materials shall be made to schools as soon as possible after having been received. It is the intent of the School Committee to order supplies and educational materials for the opening of school sufficiently in advance to assure their delivery by the beginning of the school year. Whenever the term educational materials is referenced in Article XI, educational materials shall include but not be limited to textbooks, ebooks, teacher manuals, workbooks, reference text, etc.

The Committee agrees that it will provide sufficient basic supplies and materials which are distributed from the central warehouse and which are required to carry out the instructional programs.

The Committee further agrees that each teacher in a department and/or grade level should have equal access to the supplies and educational materials which are available.

11-1.2 The Committee agrees that before a change in any educational materials is made, or any new educational material is selected, principals and/or supervisors in the elementary schools will discuss the change or new selection with the teachers in the school. Before a change in or selection of new educational material is made in a secondary school, the department head and/or supervisor and/or the principal will discuss the change with the teachers in the department. The recommendation of the teachers in the elementary schools and the teachers in the respective secondary departments shall guide the principal and the administration in making the final decision.

The School Committee agrees that before any pilot program begins, teachers who will be involved shall have the opportunity to review the program and educational materials prior to the implementation of the piloted program.

11-1.3 The School Committee recognizes that when a teacher is working with students in the same group or level, a more effective learning environment exists when teacher and student educational materials are of the same edition.

11-1.4 The School Committee agrees to make reasonable effort to distribute its supply of audiovisual materials and equipment equitably among the schools.

## ARTICLE XII

### GENERAL CONDITIONS OF EMPLOYMENT

#### 12-1 SCHOOL YEAR

12-1.1 The school year shall be 183 days for the 2006-2007 school year and thereafter consisting of 180 student days, 1 teacher orientation day and 2 staff development days. Teachers shall report for a full day the day before school opens for students. In the secondary schools, all grades shall be completed and submitted on the last day of school.

The maximum time for a scheduled staff development day will be six (6) hours. One staff development day will be mandatory, the other will be voluntary. Staff attending development days shall be compensated at the summer school and after school hourly workshop rate outlined in Appendix C-1.6. Staff members who do not attend will not be compensated and are not eligible to use any other available paid leave entitlements on those days. The parties will mutually agree to the days selected for the staff development days.

All elementary itinerant art, music, physical education, science teachers and librarians shall begin teaching classes on the 2nd day of the school year (excluding teacher orientation day) and will continue through the 179th school day (excluding teacher orientation day). Support personnel, who include special services personnel and reading/literacy teachers, shall begin their regular teaching schedule no later than the fifth (5<sup>th</sup>) day of the school year. The personnel listed hereunder will have no group faculty meeting obligation on teacher orientation (base school) day. Rather, they must meet with their base school principal separately on teacher orientation day.

12-1.2 Department heads shall work a maximum of 191 day school year. The ten days in addition to the regular school year shall be contiguous with the opening of school in August/September and/or the closing of school in June.

## 12-2 SCHOOL CALENDAR

12-2.1 When the Superintendent is preparing the school calendar for consideration by the School Committee, he/she will invite the president of the Union or his/her designee to consult with him/her.

12-2.2 In the event that the school calendar is revised by the School Committee, the Superintendent will invite the President of the Union or his/her designee to consult with him/her before such revision is made.

## 12-3 WORK DAY

12-3.1 Effective at the start of the 2007-2008 school year schedules at all levels shall have the same length work day as present contract reconfigured to include 330 instructional minutes as defined by the Board of Regents and Commissioner of Education.

12-3.2 The work day for secondary school teachers shall be 6-3/4 hours as follows:

High school teachers shall arrive at school at least nine (9) minutes before the start of the pupils' school day and remain nine (9) minutes after the pupils' school day.

Secondary high school teachers must arrive at 7:15 a.m. Teachers must be in their class by 7:24 a.m. Teachers assigned to In-School Suspension and Corridor/Lavatory must report to their posts by 7:20 a.m., with the following exceptions: School Nurse, Librarian, Social Arts Coordinator, Teacher in Charge of Transportation and Locker, Teacher in Charge of Visual Aids, Teacher in Charge of Student Finance, Yearbook Advisor, Department Heads, Guidance Counselors, Building Athletic Director, and School Newspaper Advisor.

Junior high school teachers shall arrive at school at least ten (10) minutes before the start of the pupils' school day and remain ten (10) minutes after the pupils' school day.

12-3.3 The work day for elementary teachers shall be 6-1/2 hours as follows:

Elementary teachers shall arrive at the school at least ten (10) minutes before the start of the pupils' school day and remain ten (10) minutes after the pupils' school day.

### Example for an 8:40 a.m. school:

8:25 a.m.- 8:35 a.m.	Teachers Arrive	10 minutes
8:35 a.m.- 11:20 a.m.	Instruction	2 hours 45 minutes
8:35 a.m.- 11:35 a.m.	Instruction	3 hours
11:35 a.m. - 12:15 p.m.	Lunch	40 minutes
12:15 p.m.- 2:45 p.m.	Instruction	2 hours 30 minutes
2:45 p.m.- 2:55 p.m.	End of Day	10 minutes

Elementary teachers may use their preparation period before and after the student's school day for activities outside their classroom but within the school, when meetings are not scheduled during this time as provided in Section 12-10.1.

A revised kindergarten work day schedule will be implemented effective at the start of the 2007-2008 school year to comply with Board of Regents regulations. The following is an example of the schedule that will be implemented for an 8:40 a.m. school:

**Example:**

8:25 a.m.- 8:35 a.m.	Teachers Arrive	10 minutes
8:35 a.m.- 11:20 a.m.	Instruction	2 hours 45 minutes
11:20 a.m.- 12:00 p.m.	Lunch	40 minutes
12:00 p.m.- 2:45 p.m.	Instruction	2 hours 45 minutes
2:45 p.m. - 2:55 p.m.	End of Day	10 minutes

And

A joint committee shall be formed consisting of an equal number of administrators appointed by the Superintendent and teachers appointed by the Union to make recommendations concerning any changes to the elementary schedule. The joint committee will be formed on or before December 1, 2006 and will submit a recommended agreement to the School Committee and Union for approval no later than April 1, 2007. Any agreement will be by mutual agreement of the Union and the School Committee. If no agreement is reached, the schedule will remain as outlined above.

12-3.4 The length of the school day for all special education classes shall be in accordance with state law.

**12-4 DEPARTMENT NIGHT**

12-4.1 The Union agrees that teachers in the secondary schools will hold department night at least once a week for a period of at least forty-five (45) minutes commencing at the close of the student's school day and will be available in a classroom for the purpose of providing help to their students. If no students appear for department night within twenty (20) minutes of the close of the student's school day, the teacher may leave.

**12-5 LUNCH DUTY**

12-5.1 Senior High -- Teachers in the senior high school shall be assigned lunch duty according to the present practice in each of the senior high schools.

12-5.2 Junior High -- Teachers in the junior high school shall be assigned to lunch duty on the average of one student lunch duty every other week. They shall be given a daily duty free lunch period equivalent to that which is provided for the students.

12-5.3 Elementary -- Teachers in the elementary schools shall have a duty free lunch period of forty (40) minutes.

12-5.4 Secondary school nurse teachers shall not be required to perform these duties.

**12-6 CLASS SIZE**

12-6.1 The Committee agrees that a class size of approximately twenty-five (25) pupils is a desirable educational goal. In this regard, the Committee shall keep class size as low as is administratively possible, and within the limits of physical plant.

12-6.2 (A) Special education classes at no time will exceed maximum established by law.

**(B) Mainstreaming/Collaborative Classrooms**

(1) The number of special education students, mainstreamed into core academic classes or placed in collaborative classrooms shall not exceed thirty percent (30%) the total of the registered population of that class up to the class sizes as set forth in 12-6.4. If during the school year circumstances arise which require that the 30% ratio be exceeded, the teacher shall receive addition compensation for the number of students beyond the 30% on a pro-rata of the teacher's salary for the length of time the ratio exceeds 30%. In no instance shall the ratio above be exceeded if the class size exceeds the limits set forth in 12-6.4.

(2) The 30% limit shall take effect in the 2018-2019 school year. It shall not apply to classes with ten (10) or fewer students enrolled in the class.

(3) It is agreed that the administration will endeavor to maintain a fair and equitable distribution of students, mainstreamed into regular education classes and/or placed into collaborative classrooms.

(4) A collaborative class shall be a core academic class that is taught by both a regular education content area teacher and a special education teacher. Both teachers shall be teachers of record for the entire roster of students of the collaborative class.

(5) Intensive Academic core classes shall be collaborative classes. Core classes are defined as Social Studies, Math, English and Science. Electives shall not be considered core classes.

(6) Supportive Academic core classes may be collaborative classes depending upon student need.

(7) Nothing in the above limits the administration from the creation of additional collaborative classrooms. These classes shall be staffed in accordance with the definition above and student need.

(8) The District shall offer a continuum of services/placements available for students with identified special education needs.

12-6.3 Classes with specific student stations such as, and not by way of limitation, typing rooms, laboratories and others will not exceed the number of student stations available except in emergency situations.

12-6.4 (A) The parties agree that class size shall not exceed 26 students. If during the school year circumstances arise which require that a class size exceed 26 students, the teachers will receive additional compensation for the numbers beyond 26 based on a pro-rata of the teacher's salary for the length of time the numbers exceed 26.

(B) Kindergarten class size shall not exceed 22 students. If during the school year circumstances arise which require that a class size exceed 22 the teachers will receive additional compensation for the numbers beyond 22 based on a pro-rata of the teacher's salary for the length of time the numbers exceed 22. [same as existing practice for calculating overages for Grades 1-6].

12-6.5(A) No secondary teacher shall have the option of refusing the services of a special education teacher in his/her classroom to be consistent with previous decisions made by the Superintendent, Assistant Superintendent, Director of Elementary Education and the Director of Special Services as it relates to Elementary Inclusion Classrooms.

(B) This provision eliminates transition classes at the secondary level and the May 12, 1987 Fisher/Tammelleo Agreement concerning team-taught classes. All other agreements and arbitrations concerning transitional classes and past practices are void and of no effect, except as such agreements, arbitrations or past practices relate to payment of coverage for cooperative teaching when one of the teachers is absent and no substitute is provided. It is understood, however, that the class size language of 26 is still in effect.

(C) For purpose of implementing the provisions contained in 12-6.5(B), three (3) teachers in departments of seven or more and two teachers in departments of six (6) or less may be given teaching assignments above the maximum provided in section 12-8.7(g) for the 2001-2002 school year only. Thereafter, the parties will revert to the current language in section 12-8.7(g).

(D) Physical education is exempted from this proposal. Adaptive physical education will remain as is.

(E) When applying the percentages to the number of students in a class, if a mixed decimal results, more than 0.5 will be rounded up.

12-6.6 Secondary school Physical Education classes will not exceed 32 students.

12-6.7 Anything to the contrary notwithstanding, effective the first day of the 1994-95 school year class size in Technology Education, Family & Consumer Sciences, and Art shall not exceed the following numbers:

(a) Junior High, all areas except Construction & Manufacturing Technology/Materials Processing	18
Construction & Manufacturing Technology/Materials Processing	17
(b) Senior High	
(i) Art	20
(ii) Transportation Technology (Except "Exploring Transportation Systems-TE-195)	17
Construction & Manufacturing Tech.	17
Construction & Manufacturing Tech.	17
Power & Energy Technology	17

(iii) All other Technology Education	20
(iv) Child Development	18
(v) Textiles	18
(vi) Clothing	18
(vii) Interior and Home Design	18
(viii) Human Relations	28
(ix) All other Family & Consumer Sciences	20

12-6.8 Effective with the beginning of the 2001-2002 school year kindergarten class sizes for classes taught by the same teacher will be equalized within plus or minus three students, unless the kindergarten teacher requests a variance from this equalization and that variance is agreed to by the Union and the Administration.

## 12-7 TEACHING LOAD

12-7.1 No teacher on the secondary level shall be required to teach more than two (2) subject matter areas.

## 12-8 SCHEDULES AND COVERAGE

12-8.1 The teaching schedules of teachers in the junior high schools shall include at least five (5) non-teaching periods during the week.

12-8.2 Teachers may be called on, however, to cover classes on their non-teaching period occasioned by absences in the various departments. Such coverage shall be assigned on a rotating basis within a pool of volunteers established in each school. In the event that a volunteer is not available to cover, then another teacher, again on a rotating basis, may be assigned to cover the class.

The Committee shall make every effort to provide substitutes for teachers who are absent.

For each period a teacher covers beyond three (3) (not including coverage referred to in 12-8.7 (b)) the teacher shall be paid in a lump sum at the end of the school year according to C-1.8. Teachers will be assigned to class coverage on a fair and equitable basis among all faculty members. If a teacher is called upon to cover the class of a teacher who is absent from class at the request of the administration, he/she shall be paid at the rate of \$40.00 per class. If the administration requests that a teacher be absent for professional development for less than a full day, the coverage rate shall be \$40.00 per class. The coverage rate shall otherwise be as provided in Appendix C-1.8. The above shall be applicable to all junior high teachers and teachers in the voluntary junior and senior high school coverage pools.

12-8.3 When substitutes certified in the area of the absent teacher are not available the Warwick Public Schools shall make every effort to employ substitutes who are certified by the state in other areas.

12-8.4 Except as otherwise provided in 12-8, secondary school teachers shall not be assigned more than twenty-five (25) teaching periods per week in the junior high schools nor more than twenty-one (21) periods per week in the senior high schools except for situations arising out of the section in teaching schedule and coverage as described herein. Effective the first day of the 1995-96 school year and thereafter, teachers in the senior high schools shall not be assigned more than thirty (30) teaching periods per seven day cycle.

## 12-8.5 HOME ROOM ROTATION

Secondary school home room assignments shall be rotated among the faculty with the following exceptions:

- School Nurse
- Librarian
- Social Arts Coordinator
- Teacher in Charge of Transportation and Locker
- Teacher in Charge of Visual Aids
- Teacher in Charge of Student Finance
- Teacher in Charge of School Supplies
- Yearbook Advisor
- Department Heads
- Guidance Counselors
- Building Athletic Director
- School Newspaper Advisor

12-8.6 Secondary school department heads shall be responsible for the mechanical preparation, coordination and distribution of exams.

12-8.7 (a) Effective the first day of the 1995-96 school year, there will be implemented in all three high schools a 7 day/7 period schedule, pursuant to which six (6) periods meet each day and forty-two (42) periods meet over each seven (7) day cycle. Of the forty-two (42) periods, thirty (30) will be teaching periods, seven (7) will be preparation periods (one per day) and five (5) will be office assignments. Effective for all teachers for the 2008-2009 school year, three (3) will be office assignments, one will be utilized as a common planning period and one period will rotate as a common planning period and professional development period every other seven day cycle. An academic administrator may attend the first common planning period of each month. The academic administrator shall provide the teachers on the team a written agenda in advance which shall list the items that will be the subject of discussion during that meeting. For teachers not on clusters in the 2007-2008 school year, they will be assigned one professional development period every other seven day cycle in lieu of one office assignment. The professional development period shall be used to comply with the Regents mandate of fifteen (15) hours of professional development annually.

(b) Office assignments shall include in-house suspension, lunch duty, lavatory and corridor duty, and class coverage. Office assignments will be assigned on a quarterly rotating basis. Corridor and lavatory duty shall not require continuous presence at a duty station as long as regular and frequent checks are made by the teacher on duty.

Senior high school nurse teachers shall be assigned their office assignment during the last time block (12:55-1:45) of the school day. The non-teaching period of the senior high school nurse teacher will not be scheduled during the long period of the day.

(c) Classroom teachers shall be required to provide daily assignments to students on in-house suspension. In-house suspension classes shall not exceed ten (10) students.

(d) The maximum teaching load, except as provided in (e) below, shall be five (5) courses with six sessions per course during any seven (7) day cycle.

(e) Teachers may apply on a voluntary basis to teach in excess of the maximum teaching load and, if assigned to do so, will be compensated at the rate of \$50.00 for each session in excess of the maximum for the 2006-2007, \$53.00 for the 2007-2008 school year and \$56.00 for the 2008-2009 school year and thereafter. Teaching assignments in excess of the maximum will be rotated from year to year among applicants for the assignment on a fair and equitable basis.

Teachers who may wish to teach an additional class in the following school year will indicate so on their program preference form.

Each department head will publish and verify the availability of extra classes when it becomes known.

Each department head will publish and verify the assignment of extra classes concurrent with said assignments.

Additional classes will not be assigned to department heads except in cases where no other teacher has expressed an interest in teaching an additional class.

(f) Sessions in excess of the maximum will be in lieu of office assignments.

(g) No more than one teacher in departments of six teachers or less and no more than two teachers in departments of seven or more may be given teaching assignments above the maximum as provided in (e) above.

12-8.8 The administration of 12-8.7(b) shall be in accordance with the memorandum annexed in Appendix D.

12-8.9 For special provisions relating to the Career and Technical Center, see Appendix D.

## 12-9 PREPARATION PERIODS

12-9.1 When a teacher in a special area is in charge of an elementary teacher's class, the regular teacher may leave the classroom.

12-9.2 Elementary special area teachers shall be entitled to an average of 215 minutes of non-teaching time per week, no subdivision of which shall be less than one-half (1/2) hour. Such non-teaching time shall be scheduled with the maximum degree of efficiency in consideration of the educational program.

12-9.3 Elementary primary teachers shall be entitled to an average of 225 minutes of non-teaching time per week. Elementary intermediate teachers shall be entitled to an average of 225 minutes of non-teaching time per week.

12-9.4 Elementary teachers shall use the unassigned period at the end of the school day as a preparation period. Meetings may be scheduled during this time period in accordance with Article XII, Section 10.

#### 12-10 BEFORE AND AFTER SCHOOL MEETINGS

12-10.1 The Committee agrees that members of the bargaining unit shall not be required to attend more than two (2) before or after school faculty, department, grade level or curriculum meetings per month.

12-10.2 No meeting shall last more than one hour.

12-10.3 Additional meetings may be scheduled on a voluntary basis.

#### 12-11 OUTSIDE DUTIES

12-11.1 Teachers shall not be required to supervise activities beyond the limit of the school day as defined in Article XII, Section 3.

12-11.2 When detention is scheduled in a high school or junior high school, teachers selected for detention shall be compensated according to C-1.4 per detention coverage. Teachers shall be selected for detention from among those in the school who apply. Teachers who previously held these positions shall be given first refusal rights for this duty.

#### 12-12 CLASS ASSIGNMENT

12-12.1 No teacher shall be assigned to teach subjects, grades or classes outside his/her area of certification without his/her consent.

#### 12-13 CLASSROOM INTERRUPTIONS ON THE P.A. SYSTEM

12-13.1 The use of public address systems in the school shall be so scheduled by the principal as to provide a minimum of classroom interruption.

Announcements shall be made during the homeroom period in the morning and the last five (5) minutes of the last period of the day.

12-13.2 The P.A. System shall be used at times other than those indicated above only when absolutely necessary or when the announcement concerns a large percentage of the school population.

12-13.3 In schools without a P.A. system classroom interruptions will be kept to a minimum. Normally notices other than those of immediate importance will be posted.

#### 12-14 RELIEF FROM NON-TEACHING DUTIES

12-14.1 Teachers shall not be required to collect insurance and picture money from pupils.

A study shall be conducted with the intention of reducing or eliminating the time spent, by teachers, in the collection of milk money.

12-14.2 The School Committee agrees to hire a kindergarten aide effective for the 1986-87 school year to provide one aide per kindergarten teacher.

## 12-15 PUPILS' REPORT CARD MARKS

12-15.1 No one shall change marks that a teacher has given except for a clear, valid and objective reason and shall not do so without consulting with the teacher. No minimum or maximum limitation shall be set on the number who pass or fail.

12-15.2 Grade reporting sheets for quarterly grades in the secondary schools shall be made available to teachers two (2) school days prior to the close of each marking period and shall be due in the main office of each school on the third (3rd) school day after marks close for the quarter.

Final marks for students and for grades seven through eleven shall be due on the last day of school. Final marks for seniors shall be due on the day after the last day of classes for seniors.

Teachers of students in Grades Seven (7) through Twelve (12) will post grades four times per quarter at the following intervals: midway between the start of the quarter and mid-quarter, on the mid-quarter, midway between mid-quarter and the end of the quarter, and at the end of the quarter.

If the Warwick School Committee implements the Middle School model for secondary schools, the parties shall meet within thirty (30) days to negotiate the impacts of the above language on the sixth grade addition to the secondary schools.

12-15.3 The existing elementary report card shall be converted to an electronic form in the electronic gradebook system. Itinerants shall have the ability, and shall post, their quarterly grades in the electronic gradebook system. The electronic gradebook system shall be made available to the teachers within ten (10) school days of the first day of school before they are due.

If the Warwick School Committee implements trimester reporting for elementary schools, the parties shall meet within thirty (30) days to negotiate the impacts of the above language.

12-15.4 Elementary teachers shall not be required to submit grades to principals for their perusal prior to issuing report cards.

12-15.5 When the occasion for report card revision arises, a committee consisting of an equal number of teachers, administrators, and parents shall be formed to review the present report card and make recommendations as a committee to the Superintendent of Schools.

12-15.6 The school committee shall offer a minimum of four (4) in-service training hours for any teacher requesting training in the electronic gradebook system. Said training shall be after school and compensation shall be at the teachers per diem hourly rate. The district shall offer additional training to those teachers who request the additional training after they have attended a group session. Training shall be differentiated and based on an individual teacher's need. If the parties agree to change from the current Aspen Gradebook to a new and different system, then the district shall provide a minimum of four (4) in-service training hours at the teacher's per diem hourly rate. The implementation of the new and different system shall occur only after the in-service training has been completed. The training for any electronic gradebook system shall be one-on-one, after the teacher has attended a group training session if the teacher so desires. The additional small-group/one-on-one training shall be offered only after the teacher attends a group training session.

12-15.7 The district shall provide each teacher with a functioning individual computer so that he or she may enter his or her grades into the electronic grading system.

## 12-16 PARENT TEACHER CONFERENCES

12-16.1 It shall be the intention of the Committee and the Union to schedule parent-teacher conferences during the regular school day and during the teacher's non-teaching period.

12-16.2 It is also the intention of the Committee and the Union that a teacher be given sufficient advance notice of the conference in order to make whatever preparation may be necessary. It is recognized by the Committee and the Union, however, that there may develop special circumstances where immediate attention to a problem involving a parent and teacher conference is required. In such circumstances, as determined by the school principal, the conference may be scheduled at the most propitious time in order to resolve the problem in the best interests of the student, the school and the parent.

## 12-17 IMPROVEMENT OF FACILITIES

12-17.1 Each school shall have a teacher's room which is neatly maintained and has proper lighting, heating, and suitable furniture. Office copiers and computers shall be adequately maintained so that they can be made available for teacher use at reasonable times.



12-17.2 Faculty lavatories shall be neat and well maintained.

12-17.3 No teacher shall be assigned to custodial tasks in the teachers' faculty room, kitchen area, or regular classroom. They shall, however, be expected to keep rooms tidy and free of litter.

12-17.4 No maintenance and/or repair work shall be performed within an occupied classroom during teaching time except under emergency conditions or with the teacher's permission.

#### 12-18 NON-TEACHING TIME

12-18.1 Teachers shall be allowed to leave the building during their non-teaching time with the permission of the school principal. Permission may be withheld if the requesting teacher has been assigned coverage or if conditions in the building are such that his/her attendance is required.

12-18.2 If the principal and/or the assistant principal are not readily available, the teacher may leave the building upon thirty (30) minutes notification to the main office of the school.

#### 12-19 TEACHER TRAINEES

12-19.1 Acceptance of a teacher trainee shall be voluntary. Advance notice of the assignment of a trainee shall be provided. Assignment of the trainee shall be made by the principal, supervising administrator and/or department head.

#### 12-20 CHRONICALLY DISRUPTIVE PUPILS

12-20.1 Chronically disruptive children shall be provided with an appropriate learning environment. Where necessary, a setting outside the regular classroom shall be provided.

#### 12-21 REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY

12-21.1 The School Committee shall investigate the circumstances of any clothing or personal property damaged or destroyed in the course of employment and where deemed warranted, reimburse the teacher.

12-21.2 It is understood by the parties that automobiles are excluded from this provision.

#### 12-22 PROTECTIVE CLOTHING

12-22.1 Protective clothing and/or equipment shall be provided for all teachers and students in laboratory and shop areas where required and in other areas when requested and required for the health and safety of teachers and students.

#### 12-23 ADMINISTRATIVE DUTIES

12-23.1 No teacher shall be required to perform administrative duties.

#### 12-24 EDUCATIONAL CONFERENCES

12-24.1 Notices of educational conferences received by the principal or department head shall be posted on the faculty bulletin board when they are received.

12-24.2 With the permission of the respective directors of the Elementary, Secondary, and Special Services Departments, teachers shall be allowed to attend educational conferences. Attendance shall be on a voluntary basis.

Teachers should obtain permission to attend a conference before making a commitment with conference officials.

#### 12-25 CLASS ASSIGNMENT AND PROGRAM

12-25.1 No later than March 1 the department head in the secondary school and the principal in the elementary school shall distribute a standard form to the teachers in their department or school respectively on which the teacher shall indicate his/her program preference. Special area teachers shall receive their form and return them to their department head or immediate supervisor. The forms are to be returned no later than one (1) week after distribution and shall be kept on file at the individual school until October 1 of the following school year. Program preference forms shall include space for high school teachers to specify if an extra class is desired.

12-25.2 Program requests shall be taken into consideration when determining teachers' programs. When a teacher's request is not met, he/she may discuss reasons with the immediate administrator involved. Classes of various ability levels shall be apportioned among teachers on an equitable basis consistent with the educational programs of the school.

12-25.3 No later than June 7, teachers shall receive from the immediate administrator involved:

- (a) Subjects, grades and classes to be taught.
- (b) All pertinent information available at that time about classes to be taught.

12-25.4 If changes occur during the summer which require a change in a teacher's program, the principal, supervisor, or department head shall provide notification to the teacher as close to August 1st as possible.

#### 12-26 USE OF PHONE

12-26.1 Each school shall have a phone which is available to teachers for which privacy is assured upon request.

#### 12-27 TRAVEL ALLOWANCE

12-27.1 All teachers in special areas who are required to use their car shall receive a travel allowance at the IRS approved rate in effect as of March 1, of the preceding budget year. Mileage traveled between the teacher's home and the first school assignment, lunch period, and the last school assignment shall not be considered in setting the mileage amount.

#### 12-28 SPECIAL AREA SUBJECTS

12-28 Special area subjects (elementary art, elementary guidance, elementary language arts, elementary library, elementary music, elementary physical education, school-nurse-teacher, elementary science, speech and hearing).

12-28.1 Each year, specifically designated areas or classrooms for special area teachers to work or teach shall be assessed, and assigned on a fair, equitable and service-to-students basis, within the existing available plant and as appropriate facilities become available.

This availability shall be determined on an annual basis.

12-28.2 The School Committee will make every reasonable effort to provide equipment to secure files and other working materials.

#### 12-29 BETWEEN CLASS TIME

12-29.1 Ten (10) minutes shall be provided between regularly scheduled classes for elementary special area teachers for the purpose of travel and preparation. Where the special area teacher conducts all of his/her classes in the same classroom, he/she shall be provided five (5) minutes between regularly scheduled classes.

#### 12-30 POOL OF SUBSTITUTES

12-30.1 Where substitute teachers in special areas are available, a pool of special substitutes shall be maintained to provide adequate coverage when a special teacher is absent.

#### 12-31 FIELD TRIPS

12-31.1 Free bus service shall be provided for all field trips when authorized.

12-31.2 At least three (3) days notice will be given to teachers when field trips are scheduled for a teacher's class which have not been planned by the teacher.

#### 12-32 CANCELLATION OF SCHOOL

12-32.1 In the event inclement weather necessitates the cancellation of school, radio stations will be notified by the Superintendent or his/her designee prior to 6:00 A.M. Stations carrying school cancellation announcements are as follows: WWLI -- WHJJ -- WPRO -- WICE --, WSNE.

## 12-33 PROFESSIONAL LIBRARY

12-33.1 A professional library collection for reference and circulation shall be provided in each school.

## 12-34 CURRICULUM COMMITTEE AND WORKSHOP

12-34.1 Teachers and department heads shall receive notice when a curriculum committee or textbook selection committee is to be established and invited and encouraged to participate.

12-34.2 Summer workshops, when scheduled, shall be advertised and teachers invited to apply in writing for participation. Those who have participated in the preliminary work leading to the workshop will be given priority consideration within the amount of money budgeted for the workshops, after special resource personnel have been appointed.

## 12-35 EXTRA CURRICULAR

12-35.1 Teacher participation in extra curricular activities will be strictly voluntary. Teachers will be compensated for participation in accordance with Appendix B of this contract.

## 12-36 COACHING AND EXTRA CURRICULAR

12-36.1 No applicant for any coaching position will be discriminated against because he/she is a member of any particular department within a school.

12-36.2 All coaches shall be subject to annual evaluation by the Supervisor of Athletics or Administrative Designee in collaboration with their building principal. The head coach shall be included in the evaluation and selection of his/her assistant coaches.

12-36.3 Appointments to coaching positions shall be made on the basis of qualifications for the vacant position. All coaches will be appointed on an annual basis. In the case where an applicant from within Warwick Public Schools and an outside candidate are equally qualified as determined by the Director of Athletics and the building Principal, preference for appointment shall be given to qualified applicants from within the Warwick Public Schools. When an outside candidate is selected, any applicant from within the Warwick Public Schools must be given a written statement of the objective reason(s) that the outside candidate was more qualified.

12-36.4 Coaching and extracurricular activities shall be open to regular classroom teachers.

## 12-37 SUMMER SCHOOL

12-37.1 Teachers who have not taught summer school during the previous year shall submit written application to the Director of Human Resources by June 1st.

Teachers who taught summer school in the previous year shall be continued in the position if they are available. No additional application is necessary.

12-37.2 If a teacher is unable to perform his or her summer school duties because of illness, a temporary replacement may be assigned. If the teacher is unable to work the following summer, the temporary replacement shall be permanently assigned.

12-37.3 The maximum number of classes for all teachers accepted into the summer school program shall be three (3) classes.

12-37.4 The school department will maintain a list of teachers who are available to substitute in the summer school program and will assign substitutes on the basis of seniority and area of certification.

## 12-38 GENERAL DISCIPLINE

12-38.1 The Committee agrees that discipline problems that interfere with and disrupt the orderly process of the school and school related activities shall be dealt with firmly and positively.

12-38.2 Excessive instances of tardiness, cutting of classes and absences from school without good reason shall be considered serious infractions of individual school rules and regulations.

12-38.3 Constant and repeated acts of insubordination and recalcitrant behavior generally shall be cause for suspension.

12-38.4 Any student who assaults a teacher or school department employee, or who is considered to be an active physical threat to any individual shall be removed immediately from his/her classes and be subject to suspension procedures by the principal.

12-38.5 A student who leaves school voluntarily or involuntarily shall not be readmitted other than on a probationary basis. After reinstatement, at the end of a one month probationary period, each of his/her teachers shall submit a report on his/her conduct and academic achievement and make a recommendation regarding his/her continued matriculation.

12-38.6 The principal with the advice and consultation of the faculty advisory committee in each school shall update by November 1, 1982, a firm and definite policy for handling of discipline cases in each school. Such policy shall be submitted to the Superintendent for his/her approval.

Discipline policy shall deal with the following:

(a) Establishing a clear and definitive code for student behavior. Each student, parent and faculty member will be given a copy of the code.

(b) Establishing firm and definitive procedures for handling discipline problems. Each student, parent and faculty member will receive a copy.

(c) Each parent, student, and faculty member shall receive a copy of the system-wide Code of Ethics adopted by the School Committee in September, 1987.

#### 12-38.7 CHRONICALLY DISRUPTIVE STUDENT

Definition: A chronically disruptive student is one who is constantly incorrigible and whose behavior interferes with the education process or safety of the students.

Identification: When a student is tentatively identified by a teacher as being chronically disruptive, he/she shall be referred to the principal and/or assistant principal. The principal and/or assistant principal shall create a committee of inquiry consisting of but not limited to all classroom teachers and departmentalized teachers who have regular contact with the student. Each member of the committee shall be asked to independently state in writing his/her opinion of the student's behavior. The committee will then convene to discuss the appropriate action to be taken.

12-38.8 This Committee shall be created within five (5) days of the referral to the principal.

#### 12-39 ELEMENTARY SPECIAL AREA PROGRAMS

12-39.1 Except as provided in Article VI (1.4) the Committee agrees that it will not terminate, or suspend any teacher presently employed in the elementary special area program or in the professional special services area covered by this agreement, except as provided below.

The School Committee may reduce personnel in these areas based on pupil population decline. Such reduction shall be made consistent with the memorandum of agreement regarding reduction in force.

#### 12-40 PARTICIPATION IN I.E.P.'s

12-40.1 Where appropriate, school-nurse teachers, guidance counselors, classroom teachers, and other members of a school staff who have or will have a special need's student in class may, at his/her request, participate in the development of the student's I.E.P.

12-40.2 All elementary and secondary teachers shall have the opportunity to participate in the development of an I.E.P. for a student who is to be placed in his/her classroom.

12-40.3 Students who have IEP's shall be identified on class lists that are given to teachers. Students transferred shall be identified to the receiving teachers if they have IEP's.

12-40.4 Teachers shall be given sufficient time within the work day, excluding teacher preparation time, to participate in CORE evaluations, in school conferences, and the development of IEP's.

### ARTICLE XIII

#### SALARY AND FRINGE BENEFITS

##### 13-1

13-1.1 Basic salary scale for the 2015-2017 contract years.

The salaries of all persons covered by this agreement are set forth in Appendix A which is attached and made part of this agreement.

##### 13-2

13-2.1 The salary scale set forth in Appendix A shall become effective as of the first day of the 2015- 2016 school year. At the option of the teacher, the School Committee agrees to deposit checks directly to one of twelve (12) financial institutions selected jointly by the Union and School Committee.

##### 13-3

13-3.1 All persons on teacher salary schedule shall be paid in twenty-six (26) equal installments during the contractual year.

13-3.2 Any teacher who wishes to receive his/her summer check in a lump sum in June shall make application in writing to the Human Resources Office prior to March 1 of the school year. Lump sum payment shall be paid prior to July 1st.

##### 13-4

13-4.1 A year's experience shall be based on the teaching of at least ninety (90) school days during any given school year. The ninety days shall be recognized only after continuous permanent employment by the Warwick School Committee.

##### 13-5

13-5.1 Teachers who have completed all of the requirements of an advanced degree and who will not officially receive the degree until the following June, shall, upon presentation of an official statement from the appropriate college office, be eligible to receive the increment for the degree beginning the following September.

13-5.2 Requests for initial payment or changes in payment of graduate increments shall be in writing and shall be submitted to the Director of Human Resources no later than October 1. Late requests shall result in the teacher receiving pro-rated payment. There will be no pro-rata for requests received on or after May 1<sup>st</sup>. Requests received on or after May 1<sup>st</sup> will be processed for the subsequent school year.

13-5.3 In order to receive compensation for longevity increments, a teacher must submit a written request to the Human Resources prior to August 1st. It is the responsibility of the teacher to request payment of longevity initially and at each level. Changes are not made automatically. Late requests shall result in the teacher receiving pro-rated payment. There will be no pro-rata for requests received on or after May 1<sup>st</sup>. Requests received on or after May 1<sup>st</sup> will be processed for the subsequent school year.

##### 13-6

13-6.1 Any teacher except those on differential required to work in addition to the contractual school year, shall be paid at the pro-rata of the annual salary.

Payment for coverage under 12-8.2 of the agreement shall be reconciled and paid quarterly.

13-6.2 Teachers who have detention and/or after school classes shall receive compensation for such activities in their regular bi-weekly salary check.

### 13-7

13-7.1 Supplementary salary schedule for coaches and other extracurricular positions is set forth in Appendix B which is attached and made a part of this agreement. Teachers shall be limited to occupying two (2) positions covered by Appendix B. In the event that no qualified applicant for a position is available then a teacher may apply and be appointed to a third position on a temporary basis. The position shall be reposted each year until a permanent appointment is made.

13-7.2 A salary schedule for extended school services is set forth in Appendix C which is attached and made part of this agreement.

13-7.3 Teachers who have positions covered under schedules B and C of the agreement shall receive their salary at the completion of their duties or responsibilities. It shall be paid in a check separate from their regular salary check.

### 13-8 HEALTH INSURANCE

13-8.1 Each medical and dental plan participant will pay a co-share premium of up to 20% annually as a payroll deduction apportioned for each pay period. This co-share shall not exceed the following:

a. Classic Individual	\$1,328
b. Classic Family	\$3,364
c. HealthMate Individual	\$1,237
d. HealthMate Family	\$3,145
e. Delta Dental Individual	\$ 63
f. Delta Dental Family	\$ 194

Individuals who opt for a lump sum will have the balance of their annual co-share amount deducted from their lump sum check. Retirees will be permitted to either pre-pay the full amount of their co-share of premium on or before August 15 preceding the school year of coverage or they will be required to pay their co-share monthly by the fifteenth day of the month preceding the coverage. Failure to make timely payments will result in cancellation of coverage.

13-8.2 Except as otherwise specified herein the Committee shall provide health insurance coverage as follows and as outlined in Appendix E:

Except as provided in section 13-8.1 above, this plan shall be fully paid for the individual and the family plan.

13-8.3 The Committee will not adopt a new medical plan unless mutually agreeable with the Union. If there is no mutual agreement by the parties, the matter will be submitted to binding arbitration according to the procedures outlined in the Michaelson Act to determine if the proposed plan is the equivalent of the present plan. The selection process for the arbitration panel will be outlined in 28-9.3 of the General Laws.

13-8.4 Teachers for whom health insurance coverage is terminated because of leave of absence shall be entitled to remain in the group insurance at their own expense.

13-8.5 A new teacher entering the system shall be covered for insurance benefits effective on the first day of the teacher's work year in September, or the first of the month after employment begins if hired during the year.

13-8.6 Optional health plans may be offered if mutually agreed between the Union and the School Committee. Each member of the bargaining unit who elects an optional plan shall be responsible for the additional monthly costs, if any, between the plan selected and the cost of the basic health plan provided in 13-8.2.

Without excluding other types of health programs, a program which is the equivalent of a Blue Cross Classic plan and which meets the minimum standards listed below will be offered to employees who were hired for school years prior to the 2006-2007 school year and who were on a Blue Cross Classic plan on September 1, 2006 at the time of the ratification of the 2006-2009 agreement:

- (A) 100% coverage for 365 days of care in a semiprivate room – includes medical/surgical and maternity care. Skilled nursing facility covered when medically necessary.
- (B) The equivalent of Blue Shield 100
- (C) Lifetime maximum of \$250,000 for major medical services and \$300.00 deductible (\$600.00 family)
- (D) Diagnostic Rider
- (E) Medical Emergency Rider
- (F) Student to age 23 rider
- (G) Prescription Drug Rider \$7-\$25-\$40
- (H) Extended Vision Care - Individual/Family
- (I) Managed Benefits Program
- (J) \$100.00 Hospital Emergency Room co-payment

No other employee will be eligible for this program including those employees hired for school years prior to the 2006-2007 school year who were not on Classic on September 1, 2006. New employees (hired for the 2006-2007 school year) will be eligible for the plan outlined in Appendix E but not for the plan outlined above. Subject to 13-8.1 (co-share of premium), this plan would be fully paid by the School Committee for eligible employees. If the eligible employee opts out of this plan at any time, however, he or she may never opt back into such a plan.

13-8.7 The Committee shall provide a comprehensive family dental plan for all eligible members of the bargaining unit with no deductible.

The plan shall include coverage for Orthodontic costs. (Lifetime maximum \$1,200.)

Any change in carrier for this plan shall provide a plan equivalent to the plan in existence at the time of the change.

13-8.8 Members of the bargaining unit may elect to waive their medical and/or dental coverage on an annual basis at least 30 days prior to the anniversary date (July 1). Upon request to the Personnel Office any member who elects to waive such medical coverage shall receive \$1500.00 (family); \$600.00 (individual). Upon request to the Personnel Office any member who elects to waive such dental coverage shall receive \$175.00 (family); \$55.00 (individual). Members need to renew the waiver on an annual basis. Members of the bargaining unit who due to a change in circumstances wish to reenter the medical and/or dental program may do so upon request of the Personnel Office. They shall be placed on the next premium payment list. A prorated portion of the premium waiver shall be returned to the school department.

13-8.9 EMPLOYEE ASSISTANCE PLAN

The School Committee will provide an Employee Assistance Program substantially similar to the RIEAS level of services in existence in September 2000.

13-9 DEPARTMENT HEADS

Ratio for department heads shall be the following:

13-9.1 Three (3) to seven (7) teachers in department ..... 1.13

13-9.2 Eight (8) to twelve (12) teachers in department ..... 1.16

13-9.3 Thirteen (13) and above ..... 1.19

13-9.4 Elementary department heads .....1.19

13-9.5 A part-time teacher will be counted as a full time teacher in calculating the number of teachers in a department for the purpose of compensation and the appropriate number of department periods. A teacher who is part-time to a department but full time to the district will be assigned to the department where he or she has a majority of his or her teaching load and will not be counted twice for purposes of calculating compensation or the appropriate number of department periods.

- 13-9.6 Pay for new department heads  
1st year-25% of regular scale  
2nd year-50% of regular scale  
3rd year-75% of regular scale  
4th year-100% of regular scale

Acting department heads shall be paid in accordance with the appropriate step.

#### 13-10 SCHOOL PSYCHOLOGISTS

13-10.1 Psychologists hired after February 1, 1978, shall receive a differential equal to 10% of the salary step they are on and will work 199 days, eight (8) hours per day with one hour for lunch.

Psychologists employed as of February 1, 1978, shall receive a percentage increase equivalent to the percentage increase at the tenth step of the salary scale applied to their present salary.

#### 13-11 SUBSTITUTES

13-11.1 Substitute teachers hired by the Warwick School Committee shall be categorized as follows and employed in accordance with the provisions that follow:

Category 1 - Any substitute who is hired to work a full school year replacing a teacher on unpaid leave of absence shall be paid at the appropriate step on the Appendix A-1 salary scale as of his or her first day of employment and shall be eligible for union membership or subject to an agency fee within thirty calendar days. He/she shall be entitled to the health and dental insurance specified in Article 13, Section 13-8, from the first day of employment through the end of the contract year and shall enjoy such additional rights as are specified in Articles 3, 4, 8, Sections 8-2, 8-4.1 and 8-5, Article 9, Sections 9-4, 9-5.1, 9-6.1 (b), 9-7.1, Article 10, Sections 10-1, 10-1.2 (for the duration of the disability or the end of the school year, whichever first occurs), 10-2, and 10-3, Article 12, Sections 12-27.1, 12-28 and 12-29. He or she shall also be entitled to ten paid sick days pursuant to Article 9, Section 9-1.1 (in lieu of the ninety days specified herein). He/she shall also be entitled to payment for advanced increments as outlined in Appendix A-3 beginning in the 2001-2002 school year.

Category 2 - Any substitute hired to take the place of a teacher on unpaid leave or sabbatical leave for a period of less than a full school year, but which, it is known at the time of hiring will exceed six months, will be placed on at least Step 1 of the Appendix A-1 salary scale as of his or her first day of employment and, if substituting for a teacher who is not receiving paid health insurance coverage, shall be entitled to the health and dental insurance specified in Article 13, Section 13-8, from the first day of employment through the end of the school year or the last day of employment, whichever first occurs. For the duration of employment in the school year, a Category 2 substitute shall be entitled to the additional rights accorded Category 1 substitutes except that his or her paid sick days will total one day for each calendar month or fraction thereof that he or she is employed in Category 2. He or she shall be eligible for Union membership on the first day of employment or shall be subject to an agency fee after thirty days.

Category 3 - Any substitute, including per diem substitutes, hired for a period of less than six months is not a member of the bargaining unit and shall be compensated as provided in C-1.3.

Category 4 - A Category 3 substitute who works 135 days or more in a school year shall, as of the 136th day, be entitled on an ongoing basis to be placed on the appropriate step of the Appendix A-1 salary scale.

13-11.2 No Category of substitutes shall accrue seniority or have any expectation of continued employment. Nor shall membership in the bargaining unit accord them any benefits other than those specifically provided above. This clause is not intended to affect the rights of a teacher pursuant to 28-44-68 of the General Laws one way or the other.

13-11.3 All substitutes shall be subject to the same work day and teaching schedule as the teacher for whom they are substituting, including, but not limited to, unassigned time, a duty-free lunch period, and office assignments.

13-11.4 The Union shall, on request, be provided with a list of substitutes by Category.

13-11.5 Category 3 substitutes may be employed to fill a vacancy or newly-created position during the period it takes to fill the vacancy or position. A Category 3 substitute filling such a vacancy or position shall be paid on the appropriate step with health and dental insurance coverage as if he/she were a Category 2 substitute after the 45th day in such vacancy or position.



13-11.6 If a Category 1 substitute teacher dies, resigns, retires, or is made a permanent employee, his/her successor shall be treated as a Category 1 substitute in the event that 135 or more days remain in the school year at the time the successor takes the position.

13-11.7 Category 1 and 2 substitutes shall be entitled, but not required, to attend release days falling within their term of employment and to be paid for such release days as are attended.

#### ARTICLE XIV

##### RETIREMENT BENEFITS

14-1 The School Committee shall provide and fully pay the cost of the individual medical plan available to employees for all retirees who have thirty (30) years or more of credited service with the Rhode Island State Retirement System. Further, the School Committee shall provide the same individual benefit at 50% of the cost to retirees who have twenty (20) years or more of credited service with the Rhode Island State Retirement System and who are otherwise eligible to retire. This retirement benefit shall be available to each covered employee through their attainment of age 65.

Should said retiree obtain equivalent paid coverage through another source, this benefit shall not apply. Said retiree shall be required, on an annual basis, to provide the Warwick Public Schools with a written declaration regarding his or her current medical coverage. When said retiree no longer receives such equivalent coverage, he or she shall be eligible to be covered by this benefit, provided they are otherwise eligible.

#### ARTICLE XV

##### CONFORMITY TO LAW AND SAVINGS CLAUSE

15-1 If any provision of this agreement is or shall at any time be determined contrary to law by a court of competent jurisdiction, then such provision shall not be applicable or performed or enforced except to the extent permitted by law. In the event that any provision of this agreement is or shall at any time be determined to be contrary to law by a court of competent jurisdiction, all other provisions of this agreement shall continue in effect.

15-2 There will be no waiver or modification of any of the agreements, terms, or provisions contained in this agreement by any teacher with the Committee.

15-3 The terms and conditions of this agreement shall not be modified, amended or altered in any way unless made in writing and signed by both parties.

#### ARTICLE XVI

##### AVAILABILITY OF CONTRACT

16-1 The Committee agrees to bear the cost of printing this agreement in booklet form and the Union agrees to bear the cost of distributing a copy of this agreement to each teacher presently employed by the Committee and to each new teacher hired by the Committee.

#### ARTICLE XVII

##### MANAGEMENT RIGHTS

17-1 It is understood and agreed by the parties that the School Committee possesses the sole right to operate the school system and that all management rights repose in it and the administration but that such rights must be exercised consistently with the other provisions of this agreement. Those rights include but are not limited to the following:

17-1.1 Hire, assign or transfer teachers.

17-1.2 Determine the educational policies of the school system.

17-1.3 Determine the methods, means and number of personnel needed to carry out the educational policies entrusted to the School Committee by law.

17-1.4 Introduce new or improved methods or facilities.

17-1.5 Change existing methods or facilities.

17-1.6 Establish and require adherence to rules and regulations.

17-1.7 Discipline and discharge for cause.

17-1.8 Nothing in this agreement shall deprive the School Committee of its responsibilities delegated to it by the laws of the State of Rhode Island.

17-2 The Committee reaffirms its legal rights to review and make adjustments in educational positions, programs, and in the structure of the school system. It further reaffirms that these adjustments will be made consistent with the terms and conditions of this agreement.

### ARTICLE XVIII

#### NEGOTIATIONS CLAUSE

18-1 The Committee and the Union agree that all negotiable items have been discussed during the negotiations leading to this agreement and therefore agree that negotiations will not be reopened on any items whether contained herein or not during the life of this agreement.

18-2 The Committee agrees that before making any changes in existing and/or future formally adopted policies which directly affect the Union, it will, through the Administration, discuss the contemplated changes with the Union.

18-3 Any previously adopted policy, rule or regulation of the Committee which is in conflict with a provision of this Agreement shall be superseded and replaced by the applicable provision of this Agreement.

18-4 Complete and up-to-date copies of all other policies previously established by the Committee shall be made available.

18-5 All existing School Committee policies granting rights and/or privileges to teachers but not part of previously negotiated agreements shall remain in full force and effect during the period of this agreement.

18-6 Previously negotiated agreements and all items and provisions contained therein shall be superseded by this agreement.

18-7 The Union affirms that it does not have the right to strike during the life of this agreement. The Union and its agents will not assist or participate in strikes, sanctions, work slow downs, or any concerted effort which is designed to impair the normal operation of this school system.

### ARTICLE XIX

#### DURATION

19-1 The duration of the contract will be one two-year agreement, effective September 1, 2015 through August 31, 2017.

19-2 In witness whereof the following have set unto their signatures and seal this 14<sup>th</sup> day of November 2017.

For Warwick Teachers' Union, Local 915, AFT, AFL-CIO

  
Darlene Neteoh, President

  
Michael Costello, Vice President, Secondary

Karen E. Monteiro  
Karen Monteiro, Vice President, Elementary

David Croll  
David Croll, Treasurer

Diane K. Chaplin  
Diane Chaplin, Secretary

Scott Daigle  
Scott Daigle, Assistant Treasurer

Janet Goes  
Janet Goes, Itinerant Rep.

Cindy Bowden  
Cindy Bowden, Elementary Rep to Ex. Board

Meredith McSwiggan  
Meredith McSwiggan, Special Ed. Rep.

Matthew Hodge  
Matthew Hodge, Secondary Rep to Ex. Board

For Warwick School Committee

Bethany Furtado  
Bethany Furtado, Chairwoman

David Testa  
David Testa

Andrew Henneous  
Andrew Henneous, Chief Negotiator

M. Terri Medeiros  
M. Terri Medeiros-Clerk

Philip Thornton  
Philip Thornton, Ed. B  
Superintendent

Eugene A. Madeau  
Eugene A. Madeau, Vice Chairman

Karen Bachus  
Karen Bachus

APPENDIX A

SALARY AND FRINGE BENEFITS

**A-1 REGULAR SCHEDULE**

SEPT. 1, 2015 - AUGUST 31, 2017

STEP	2015-2016	Eff. 3/1/2017*
1	\$ 42,022	\$ 42,862
2	\$ 46,341	\$ 47,268
3	\$ 49,892	\$ 50,890
4	\$ 53,444	\$ 54,513
5	\$ 57,000	\$ 58,140
6	\$ 60,546	\$ 61,757
7	\$ 64,425	\$ 65,714
8	\$ 67,657	\$ 69,010
9	\$ 70,561	\$ 71,972
10	\$ 77,505	\$ 79,055

\*Effective Base Salary. Actual Salary pro-rated to reflect effective dates.

A-1.1 All teachers who were employed and paid during the 1992-93 school year and continued to be employed as of September 1, 1994, shall receive upon separation (death, resignation, retirement, and/or termination for cause) 2.5% of their schedule A-1 earnings during the school year in which separation occurs.

A-1.2 Nothing herein shall prohibit the School Committee from making earlier payment of said stipend as long as payment is made to all eligible teachers simultaneously. In such case the stipend will be 2.5% of the teachers Schedule A-1 earnings for the school year in which payment occurs.

A-1.3 For bargaining unit members who teach during the 2008-2009 school year, lump sum payments will be made at the time of separation from service in Warwick based on their 2008-2009 step in accordance with the following schedule.

Step 1	\$ 567
Step 2	\$ 625
Step 3	\$ 673
Step 4	\$ 721
Step 5	\$ 769
Step 6	\$ 817
Step 7	\$ 870
Step 8	\$ 913
Step 9	\$ 952
Step 10	\$1045

The above figures will be pro-rated based on the number of school days taught for any teachers who are on unpaid leave in whole or in part during the 2008-2009 school year or who separate from service before the end of the 2008-2009 school year.

A-2 LONGEVITY INCREMENTS

A-2.1 For 20 years of service, of which 15 have been in Warwick

2015-2016	2016-2017
\$1,989	\$1,989

A-2.2 For 25 years of service, of which 20 have been in Warwick

2015-2016	2016-2017
\$2,259	\$2,259

A-2.3 For 30 years of service, of which 25 have been in Warwick

2015-2016	2016-2017
\$2,530	\$2,530

It is the responsibility of teachers to request payment of longevity initially and at each level. Changes are not made automatically.

A-3 ADVANCED INCREMENTS

A-3.1 30 semester hours of graduate coursework, in-service coursework beyond the Bachelor's degree

2015-2017 \$3,073

A-3.2 30 semester hours of graduate coursework in the teacher's classroom subject matter

2015-2017 \$3,073

A-3.3 Master's degree with a concentration in Education, Administration, etc.

2015-2017 \$3,480

A-3.4 Master's degree with a concentration in the teacher's classroom subject matter (over 50% of the requirements of the degree program in subject matter)

2015-2017 \$3,480

A-3.5 Master's degree in Education, Administration, etc. plus 30 semester hours of graduate coursework in education, administration, etc.

2015-2017 \$4,224

A-3.6 Master's degree in Education, Administration, etc., plus 30 semester hours of graduate coursework in the teacher's classroom subject matter

2015-2017 \$4,224

A-3.7 Master's degree in the teacher's classroom subject matter and 30 semester hours of graduate coursework in education, administration, etc.

2015-2017 \$4,224

A-3.8 Master's degree in the teacher's classroom subject matter and 30 semester hours of graduate coursework in the teacher's classroom subject matter

2015-2017 \$4,224

A-3.9 CAGS

2015-2017 \$4,356

A-3.10 Doctorate in Education

2015-2017 \$4,630

A-3.11 Doctorate in the teacher's classroom subject matter

2015-2017 \$4,630

A-3.12 National Board for Professional Teaching Standards Certification  
2015-2017 \$5,784

A-3.13 The National Board for Professional Teaching Standards Certification advanced increment is in addition to any other earned advanced increment.

A-3.14 The above is not cumulative. Only one amount applies. Teachers may not be paid for holding more than one Bachelor's degree, more than one Master's degree, etc.

A-3.15 Elementary teachers with a Master's degree in education shall be compensated in accordance with A-3.4.

A-3.16 Effective September 1990, all degrees shall go to the single rate for the five categories.

A-3.17 The thirty hours in addition to the B.A. and/or thirty hours in addition to the M.A. or M. Education shall mean any graduate level courses and/or in-service courses and/or workshops/courses/conferences offering CEU's (15 hours = 1 CEU) taken before, during or after the requirements for the aforementioned degrees (but not including the requirements for those aforementioned degrees). Wherever two Master's degrees are held, the higher compensation shall apply.

A-3.18 Teachers shall be responsible for presenting official credentials to support their request for increment payments.

A-3.19 Teachers whose Masters Degree requires 60 semester hours shall be entitled to the A-3.5 Advanced Increment.

APPENDIX B

B-1 SUPPLEMENTARY SALARY SCALE FOR

SEPTEMBER 1, 2015- AUGUST 31, 2017

	2015-2016	2016-2017
YEARBOOK HEAD	\$3,046	\$3,046
YEARBOOK - 1 ASSISTANT	\$1,016	\$1,016
TEACHER IN CHARGE OF SENIOR HIGH TRANSPORTATION	\$4,062	\$4,062
TEACHER IN CHARGE OF JUNIOR HIGH TRANSPORTATION	\$3,046	\$3,046
TEACHER IN CHARGE OF VISUAL AIDS (H.S. & JR.H.	\$1,692	\$1,692
TEACHER IN CHARGE OF SENIOR HIGH STUDENT FINANCE	\$2,707	\$2,707
TEACHER IN CHARGE OF JUNIOR HIGH STUDENT FINANCE	\$2,030	\$2,030

SOCIAL ARTS COORDINATOR (H.S.)	\$4,399	\$4,399
SOCIAL ARTS COORDINATOR (JR.H.)	\$2,368	\$2,368
HIGH SCHOOL PAPER	\$1,692	\$1,692
JUNIOR HIGH SCHOOL PAPER	\$1,016	\$1,016
HIGH SCHOOL DRAMA	\$2,030	\$2,030
CLASS ADVISOR		
9TH GRADE	\$677	\$677
10TH GRADE	\$1,016	\$1,016
11TH GRADE	\$1,692	\$1,692
12TH GRADE	\$2,030	\$2,030
HIGH SCHOOL BAND DIRECTOR	\$2,030	\$2,030
HIGH SCHOOL ORCHESTRA DIRECTOR	\$2,030	\$2,030
CHEERLEADER ADVISOR	\$1,692	\$1,692
FBLA/DECA	\$1,692	\$1,692
JUNIOR HIGH SCHOOL DRAMA	\$1,355	\$1,355
JUNIOR HIGH SCHOOL YEARBOOK	\$1,355	\$1,355
CHORUS	\$1,692	\$1,692
CHESS ADVISOR	\$677	\$677
DEBATE TEAM COACH	\$677	\$677
MATH TEAM COACH	\$677	\$677
COMPUTER TEAM COACH	\$677	\$677
9TH GRADE CHEERLEADER ADVISOR	\$677	\$677
ACADEMIC DECATHALON ADVISOR	\$1,631	\$1,631

ELEMENTARY MORNING SUPERVISION (VOLUNTARY - SUBJECT TO POSTING)	\$2,030	\$2,030
MOCK TRIAL COACH	\$1,016	\$1,016
RI MODEL LEGISLATURE ADVISOR	\$1,016	\$1,016
VICA COORDINATOR	\$1,692	\$1,692

B-1.1 The Social Arts Coordinator in a senior high school will have two non-teaching periods in addition to the contractual non-teaching period.

B-1.2 For the 2001-2002 school year, the parties agree to establish a joint subcommittee to review the duties, compensation and responsibilities of each of the Appendix B-1 (non-coaching) positions in each school and formulate duties and responsibilities. Said subcommittee will consist of six members, three to be chosen by the Superintendent of Schools and three to be chosen by the President of the Union. By May 1, 2001, unless the parties mutually agree to an extension, the joint subcommittee will recommend to the parties the category placement and written duties and responsibilities. The School Committee and Union shall review and, if agreed, shall be effective on September 1, 2001. The choice of category levels is as follows for the 2001-2002 school year: \$500, \$750, \$1000, \$1250, \$1500, \$1750, \$2000, \$2250, \$2500, \$2750, \$3000, \$3250, \$3500.

B-1.3 All B-1 positions will be increased by 10%, effective for the 2002-2003 school year.

**B-2 SUPPLEMENTARY SALARY SCHEDULE  
FOR COACHING 2015-2017**

FOOTBALL HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,566	\$4,566
STEP 2	\$4,912	\$4,912
STEP 3	\$5,258	\$5,258
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$3,010	\$3,010
STEP 2	\$3,183	\$3,183
STEP 3	\$3,357	\$3,357
BLDG. ATHLETIC DIRECTOR	2015-2016	2016-2017
	\$8,029	\$8,029
BASEBALL HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
BASKETBALL HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219



STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
INDOOR TRACK HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
OUTDOOR TRACK HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
HOCKEY HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
WRESTLING HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
SOCCER HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
LACROSSE COACH	2015-2016	2016-2017

STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
VOLLEYBALL HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
FIELD HOCKEY HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
GYMNASTICS HEAD COACH	2015-2016	2016-2017
STEP 1	\$3,357	\$3,357
STEP 2	\$3,528	\$3,528
STEP 3	\$3,701	\$3,701
CROSS COUNTRY HEAD COACH	2015-2016	2016-2017
STEP 1	\$3,357	\$3,357
STEP 2	\$3,528	\$3,528
STEP 3	\$3,701	\$3,701
9TH GRADE CROSS COUNTRY COACH	2015-2016	2016-2017
STEP 1	\$2,320	\$2,320
STEP 2	\$2,492	\$2,492
STEP 3	\$2,666	\$2,666
TENNIS COACH	2015-2016	2016-2017
STEP 1	\$3,357	\$3,357
STEP 2	\$3,528	\$3,528
STEP 3	\$3,701	\$3,701
GOLF COACH	2015-2016	2016-2017
STEP 1	\$2,638	\$2,638
STEP 2	\$2,818	\$2,818
STEP 3	\$2,986	\$2,986
SOFTBALL HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393

STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095
SWIMMING HEAD COACH	2015-2016	2016-2017
STEP 1	\$4,219	\$4,219
STEP 2	\$4,393	\$4,393
STEP 3	\$4,566	\$4,566
ASSISTANT AND 9TH	2015-2016	2016-2017
STEP 1	\$2,749	\$2,749
STEP 2	\$2,923	\$2,923
STEP 3	\$3,095	\$3,095

B-2.1 The Building Athletic Director in a senior high school will have two non-teaching periods in addition to the contractual non-teaching period.

### APPENDIX C

#### EXTENDED SCHOOL SERVICES

C-1 The following special categories of teachers shall be compensated in the manner stated below:

C-1.1 Teachers in the adult education programs and teachers of extended day classes shall be paid at the rate of \$36.00 (2015-2017) \*(The present after-school program for physical education and band and music shall continue to be paid at the pro-rata rate).

C-1.2 Home tutors shall be paid at the rate of \$41.00 (2015-2017).

C-1.3 Per diem substitutes shall be paid at the rate of \$75.00. The School Committee may increase this rate at any time provided that it send notice of the increase to the Union and provided the multiplier amount in the sick pay formula is increased as described in Section 9-1.1.

As to Category 3 substitutes who are hired to work 30 days or more in the same position, the School Committee may establish a substitute pay scale provided that it send a copy of the schedule to the Union and notify the Union when changes are made and further provided that no more than the effective per diem amount is charged to the sick pay formula as described in Section 9-1.1.

C-1.4 Detention shall be paid at the rate of \$22.00 (2015-2017).

C-1.5 Teachers employed in the summer school shall be paid at the following rates:

- (A) Three (3) classes -- Three-quarters of teacher's regular bi-weekly pay.
- (B) Two (2) classes -- One-half of teacher's regular bi-weekly pay.
- (C) One (1) class -- One-quarter of teacher's regular bi-weekly pay.

C-1.6 Teachers taking part in summer/after-school workshops shall be paid at the rate of \$41.00 per hour for the 2015-2017 school years.

Teacher Presenters will be paid \$88.00 per hour for the 2015-2017 school years.

For workshops which take place outside of a regular school day, these rates will be paid per hour for the number of hours that the workshop takes place with no additional payment for preparation time. For workshops which take place during the school day, teachers will not be paid for presentation time but will be paid for one hour of preparation time for a two hour workshop based on a rate which is fifty percent higher than the summer or after-school workshop rate outlined above.

Teacher support team members who conduct teacher support team activities outside of the contractual workday will be paid at the same hourly rate as summer and after-school workshops.

C-1.7 Teachers in the Warwick Public Schools shall receive preference for positions in the summer school, adult education, home tutoring and extended school day programs over those from outside the system to the extent that they are qualified for the position.

When more than one person in the Warwick Public Schools has applied for the same position and qualifications are considered equal, seniority in the school system shall govern. Further, where qualifications are equal, full-time teachers shall be selected over part-time teachers.

C-1.8 Class coverage referred to in 12-8.2 shall be paid at the rate of \$39.00 for the 2015-2017 school years.

C-1.9 Additional students placed in elementary class when no substitute is available for another classroom teacher:  
2015-2017 \$8.00

#### APPENDIX D - MEMORANDA

##### MEMORANDUM OF AGREEMENT

##### REDUCTIONS IN FORCE

Reductions in force for department heads shall be made on the basis of length of service within the Warwick School Department as a department head within the specific subject matter area.

The Committee agrees that it will not send more than forty (40) notices of lay-off to members of the bargaining unit per year over the life of this agreement unless there is a substantial decline in student enrollment. The Committee agrees that it will not lay-off in excess of twenty (20) members of the bargaining unit per year over the life of the agreement unless there is a substantial decline in student enrollment.

However, it is further agreed that in any school year (July 1 – June 30) wherein the Committee affirmatively votes to close a school or schools, without replacing the school space in another building or buildings within the same year, the above layoff limitations shall be waived for that school year in which the school closure is to take effect.

##### MEMORANDUM OF AGREEMENT

It is recognized by the Union that in the event the sick leave fund is exhausted in this school year, the formula contained herein may be executed.

The Union agrees to make every effort to advise their membership as to the importance of maintaining the integrity of the sick leave policy.

##### MEMORANDUM OF AGREEMENT

##### DEPARTMENT HEADS

The parties agree to re-write the job description for department heads to include reasonable and agreed to duties beyond the regular workday.

##### MEMORANDUM OF AGREEMENT

The parties agree that the decision of the Superior Court in KC-95-0839, unless reversed on appeal to the Supreme Court, will be binding for the duration of the 1997-2000 agreement. In other words, the construction of the 1994-1997 agreement underlying the decision of the Superior Court will apply to the 1997-2000 agreement as well, regardless of any negotiated amendments of the 1994-1997 agreement contained in the 1997-2000 agreement.

Should the Supreme Court reverse or otherwise alter the decision of the Superior Court, then and to that extent, the decision of the Supreme Court construing the 1994-1997 agreement will apply to the 1997-2000 agreement as well.

In summary, the changes negotiated in the terms of the 1994-1997 agreement for inclusion in the 1997-2000 agreement, are not intended by the parties to affect any change insofar as the arbitrability or non-arbitrability of the non-renewal of non-tenured teachers is concerned, and neither party, in connection with any future dispute regarding arbitrability, will cite said changes.

## MEMORANDUM OF AGREEMENT

### CAREER AND TECH SCHEDULE

Classroom teachers assigned to the Career and Technical Center and/or assigned to a satellite vocational program hereof will be assigned two (2)-teaching blocks daily which will be rotated on a semester schedule in accordance with current practice. A preparation period will be provided each day. They will not be assigned non-teaching duties, including, but not limited to, homeroom, lunch duty, corridor/lavatory duty.

Other certified personnel assigned to the Career and Technical Center, including the Vocational Evaluator, the Cooperative Education teacher, Guidance Counselor and Resource teacher, will schedule their own preparation time with the consent of the Director and will not be assigned non-teaching duties.

Provided:

1. In view of the fact that the School Committee has separated the Career and Technical Center (Vocational School) from Toll Gate High School, the parties hereby agree that the teachers at both schools will continue to enjoy all their contractual entitlements as if they were still one school and one faculty, including but not limited to, "in-house transfers" in Article VI.
2. Teachers who work in the satellite vocational program and assigned to Pilgrim and/or Veterans High Schools shall be part of that Pilgrim/Veterans faculty, but shall be evaluated by the coordinator of vocational education, with the exception of the department head who shall be evaluated by the building principal.
3. The parties agree that there shall be no alteration or modification to any of the vocational class schedules (Toll Gate, Pilgrim, Veterans) that were in effect during the 1995-96 school year without the mutual agreement of the parties.

## MEMORANDUM OF AGREEMENT

### OFFICE ASSIGNMENTS

The Warwick Teachers' Union and the Warwick School Committee agree that Article 12-8.7(b) shall be administered as follows:

First Semester  
Periods 1,2, and 3

Second Semester  
Periods 4,5, and 6

Teachers who have office assignments in any of these periods will be assigned by their building principal at the beginning of each quarter to one of the following three groups:

Group 1 – In-School Suspension. Principals will assign one or two teachers per period to this group (to maintain a 1-10 teacher/student ratio). The absence of a teacher assigned to Group 1 will be treated as any other class coverage per the discussion in Group 2 below.

Group 2 - Class Coverage. Principals will assign two or three teachers per period to this group. The Administration will use teachers from Group 2 first to cover classes. The Administration will then use teachers from the volunteer pool provided for in Article 12-8.2 of the collective bargaining agreement to cover classes. Once the volunteer pool is exhausted, the Administration will cover classes using teachers from Group 3. The absence of a teacher assigned to Group 2 will be treated as any other class coverage. If, during a given period, there are no classes to be covered, then the teachers assigned to this Group shall have a free period.

Group 3 - Corridor/Lavatory Duty. Principals will assign the remaining teachers in a given period who have office assignment duty to this group. Teachers assigned to this group will be assigned an area of the building they are responsible for monitoring and they will also be responsible for regular monitoring of any lavatory in that section of the building.

Teachers will not be required to sit in front of a lavatory. Teachers in Group 3 may be assigned to cover classes per the discussion in Group 2, above.

First Semester  
Periods 4,5,6 and 7

Second Semester  
Periods 1,2,3 and 7

Teachers who have office assignments in any of these periods will be assigned by their building principal at the beginning of each quarter to one of the following four groups:

Group 1 – In-School Suspension. Principals will assign one or two teachers per period to this group (to maintain a 1 to 10 teacher/student ratio). The absence of a teacher assigned to Group 1 will be treated as any other class coverage per the discussion in Group 2 below.

Group 2 - Class coverage. Principals will assign two or three teachers per period to this group. The administration will use teachers from Group 2 first to cover classes. The Administration will then use teachers from the volunteer pool provided for in Article 12-8.2 of the collective bargaining agreement to cover classes. Once the volunteer pool is exhausted, the Administration will cover classes using teachers from Group 3. The absence of a teacher assigned to Group 2 will be treated as any other class coverage. If, during a given period, there are no classes to be covered, then the teachers assigned to this Group shall have a free period.

Group 3 - Corridor/Lavatory Duty. Principals will assign the remaining teachers in a given period who have office assignment duty to this group. Teachers assigned to this group will be assigned an area of the building they are responsible for monitoring and they will also be responsible for regular monitoring of any lavatory in that section of the building. Teachers will not be required to sit in front of a lavatory. Teachers in Group 3 may be assigned to cover classes per the discussion in Group 2, above.

Group 4 - Lunch Duty and Corridor/Lavatory Duty. Principals will assign four teachers to this group. Teachers assigned to this group will be assigned to cover the lunchroom on those days when their office assignment period falls during lunch. On other days they will be assigned corridor/lavatory duty per the discussion in Group 3, above. The absence of a teacher assigned to Group 4 will be treated as any other class coverage.

The parties further agree that building principals will keep office assignment records from year to year to insure equitable rotation of assignments.

Secondary school nurse teachers shall not be required to have lunch duty. See section 12-5.4. Senior high school nurse teacher office assignments are governed by section 12-8.7 (e).

## MEMORANDUM OF AGREEMENT

### MENTORING PROGRAM

The Union and the School Committee agree that there shall be a Mentoring Program. The Mentoring Program shall be a collegial support system for certified staff and shall not be used in any way to evaluate teachers.

The Warwick Public Schools Mentor Handbook will be used as a guide in the running of the Mentoring Program.

The qualifications and the application process shall be determined by the Mentor governance committee. Mentors will receive professional development incentives in amounts agreed to by the Mentor governance committee.

The Mentor governance committee will consist of the following four representatives: the administration's Mentor Coordinator, the Assistant Superintendent or his or her designee, the Union President or his or her designee and the teacher coordinator (trained by the RIAFT) to be selected by the Union President.

MEMORANDUM OF AGREEMENT

GRIEVANCE #257- ADVANCED INCREMENTS

In connection with the pending arbitration between the parties, Violation of Article 3.15, Grievance No. 257, A.A.A. No. 11-390-01002-99, the parties agree as follows:

1. Should the School Committee prevail in the arbitration, no one who heretofore has been granted the advanced increment will have it taken away;
2. If the WTU prevails in the arbitration, it will request any and all retroactive payments plus interest at the legal rate to be paid forthwith. The School Committee reserves the right to fully defend any and all claims for retroactive payments and interest and does not agree that there is any entitlement to interest on said award.

MEMORANDUM OF AGREEMENT

TRANSITIONAL CLASS  
ARBITRATION APPEAL

The Warwick School Committee agrees to dismiss the transitional class appeal and the Warwick Teachers' Union agrees that the Golick Award is void and of no effect as of the beginning of the 2001-2002 school year (when transitional classes are abolished per previous agreement).

MEMORANDUM OF AGREEMENT

Joint Committees to be held during the 2006-2007 School Year

1. A joint committee shall be formed on or before December 1, 2006 consisting of an equal number of administrators appointed by the superintendent and teachers appointed by the Union to investigate whether there are certifications equivalent in rigor to the National Board for Professional Teaching Standards and develop and submit findings to the parties regarding their investigation. The committee's report will be submitted to the Union and the School Committee no later than April 1, 2007. The joint committee will not negotiate, discuss or make any recommendation concerning the payment of additional compensation. Those subjects will be left to the mutual agreement of the Union and the School Committee.
2. A joint committee shall be formed on or before December 1, 2006 consisting of an equal number of administrators appointed by the superintendent and teachers appointed by the Union to study and make recommendations concerning issues surrounding the implementation of Elementary PLPs. The committee's report will be submitted to the Union and the School Committee no later than April 1, 2007. Any recommendation from the committee is subject to the mutual agreement of the Union and the School Committee.

MEMORANDUM OF AGREEMENT

JUNIOR HIGH SCHOOL PROGRAM

Beginning with the start of the 2007-2008 school year the junior high school program will be structured as follows:

1. The junior high program shall have a six (6) day, seven (7) period day master schedule which will utilize core and unified arts teams.
- A. Over the course of a six (6) day, seven (7) period schedule, each teacher's schedule will consist of thirty (30) class assignments, three (3) common planning periods, two (2) support classes, six (6) non-teaching periods and one (1) professional development period. It is understood that class assignments may include In-House Suspension. Over the course of a six (6) day, seven (7) period schedule, Core team teachers may have six (6) class periods of In-House suspension and Non Core team teachers may have two (2) or three (3) periods of In-House Suspension.
- B. In no case shall the teacher be assigned to a class coverage duty during their scheduled team common planning period.

- C. Unless the teacher deems otherwise, he/she may select from the following activities for support classes:
- (1). Scholastic Magazine
  - (2). In class libraries
  - (3). Current Events (News magazines, Newspaper)
  - (4). Computer activities in Reading and Math
  - (5). Teacher directed activities
- D. All teachers shall be eligible to be assigned to In-House suspension, computer labs, and other non-instructional classes, on a fair, equitable and rotating basis. Teachers, however, shall be assigned to no more than one (1) of these assignments at anytime. Each year a different team (along with other non-core team members, i.e. Tech Ed, PE, HSS, etc.) will be assigned In-House suspension in lieu of one of the teaching periods in their schedule (for core team members) or, in the case of non-core team members, in lieu of one group of students whom they would otherwise teach over a block of three consecutive days or, in the case of some individual(s), over a two (2) day period. The team assigned to In-House Suspension will be rotated each year, and the selection will be by lot.
- E. The current four (4) lunch period schedule will be reduced to three (3) lunch periods of equal duration. Teachers will continue to be assigned lunch duty one (1) quarter of the school year and will continue to have lunch duty two (2) out of the three (3) lunch periods.
- F. Literacy
1. Literacy classes are classes designed to provide Targeted (Tier II) and Intensive (Tier III) instruction.
  2. Literacy classes will be taught by English teachers, certified reading specialists/consultants or other person(s) approved by the Rhode Island Department of Elementary and Secondary Education to teach such classes. The students for whom Intensive (Tier III) literacy is required will receive their literacy instruction by a certified reading specialist/consultant, if available, or other person approved by the Rhode Island Department of Elementary and Secondary Education to teach such classes. For teams with Tier III students, PLPs will be drafted by the reading specialist/consultant with the support and input of the team members. Personal Literacy Plans will only be required for Tier III Literacy students unless otherwise directed by applicable law, regulation or guideline. Any record keeping or tracking of student progress (Tier III) shall be done on a designated computer with the software to be selected and supplied by the school department. Similar access will be provided for Tier II if tracking becomes mandated. No tracking or record keeping shall be required until the appropriate computer and software is available to the teacher.
  3. The Warwick Public Schools will provide an appropriate curriculum and materials and will provide on-going training to comply with Board of Regents regulations concerning the implementation of the literacy guidelines.
  4. Literacy Class Size  
The class size in literacy classes shall be as follows:  
Targeted (Tier II) -----17 (2007-2008)  
.....16 (2008-2009 and thereafter)  
Intensive (Tier III) ----16 (2007-2008)  
----- 15 (2008-2009 and thereafter)
  5. No English teachers will be required to teach more than two (2) Targeted (Tier II) literacy classes unless class size restrictions and/or scheduling require a third Literacy class; however, in no case shall an English teacher be required to teach more than three (3) Targeted Tier (II) literacy classes. Where class size restrictions and/or scheduling permit, English teachers who teach a Targeted (Tier II) class will be assigned the same students in the regular English class.
  6. Literacy classes shall be grouped based on diagnostic assessment or process.



7. Certified reading specialists/consultants shall be limited to an aggregate total of eighty (80) students in their Tier II and/or Tier III classes in the 2007-2008 and 2008-2009 school years and an aggregate total of seventy-five (75) students in the 2008-2009 school year and thereafter.
- G. Guidance counselors will not be required to teach classes but will be encouraged to meet with their counselees in group sessions during support classes with prior notification to and approval by the classroom teacher(s). Classroom teachers will be free to leave the room when the counselor is present.
  1. Part-time teachers shall have included in their teaching schedule three (3) common planning periods, two (2) support classes, and one professional development period for which they shall be compensated 1/6 of their pro-rata pay. Said periods may be assigned only in addition to and only immediately before or immediately following their regular teaching schedule. Part-time teachers shall be compensated 1/6 of the pro-rata pay for each class to which they are assigned. In addition, over the course of the six (6) day schedule, part-time teachers will have one nonteaching period for which they shall be compensated on a pro-rata basis (1/36).
2. All teachers, unless specifically exempt as outlined below, shall serve on teams. A core team shall consist of teachers of Math, English, Science, and Social Studies. Team common planning periods shall be used for: planning for the instruction of the students assigned to each team, conducting parent/teacher conferences as needed, discussing classroom management techniques, conferring with support staff, as needed, and discussing other relevant instructional matters. Each team shall set its own agenda for its planning meetings. Teams shall not discuss any contractual matters nor waive or amend any terms or provisions of the Collective Bargaining Agreement by their actions. Further, no team shall, without the individual teacher's consent, alter that teacher's schedule and/or daily teaching. An academic administrator may attend the first common planning period of each month. The academic administrator shall provide the teachers on the team a written agenda in advance which shall list the items that will be the subject of discussion during that meeting.
  - A. Only the following teachers may be exempt from attendance at team meetings and in lieu thereof may be assigned their regular duties, but in all cases shall make arrangements to attend a team meeting upon the request of that team: school-nurse teachers, guidance counselors, social workers, school psychologists, occupational therapists, physical therapists, speech and language therapists, librarians, and other itinerant special services.
  - B. Department heads shall be assigned to a team, and they shall be required to teach four (4) classes, except for those Department Heads with eight (8) to twelve (12) teachers in their departments, who shall be required to teach three (3) classes. As a participant on a team and/or as a visitor in attendance at any team meeting, they shall have no more authority within that team than any other teacher on the team.
  - C. Program preference forms shall be utilized to determine team membership and/or grade levels to be taught.
  - D. The implementation and administration of the district's discipline policies shall remain the responsibility of the building principal and assistant principal.
  - E. Class size in foreign language classes will be at the 26 student rate. In no case will any class size exceed contractual limits including, but not limited to, classes in Technology Education, Family and Consumer Sciences, and Art which may not exceed the contractual limits outlined in 12-6.7 of the collective bargaining agreement.

MEMORANDUM OF AGREEMENT  
HIGH SCHOOL RESTRUCTURE  
(Rename "High School Program")

Beginning with the start of the 2007-2008 school year the high school program will be structured as follows:

a. Literacy

Effective the 2007-2008 school year for Grades 9 and 10, the following language shall apply to Tier II and Tier III Literacy instruction.

1. Literacy Classes are classes designed to provide Targeted (Tier II) and Intensive (Tier III) instruction.

2. Literacy classes will be taught by English teachers, certified reading specialists/consultants or other person(s) approved by the Rhode Island Department of Elementary and Secondary Education to teach such classes. The students for whom Intensive (Tier III) literacy is required will receive their literacy instruction by a certified reading specialist/consultant, if available, or other person approved by the Rhode Island Department of Education to teach such classes. For clusters with Tier III students, PLP's will be drafted by the reading specialist/consultant with the support and input of the cluster members. Personal Literacy Plans will only be required for Tier III Literacy students unless otherwise directed by applicable law, regulation or guideline. Any record keeping or tracking of student progress shall be done on a designated computer with the software to be selected and supplied by the school department. Similar access will be provided for Tier II if tracking becomes mandated. No tracking or record keeping shall be required until the appropriate computer and software is available to the teacher.
3. The Warwick Public Schools will provide an appropriate curriculum and materials and will provide ongoing training to comply with Board of Regents regulations concerning the implementation of the literacy guidelines.
4. Literacy Class Size

class size in literacy classes shall be as follows:

Targeted (Tier II)-----17 (2007-2008)

-----16 (2008-2009)

Intensive (Tier III)-----16 (2007-2008)

-----15 (2008-2009)

5. No English teachers will be required to teach more than two (2) Targeted (Tier II) literacy classes unless class size restrictions and/or scheduling require a third literacy class, however, in no case shall an English teacher be required to teach more than three (3) Targeted (Tier III) literacy classes. Where class size restrictions and/or scheduling permit, English teachers who teach a Targeted (Tier II) class will be assigned the same students in the regular English class.
6. Literacy classes shall be grouped based on diagnostic assessment or process.
7. Certified reading specialists/consultants shall be limited to an aggregate total of eighty (80) students in their Tier II and/or Tier III classes in the 2007-2008 school year and an aggregate total of seventy-five (75) students in the 2008-2009 school year.

b. Common Planning and Professional Development

1. Effective with the start of the 2007-2008 school year, all 9<sup>th</sup> and 10<sup>th</sup> grade teachers (including non-core cluster teachers and department heads) unless specifically exempt as outlined below, shall serve on clusters. A core cluster for 9<sup>th</sup> and 10<sup>th</sup> grade shall consist of teachers of Math, English, Science and Social Studies. Cluster common planning periods shall be used for planning for the instruction of the 9<sup>th</sup> or 10<sup>th</sup> grade students assigned to each cluster, conducting parent/teacher conferences as needed, discussing classroom management techniques, conferring with support staff, as needed, and discussing other relevant instructional matters. Each cluster shall set its own agenda for its planning meetings. An academic administrator may attend the first common planning period of each month. The academic administrator shall provide the teachers on the team a written agenda in advance which shall list the items that will be the subject of discussion during that meeting. Clusters shall not discuss any contractual matters nor waive or amend any terms or provisions of the Collective Bargaining Agreement by their actions. Further, no cluster shall, without the individual teacher's consent, alter that teacher's schedule and/or daily teaching.
  - a. Only the following teachers may be exempt from attendance at cluster meetings and in lieu thereof may be assigned their regular duties but in all cases shall make arrangements to attend a cluster meeting upon the request of that cluster: school-nurse teachers, guidance counselors, social workers, school psychologists, occupational therapists, physical therapists, speech and language therapists, librarians and other itinerant special services.

## 2. Part-Time Teachers

Part-time teachers when assigned to a cluster shall receive additional compensation for common planning time (1/6 of the daily rate of pay for common planning period) and further the school department will provide part time teachers with the fifteen (15) hours of Board of Regents mandated professional development annually with additional compensation on a pro-rata basis (1/6 of the daily rate of pay for each professional development period). Said periods may be assigned only in addition to and only immediately before or immediately following their regular teaching schedule.

### c. Personalization

In lieu of a ten (10) minute homeroom period at the start of the pupil's school day, a twenty (20) minute advisor/advisee period will be scheduled after the third scheduled period of the school day.

All members of the high school faculty except guidance counselors shall be assigned advisees and said advisees will be the same students throughout the four years of high school. Guidance counselors will be assigned an advisory schedule that shall be posted in the main office which will require them to rotate among advisor/advisee groups on a daily basis during the advisory period. Said schedule will be posted by the first day of each semester and at the time of any subsequent changes. Part-time teachers regularly assigned to the building shall not be required but may volunteer to serve as substitutes for absent advisors when they are in the building during the time period that the advisory period is held. When a part-time teacher volunteers, the teacher shall be paid a pro-ration of the class coverage rate specified in 12-8.2. Job sharers are not part-timers for purposes of the advisory period. The job sharer in the building at the time of the advisory is the person responsible for teaching the advisory period.

Selection and assignment of students will be done randomly by students' names alphabetically by grade level.

During this period all high school faculty members will be available to meet with students for discussion on topics including but not limited to: academic monitoring, post secondary pursuit, peer mentoring, peer tutoring, referral to guidance counselor and/or current events.

Any student issues of a personal nature which may require adult intervention will be referred to a guidance counselor, school social worker, and/or school psychologist.

No records and/or reports other than attendance for this advisor/advisee period will be required from the teacher.

## APPENDIX E

### An interstate health program with the following coverage:

#### SEPTEMBER 2008 GENERAL INFORMATION

##### Coverage Levels

**In network** - Eligible services are covered in full, less any applicable co-payments, when you use PPO Network providers. Members will not be billed for charges beyond the plan allowance.

**Out of network** - Members may also choose to receive treatment outside the Network and still receive coverage at 80% of our allowance, less any deductibles and/or co-payments as noted below. Outpatient mental health and substance abuse services are covered at 50% of our allowance.

##### Participating Provider Network

Within the Network, the member's health insurance card is recognized at any participating PPO provider nationwide. In most cases, claims are filed by the provider and paid based on the local plan's allowance; members will not be balance billed beyond applicable co-payments.

##### Pre-authorization

Authorization is obtained by providers who participate directly with the provider Network. Members are responsible for obtaining pre-authorization when using non-network providers. Benefits subject to pre-authorization are identified by an asterisk (\*).

Annual Deductibles

No deductibles in network. Out of network - \$200 annual deductible per person (3 per family).

Out-of-pocket maximum

Out of network benefit increased to full coverage after maximum annual expense of \$3,000 per individual (3 per family). (The out-of-network deductible, mental health/substance abuse co-payments and office visits co-payments are not applicable to the out of pocket maximum.)

Lifetime maximums

Unlimited.

PREVENTIVE AND OUTPATIENT SERVICES

Office Visits (Personal Physician)

\$10 co-payment - includes annual physicals and well-baby visits.

Office Visits (Specialists)

\$10 co-payment (\$15 allergist & dermatologist) – includes routine and non-routine visits, annual gynecological exam. Pre-natal visits, pap smears and mammograms are covered in full. \$10 co-payment-includes non-routine podiatric services only.

Routine Eye Exams

\$10 co-payment - one routine exam per calendar year at network providers (medically necessary exams as needed).

Lab & X-Ray

100% coverage at network lab and x-ray facilities.

Outpatient Surgery\*

100% coverage, includes ambulatory surgi-centers and outpatient surgery.

Prescriptions

Preferred Rx - 20% co-payment at any network pharmacy. Drugs purchased at non-network pharmacies are reimbursed at 50% of our allowance. Generics are required.

EMERGENCY AND URGENT CARE

Emergency Room

\$100 co-payment for treatment of a serious injury or the sudden and unexpected onset of a severe illness or accident that could cause a serious health risk or death if not treated immediately (co-payment waived if admitted).

Urgi-Centers

\$10 co-payment.

INPATIENT SERVICES

Hospitalization\*

100% coverage. Unlimited days of care in a semiprivate room. Includes medical/surgical & maternity care. Skilled nursing facility when medically necessary.

Inpatient Rehab Facility

100% coverage limited to 45 days of care.

Organ Transplant\*

100% coverage for eligible costs associated with kidney, cornea, allogenic bone marrow, heart, lung, heart-lung, liver, pancreas, and small intestine transplants.

## MENTAL HEALTH & SUBSTANCE ABUSE (MSHA)

### Inpatient MH\*

100% coverage for up to 45 days per calendar year (up to 90 days per admission for serious mental illness). No coverage without pre-authorization. 80% coverage at RI non-participating providers; 50% at out-of-area non-participating providers.

### Outpatient MH\*

\$15 co-payment per individual session/\$10 co-payment per group session; up to 20 visits per calendar year. No coverage without pre-authorization.

### Inpatient SA\*

100% coverage.

**Detoxification** - 3 admissions per year or 21 days, whichever comes first.

**Rehabilitation** - 30 days in any 12-month period; lifetime limit of 90 days per member. No coverage without pre-authorization. 80% coverage at RI non-participating providers; 50% at out-of-area non-participating providers.

### Outpatient SA\*

\$15 co-payment per individual session/\$10 per group session. Limited to 30 hours per patient, 20 hours for family members, per 12-month period. No coverage without pre-authorization. 80% coverage at RI non-participating providers; 50% at out-of-area non-participating providers.

## ADDITIONAL SERVICES

### Physical, Speech & Occupational Therapy – Outpatient

100% coverage in the outpatient hospital department following a hospital stay. 80% coverage in provider's office.

### Chiropractic Care

\$10 co-payment – limited to 12 visits per calendar year.

### Private Duty Nursing\* & Ambulance

80% coverage. Includes private ground ambulance services and municipal ambulance services for non-residents. Does not cover air ambulance services or municipal ambulance services for residents.

### Durable Medical Equipment

80% coverage. No dollar maximum.

### Home & Hospice Care\*

100% coverage if received as part of an approved home care program (in lieu of hospitalization). 80% coverage if not received as part of an approved home care program. Includes doctor, nurse, home health aide visits and home infusion therapy.

### Dependent Coverage

Spouse and unmarried dependent children through the end of the year in which they turn age 19 (or age 23 if a full-time student).

## CUSTOMER EDUCATION AND INTERVENTION STRATEGIES

### Programs

The Health Plan shall include a program which includes a pre-natal education program, healthy reminder letters and a discount program.

## INDEX

	Article/Appendix	Page
Absence Due to Personal Illness	9-1	17
Additional Class	12-8.7(e)	28
Administrative Duties	12-23	31
Advanced Increments	A-3	43
Advisory/Personalization	Appendix D	50
Agency Fee	4-7	7
Appendix B positions	13-7.1	44
Appendix B salary	Appendix B	46-49
Application (for promotional position)	5-4	8
Arbitration	3-2.3	2
Assault	10-2	22
Assignment & Transfer	6	8
Availability of Contract	16	39
Before & After School Meetings	12-10	29
Bereavement Leave	9-4	19
Between Class Time	12-29	32
Cancellation of School	12-32	32
Chronically Disruptive Pupils	12-20	31
Chronically Disruptive Students	12-38.7	34
Class Assignment	12-12	29
Class Assignment & Program	12-25	31
Class Size	12-6	25
Coaching & Extra Curricular	12-36	33
Common Planning Time	12-8.7	28
Collaborative Teaching	12-6.2	25
Coverage	12-8	27

## INDEX

	Article/Appendix	Page
Curriculum Committee & Workshop	12-34	33
Department Heads Work Year	12-1.2	23
Department Heads Ratios & Pay	13-9	37
Department Night	12-4.1	25
Detention	12-11.2	29
Dues Deduction	4-6	6
Dues Deduction Form	4-6.4	6
Duration of Agreement	19	40
Educational Conferences	12-24	31
Elementary Special Area Programs	12-39	34
Employee Assistance Program	13-8.9	37
Evaluations	8-1	14
Exams	12-8.6	28
Extended Leave for Union Business	4-3	5
Extended Military Leave	9-9	20
Extended School Services	Appendix C	49
Extra Curricular	12-35	33
Faculty Advisory Committee	7	13
Fair Dismissal Policy	8-4	16
Fair Employment Statement	8-5	17
Field Trips	12-31	32
General Discipline	12-38	33
General Provisions Arbitrations	3-3	4
Grievance Definition	3-1	1
Grievance Procedure	3-2	2
Health/Dental Coverage	13-8.7, Appendix E	37, 57

INDEX

	Article/Appendix	Page
Health Insurance	13-8	36
Home Room Rotation	12-8.5	27
Illness in Family	9-5	19
Improvement of Facilities	12-17	30
Insurance (Occupational Liability)	10-3	22
Interruptions	12-13	29
Job Fair	6-1.3	8
Job Opportunities	6-2	11
Job Responsibilities	6-4	12
Job Sharing	6-5	12
Known Vacancies	6-1	8
Law & Savings Clause	15	39
Lay-Offs	Reduction in Force	50
Longevity Increments	A-2	43
Lunch Duty	12-5	25
Management Rights	17	39
Memoranda	Appendix D	50
Reduction in Force		
Sick Leave		
Department Heads		
Supreme Court Decisions		
Career & Tech. Schedule		
Office Assignments		51
Mentoring Program		52
Advanced Increments		
Transitional Class		
Joint Committees		
Negotiations Clause	18	40
Non-discrimination Clause	2-1, 2-2	1
Non-Teaching Time	12-18	31



## INDEX

	Article/Appendix	Page
Notices/Job Descriptions	5-2	7
Notice of Involuntary Transfers	6-1.5	11
Observations	8-1.2, 8-1.7	14, 15
Office Assignments	12-8.7	28
Orientation Day	12	23
Outside Duties	12-11	29
Parental Leave	9-8	20
Parent Teacher Conferences	12-16	30
Participation in I.E.P.'s	12-40	34
Personal Days	9-6.4	19
Personnel Policies	8	14
Preamble		1
Preparations	12-9	28
Professional Development	12-8.7	28
Professional Library	12-33	33
Program Preference	12-25.1	31
Promotional Policy	5-1	7
Protective Clothing	12-22	31
Quarantine	9-3	18
Recognition Clause	1-1	1
Reimbursement for Lost or Damaged Property	12-21	31
Released Time	4-2	5
Relief From Non-Teaching Duties	12-14	29
Report Cards	12-15	30
Retirement Benefits	14	39
Sabbatical Leave	9-2	18

## INDEX

	Article/Appendix	Page
Salary & Fringe Benefits	13, Appendix A	35, 42
Scheduling and Coverage	12-8	27
School Calendar	12-2	24
School Psychologists	13-10	38
School Year	12-1	23
Seniority	6-3	12
Service in Government Agency	9-10	21
Sick Leave Formula	9-1	17
Special Area Subjects	12-28	32
Specific Student Stations	12-6.3	26
Staff Development	12-1.1	23
Substitutes	12-30, 13-11	32, 38
Summer School	12-37	33
Summonses	8-3	16
Supplemental Salary Scale	Appendix B	44
Teacher Files	8-2	15
Teacher Protection	10-1	22
Teacher Trainees	12-19	31
Teaching Load	12-7	27
Temporary Leave for Union Business	4-4	5
Temporary Leave of Absence	9-6	19
Textbooks, Supplies and Materials	11	23
Time Limit on Filling of Vacancies	5-3	7
Transfers	6-1	8
Travel Allowance	12-27	32
Union Rights	4	4

INDEX

	Article/Appendix	Page
Unrestricted Leave	9-11	21
Use of School Facilities	4-1	4
Use of Phone	12-26	32
Work Day	12-3	24
Work Day Elementary	12-3.3	24
Work Day Secondary	12-3.2	24