

CONTRACT BETWEEN THE
SANFORD SCHOOL COMMITTEE
AND
SANFORD FEDERATION OF TEACHERS
2017-2018, 2018-19, 2019-20 School Years

Adopted June 5, 2017
Sanford School Committee

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
RECOGNITION	3
ARTICLE I – ZIPPER CLAUSE.....	3
ARTICLE II – FEDERATION RIGHTS.....	3
ARTICLE III – NEGOTIATION PROCEDURE.....	4
ARTICLE IV – GRIEVANCE PROCEDURE.....	5
ARTICLE V – TEACHERS RIGHTS.....	6
ARTICLE VI - SCHOOL CALENDAR.....	7
ARTICLE VII – TEACHING HOURS AND TEACHING LOAD	7
ARTICLE VIII – EVALUATION AND PERSONNEL FILES	9
ARTICLE IX – NON TEACHING DUTIES	10
ARTICLE X – LAYOFF AND RECALL	11
ARTICLE XI – TEACHER EMPLOYMENT.....	12
ARTICLE XII – SALARIES	13
ARTICLE XIII – TEACHER ASSIGNMENT.....	14
ARTICLE XIV – VOLUNTARY TRANSFERS AND REASSIGNMENTS	15
ARTICLE XV – SICK LEAVE.....	15
ARTICLE XVI – PAID LEAVES OF ABSENCE.....	16
ARTICLE XVII – UNPAID LEAVES OF ABSENCE.....	17
ARTICLE XVIII – SABBATICAL LEAVE.....	18
ARTICLE XIX – PROFESSIONAL DEVELOPMENT	18
ARTICLE XX – PROTECTION OF TEACHERS, STUDENTS AND PROPERTY	20
ARTICLE XXI – CLASSROOM CONTROL AND DISCIPLINE	20
ARTICLE XXII – INSURANCE PROTECTION.....	21
ARTICLE XXIII – PERSONAL AND ACADEMIC FREEDOM.....	22
ARTICLE XXIV – DUES CHECK-OFF	22
ARTICLE XXV – JOB OPENINGS	22
ARTICLE XXVI – TEACHER FACILITIES	22
ARTICLE XXVII – MISCELLANEOUS PROVISIONS	23
ARTICLE XXVIII – EXTRA AND CO-CURRICULAR ASSIGNMENTS	23
ARTICLE XXIX – DURATION OF CONTRACT	24
SCHEDULE A1 – SALARY SCHEDULE 2017-18.....	25
SCHEDULE A2 – SALARY SCHEDULE 2018-19.....	26
SCHEDULE A3 – SALARY SCHEDULE 2019-20.....	27
SCHEDULE B1 - SCHEDULE FOR FALL ATHLETIC ASSIGNMENTS	28
SCHEDULE B2 - SCHEDULE FOR WINTER ATHLETIC ASSIGNMENTS.....	29
SCHEDULE B3 - SCHEDULE FOR SPRING ATHLETIC ASSIGNMENTS	30
SCHEDULE C1 - COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS.....	31
SCHEDULE C1 - COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS.....	32
SCHEDULE C2 - COMPENSATION FOR INTRAMURALS ASSIGNMENTS	32
SCHEDULE D - COMPENSATION FOR EXTRA CURRICULAR ASSIGNMENTS	33

RECOGNITION

The Sanford School Committee (hereinafter known as the Committee) recognizes the Sanford Federation of Teachers, Local 3711, American Federation of Teachers, AFL-CIO (hereinafter known as the Federation), as the sole and exclusive bargaining agent for the purposes of establishing salaries, wages, hours and all conditions of employment for all teachers, guidance counselors, school librarians, social workers, psychologists, speech therapists and school nurses Unless specifically otherwise noted or as may be limited by statute, when the term teacher or employee is used herein, it shall apply to all job classifications in the bargaining unit.

ARTICLE I. – ZIPPER CLAUSE

This Contract is complete and covers all subjects of discussion. The parties agree that the relations between them shall be governed by the terms of this Contract only. No prior Contracts or understandings, oral or written, shall be controlling, or in any way affect the relations between the parties unless and until such agreements and understandings have been reduced to writing and duly executed by both parties subsequent to the date of this Contract. All matters not dealt with herein shall be rated as having been brought up and disposed of and neither the Committee nor the Federation shall be under any obligation to discuss with the other any modifications or additions to this Contract which are to be effective during the term thereof. No change or modification of this Contract shall be binding on either the Committee or the Federation unless reduced to writing and executed by the respective duly authorized representatives.

ARTICLE II – FEDERATION RIGHTS

- A. Any discussions among teachers concerning Federation matters taking place on Committee property must take place while all of the teachers involved in the discussions are on unassigned time, and not in the presence of students.
- B. Representatives or agents of the Federation who are not teachers in the unit described in the *Recognition*, may enter Committee property during working hours with approval of the Superintendent of Schools or Building Principal.
- C. The Federation may post notices on school bulletin boards located in the teacher's rooms.
- D. Whenever any representative of the Federation or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, s/he shall suffer no loss in pay.
- E. The Committee agrees to make available to the Federation, in response to requests, all available information allowable under the law.
- F. The Federation and its representatives shall have the use of school buildings at reasonable hours for meetings, upon approval of the Principal of the building and provided that such building or section is not in use for other purposes.
- G. The Federation shall have the use of school facilities and equipment including computers, photocopiers, and audio-visual equipment at reasonable times when the equipment is not otherwise in use. The Federation may also use the Sanford School Department e-mail system for Federation business. The Federation shall pay a reasonable cost of all materials and supplies incident of such use. Such usage shall be recorded on the appropriate form as jointly developed by the Federation and Committee.

- H. The Federation shall have the right to place material dealing with the proper and legitimate business of the Federation in the mailboxes of teachers.
- I. The Committee agrees that the President of the Federation shall not be assigned non-teaching duties.
- J. The Federation will be provided with copies of school committee meeting minutes, agendas, and all other supplementary materials at the same time they are sent to the school committee. These will also be posted on the Sanford School department website – www.sanford.org.

ARTICLE III – NEGOTIATION PROCEDURE
--

- A. Negotiations shall be conducted according to the *Municipal Public Employees Labor Relations Act of the State of Maine Chapter 9-A, Title 26*.
- B. The board and Federation shall each name four (4) members to a labor management committee. The labor-management committee shall be established and function as follows:
 - 1. The Labor Management Committee shall be co-chaired by the parties. The chairmanship for each meeting shall rotate between the Board and the Federation.
 - 2. Each party shall name a representative group. At least one (1) School Committee member and one (1) building administrator will serve on the Labor Management Committee from the School Committee. At least two (2) of the members from the Federation shall not be members of the negotiations team.
 - 3. The labor-management committee is not a forum for discussing terms and conditions of employment, for altering the collective bargaining contract, for establishing positions for collective bargaining or for the purpose of by-passing the contract grievance procedure. Rather, it is a forum for discussing education policies that otherwise cannot be bargained between the parties and resolving other issues of concern of either party.
 - 4. The Labor Management Committee shall meet as needed with any member(s) who wishes to discuss an issue. Such member(s) shall be required to submit such item to one or both of the co-chairs at least five (5) days prior to a scheduled meeting for placement on a meeting agenda.
- C. Should it be necessary to amend this Contract, the School Committee’s negotiator and the Federation’s negotiators shall meet to attempt to reduce the amendment to writing. Before the amendment is placed in the Contract it shall be subject to the approval of both the School Committee and the Federation.

ARTICLE IV – GRIEVANCE PROCEDURE

- A. It is the declared objective of the parties to encourage the prompt and informal resolution of teacher or Federation disputes as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of disputes.
- B. Nothing in this Article shall prevent an employee from exercising the right at any time to present his/her grievance to the public employer and have such grievance adjusted without the intervention of the bargaining agent, if the adjustment is not inconsistent with the terms of the collective bargaining agreement and if the bargaining agent's representative has been given a reasonable opportunity to be present at any meeting of the parties called for the resolution of such grievance. No officer, employee, representative or agent of any teacher organization other than the Federation may represent a teacher at any time during the grievance procedure.
- C. A grievance shall mean a complaint or claim by a teacher or the Federation filed with or by the Federation that a dispute exists as to the meaning or application of the specific terms of this Agreement.
- D. A Federation grievance may be presented at Step 3. However, a Federation grievance generally will be presented at Step 2. If an individual grievant does not know at which step the condition and/or event giving rise to the grievance occurred, the grievance shall be initiated by Step 1.
- E. All grievances shall be submitted on forms mutually developed by and available from the Federation and the School Committee.
- F. Failure to respond by the School Committee or its representative, at any step in the grievance procedure, shall automatically move the grievance to the next step. A teacher or the Federation must initiate a grievance within twenty (20) days of the alleged grievance having occurred or either the grievant or the Federation's being aware of it. Time limits specified may be extended by mutual agreement in writing. Days shall mean school days except during the summer recess when days shall mean Monday through Friday, excluding legal holidays.
- G. Step 1 – School Principal
1. In the event a teacher submits a grievance without the assistance of the Federation, a copy of the grievance and all relevant materials and notices shall be immediately forwarded to the Federation by the Employer.
 2. The grievance shall be submitted to the principal, in writing, in accordance with the time limits set forth in *section F* above. The teacher and/or the Federation and the Principal of the school shall confer on the grievance within five (5) days of the date of submission to the Principal with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, the teacher and/or the Federation may present the grievance.
 3. The Principal shall convey his decision in writing to the aggrieved teacher and the Federation within five (5) days of said conference.
- H. Step 2 – Superintendent
1. If the grievance is not resolved at Step 1, the aggrieved teacher and the Federation may appeal by forwarding the grievance in writing to the Superintendent within ten (10) days after receipt of decision from Step 1. The Superintendent, may within ten (10) days after receipt of the appeal, hold a meeting. The teacher and the Federation designee will receive at least one (1) days' notice of the meeting and the opportunity to be heard.

2. The Superintendent shall communicate his written decision together with supporting reasons to the teacher and the Federation as soon as possible but no later than five (5) days following the meeting with the Superintendent or fifteen (15) days following initial filing at Step 2, whichever is sooner.

I. Step 3 – Committee

Any appeal of the decision from Step 2 shall be submitted in writing, signed by the Federation, to the Committee within ten (10) days after the decision from Step 2 has been received. A meeting shall be held with the grievant and Federation within ten (10) days after receiving the appeal from Step 2. The Committee shall render its decision in writing within five (5) days of the meeting.

J. Step 4 – Arbitration

1. A grievance which was not resolved at Step 3 under the grievance procedure may be submitted to arbitration by the Federation by notification of its intent to the Committee. Within twenty (20) days of receipt of such notice by the Committee, the parties shall mutually attempt to agree upon the name of an arbitrator. Absent mutual agreement upon an arbitrator, the Federation may, not later than thirty (30) days from receipt of the Committee's decision, request the American Arbitration Association to hear the grievance and to provide a list of arbitrators in accordance with their current Rules of Procedure.
2. The decisions of the arbitrator shall be final and binding on the parties. The arbitrator shall be without power or authority to add to, subtract from or modify the Contract.
3. The cost of the services of the arbitrator shall be borne equally by the parties.

K. Miscellaneous

1. All answers to grievances shall include an explanation of the Administration's position.
2. All grievance appeals shall include a response to the Administrator's position at the previous step.

ARTICLE V – TEACHERS RIGHTS

- A. The Employer, Federation and teachers agree to function under the requirements of the statute governing municipal public employee bargaining rights and all other laws of the State of Maine.
- B. Teachers shall retain all rights guaranteed to them under the law.
- C. Whenever any teacher is to appear before the Superintendent, Committee, or any committee or member thereof concerning any matter which may adversely affect the continuation of that teacher in his/her office, position, or employment, or the salary or any increment pertaining thereto, then s/he shall be given a twenty-four (24) hour notice of such meeting and be entitled to have a representative of the Federation present to advise him/her and represent him/her during such meeting. Upon receipt of such notice the employee may request the reason(s) for said meeting from the Superintendent.
- D. No teacher shall be reduced in rank or compensation, disciplined, deprived of any professional advantage nor shall any teacher on continuing contract be dismissed without just cause. Teachers may receive an oral or written reprimand. Teachers or the Federation may respond to a written reprimand and attach same to the written statement. A reprimand cannot be grieved.
- E. Individuals who have received a written reprimand may within fifteen (15) days of such receipt request a hearing before an ad hoc committee established to review the matter. The committee will be composed of one (1) representative appointed by the Superintendent, one (1) representative appointed by the Federation, and one (1) neutral representative selected by the other two representatives. This committee shall conduct a hearing within thirty (30) days of such request by the employee. The charge

to the committee shall be to review the reprimand, take testimony or other evidence, and make the determination on the appropriateness of the reprimand. If the committee finds any part of the reprimand to be inappropriate, that part of the reprimand will be removed from the employee's personnel file. Should the entire reprimand be deemed inappropriate, it will be removed from the employee's personnel file. If the committee finds that the reprimand was appropriate, its findings shall be attached to the reprimand and be placed with the reprimand in the employee's personnel file. This section shall neither negate nor modify any other rights which an employee may have under law or as established elsewhere in this Agreement. All findings of the committee shall be final and binding.

ARTICLE VI - SCHOOL CALENDAR

A. Work Year

The employment year of teachers shall be equivalent to 181.5 days. The Committee may schedule up to six (6) workshop days per year, beyond the number of student days. Further, in the event the legislature and/or Commissioner/Department of Education mandates an adjustment to the minimum school year with an effective date, such adjustment shall automatically and immediately become effective in the Department on that date and replace the number of days herein set forth. The SFT will have the right to negotiate the impact of such adjustments to the employment year.

- B. In case of unforeseen events the school calendar may be changed with consultation between the Superintendent of Schools and the Federation.
- C. Make-up days, the teacher workshop day schedule, and the school calendar will be established after meeting and conferring with the Federation.

ARTICLE VII – TEACHING HOURS AND TEACHING LOAD

A. Teacher Hours

1. As professionals, teachers are expected to devote their assignment the time necessary to meet all their responsibilities.
2. The arrival and departure time for all teachers shall be designated by the building Principal; however, their total in-school workday shall consist of not more than seven and one-half (7 ½) hours, which shall include a duty-free lunch period as guaranteed to teachers under *section C* of this Article. Summer per diem rate will be based on a 7 hours per day.
3. Except in the case of teachers with specifically assigned duties or in the event of previously scheduled meetings or appointments, no teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupil's school day and all teachers shall be permitted to leave fifteen (15) minutes after the close of the pupil's school day.

B. Teaching Load

1. To the extent possible, the School Committee shall provide preparation time.
 - a. The daily teaching load at the elementary school shall not exceed five and one-half (5 ½) hours. Elementary teachers will receive preparation time of at least thirty (30) consecutive minutes daily.
 - b. High School and Middle School teachers shall have one (1) equivalent class period each day of preparation time.

- c. Teachers may leave the building for school related business during preparation time with approval of a building administrator and by signing out at the designated area.
2. Non-teaching duties will be assigned in a fair and equitable manner by building.
3. High school teachers shall not be required to teach more than two (2) subject areas, and high school and middle school teachers shall not teach more than a total of five (5) teaching preparations at any one time. In the event a teacher at the high school volunteers to teach an extra block for the entire semester he/she will be compensated at the rate of one eighth (1/8) of the teacher's salary per block per semester prorated on numbers of days taught if less than a full semester.
4. Regular classroom teachers in the junior high school and high school shall not be required to change subject area teaching stations more than six (6) times during the school day.
5. In the event the School Committee considers restructuring of the student day and/or schedule, the Committee, prior to its decision, shall meet and consult with the Federation. If the Committee decides to restructure the student day and/or schedule, it shall, upon written request from the Federation, negotiate the impact of such restructuring. Some meetings may be converted to hours and used to extend the number of early release days.

C. Duty-Free Time

1. All teachers shall have a daily duty-free lunch period of at least twenty (20) minutes. In those schools where twenty (20) minutes of duty-free lunch cannot be arranged, the teacher shall have a daily twenty (20) minutes duty-free period which shall be in addition to any other duty-free period.
2. Teachers may leave the building during their scheduled duty-free lunch periods if notification is given to a building administrator and by signing out at the designated area.

D. Meetings

1. Building based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings not to exceed fifteen (15) meetings a year. Such meetings shall end no later than one hour and thirty minutes after the student dismissal time. If additional time is needed, students shall be dismissed early. Department Chairs and Grade Level Leaders will be required to attend additional meetings as necessary.
2. The notice of and agenda for any meetings shall be given to the teachers involved at least four (4) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

- E. Exceptions to the provisions of *sections A through D* above may be made only in cases of emergency. The Federation shall be notified in each such instance, in advance if possible. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at step one thereof.
- F. Teacher participation in extra-curricular and co-curricular activities shall be voluntary and shall be compensated according to the rate of pay in *Schedule B or C*.
- G. Teacher participation in field trips which extend beyond the teacher's in-school workday and overnight or weekend trips shall be voluntary.

ARTICLE VIII – EVALUATION AND PERSONNEL FILES
--

A. Evaluation

1. Evaluation of all members of this contract will be completed pursuant to LD 1492 as described in the [Sanford PEPG handbook](#).
2. All monitoring or observation of the work or performance of a teacher shall be conducted openly and with the full knowledge of the teacher. Teachers shall be given copies of any evaluation prepared within fifteen (15) school days of the date of the evaluation. The teacher shall sign the evaluation at the time of receipt. Such signature shall only indicate receipt of the evaluation. Either the teacher or the evaluator may request a conference to discuss the evaluation. Such a request shall be timely, with the conference to follow promptly. No teacher shall be required to sign a blank or incomplete evaluation form. The administrator who prepared the evaluation shall retain the evaluation for fifteen (15) school days or the receipt of a response, whichever occurs first, before sending it to the district office for insertion in to the individual's personnel file. During the fifteen day period the teacher may prepare a written response and have such response attached to the evaluation for inclusion into the personnel file. When the teacher submits the response the teacher shall indicate on the evaluation document that a rebuttal is attached.
3. At the beginning of each school year, the administration shall meet with the teachers and notify them of the evaluation criteria and procedures that will be utilized in the coming year.
2. Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance and no document and/or material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with the procedure set forth in this Article.

B. Personnel File

1. A teacher shall have the right to review the contents of his/her personnel file. With approval of the teacher involved, the Federation may have access to personnel files. No information, except routine material of a non-prejudicial nature, may be placed in a personnel file without the signature of the teacher affixed. The teacher must sign such material upon receipt indicating receipt of such material before it is placed in the file. The teacher shall have the opportunity to respond in writing and have attached any documentation relating to information placed in his/her file within fifteen (15) school days of receipt of such material.
2. Any complaint which initiates an investigation regarding a teacher must be submitted to that teacher within one calendar month of the date the incident was reported to the appropriate administrative authority. Any such complaint shall be promptly investigated and called to the attention of the teacher. The teacher shall be given the opportunity to respond and rebut such complaint during the course of the investigation of the complaint. The teacher shall have the opportunity to be represented by the Federation at any investigatory interview of said teacher.

Any findings of the administrator which leads to disciplinary action of the teacher must be presented in writing to the teacher and may be rebutted by the teacher in writing within fifteen (15) school days of receipt of such findings. The administrator will initial and date such rebuttals when they are presented to him/her and attach any rebuttals to the findings. The administrator's initials will only indicate receipt of the rebuttal.

Any complaint not handled in accordance with this article may not be used or referred to in any future evaluation and/or disciplinary proceeding.

Notwithstanding the provisions of this Article, the Committee is not prohibited from investigating or addressing complaints of a criminal nature at the time they become known to school department administration.

Allegations that are not corroborated during an investigation shall be so noted in the findings. If no further such allegations are raised during a six (6) year period, commencing on the date of the original discipline, any uncorroborated allegations shall be removed from the teacher's file. Any disciplinary action upheld at arbitration shall remain in the personnel file. Allegations, whether written or otherwise, which do not lead to disciplinary action, shall not be contained in the teacher's personnel file.

3. In the event less than fifteen (15) school days remain in the school year, all written responses must be submitted to the Superintendent within (15) business days of receipt of the copy of the material.

ARTICLE IX – NON TEACHING DUTIES

- A. Use of Private Vehicle - Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her Principal or immediate supervisor. She/he shall be reimbursed at the maximum allowable rate under the Internal Revenue Service (IRS) by submitting a [mileage reimbursement form](#). Teachers that transport students in personal vehicles are required to submit a [Field Trip Private Vehicle Authorization](#) (IICA-R1) form annually.
- B. The Employer agrees to have in force liability insurance at State mandated level.
- C. Teachers shall not be required to collect moneys whenever possible. The Committee agrees to save and hold harmless any teacher or other member of the bargaining unit from any claim for the loss of moneys collected through the teacher's employment, whether such fees are held as a result of lunch money collections, book club collections, or other moneys collected from students or parents of part of the teacher's duties and activities as an employee of the Department. The sole exception to this provision or obligation of the Committee to save and hold the teacher harmless will be in the event that the said teacher is convicted in a court of law of theft, conversion, or a related crime in connection with the loss of such funds or pleas to a lesser charge.

ARTICLE X – LAYOFF AND RECALL

- A. If it becomes necessary to reduce bargaining unit staff, as many layoffs as possible will be absorbed first through normal attrition. If the normal process of resignation and retirement does not sufficiently reduce the staff, employed retired teachers in the impact areas shall be laid off first, and then probationary teachers shall be laid off. If further reductions are necessary all part-time teachers shall be laid-off before continuing contract bargaining unit employees.
- B. Order of Layoff
1. In the event the School Committee is contemplating that there may be a reduction of teaching positions within the school system, the School Committee shall notify the Federation of the teaching positions to be eliminated and shall give the Federation a statement describing the reasons therefore. The Federation shall be given the opportunity to meet and consult with the School Committee concerning the necessity for the elimination of said positions.
 2. The following impact areas shall be used:
 - **Pre-K**
 - **7 – 12 department impact areas by department*:**

English	Science	Math
Industrial Art	Business Education	Social Studies
Consumer & Family Education		

*Each program at SRTC is a separate department and impact area.
 - **K – 12 specialty impact areas by specialty:**

Library/Media Specialist	Art	Music
Health/Physical Education	Special Education	Title I
Guidance	Speech Therapist	Foreign Language
ESL	Gifted & Talented	Psychologists
Nurse		
- C. Within each one of the above steps, those with the least district-wide seniority as defined in section E below shall be laid-off first.
- D. Exceptions within the order of layoff as specified above, when required in individual cases, can be made by the Committee for good and just cause, in which case, the following criteria (in no particular order) shall be used: certification, highly qualified status, training, experience, performance evaluation, and teacher effectiveness.
- E. Seniority shall be defined as length of service in the Sanford School Department as follows:
1. Length of service shall be defined as the number of years and months employed as a teacher in the system, beginning with the first employment date of school year for all teachers who began or should have begun teaching at the beginning of the school year. For all teachers hired after the first school day of any school year, the seniority shall be their first day of employment.
 2. Length of service shall include sabbatical leaves, paid sick leave, and other paid leaves of absence. Length of service shall not include time worked as a substitute teacher.
 3. In the case of two or more teachers having the same seniority with the Sanford School System, the teacher having the longest total teaching experience shall be the more/most senior teacher(s).
 4. A teacher will retain seniority regardless of the level of teaching as long as it is continuous service to the Sanford School Department.

A. Recall

1. All teachers involved in any reduction-in-force shall be considered to be on temporary lay-off, not terminated.
2. A teacher shall be eligible for recall beginning with the date of notification of lay-off and ending twenty-four months (24) from the effective date of the layoff.
3. To be eligible for recall a teacher within thirty (30) days after layoff, will submit his/her name and address in writing to the Superintendent to be placed on the recall list. Teachers on the recall list shall be recalled by seniority, the most senior first, unless certification dictates otherwise. Such recalled employee must have the necessary qualifications for the position to which recalled. Notice of recall will be effective if mailed to the address or changed address furnished to the Superintendent by the teacher with a copy of the Federation. The Superintendent must receive acceptance of recall within ten (10) calendar days after notification of recall is sent. Unless otherwise provided, all notices provided for in this section must be in writing and transmitted by certified U.S. mail postage prepaid. The recall list shall be exhausted in accordance with its terms before any new employee is hired. In the event that a laid off teacher is employed by another school district, s/he shall be allowed to complete the minimal employment required before a resignation in good standing is effective in the new system before returning to Sanford. Such teacher shall come back with the same seniority in Sanford before the layoff, but shall not have accumulated seniority while on layoff.
4. The Federation shall be provided with a copy of the recall list. It shall be updated as necessary. If the Federation believes the order of recall is improper, it must notify the Superintendent within the same ten (10) day period a teacher has to accept a position.

ARTICLE XI – TEACHER EMPLOYMENT
--

- A. Each teacher shall be placed on his/her proper step and track of salary schedule. A new inexperienced teacher must teach one (1) day more than fifty percent (50%) of the scheduled work year to earn one year of step credit on the salary scale.
- B. Experienced employees must work one (1) day more than fifty percent (50%) of the scheduled work year to earn step credit on salary scale as follows:
 1. For transfers into Sanford, a year's experience will be calculated based on the year of the school system from which the employee transferred.
 2. For teachers continuing in Sanford, a year's experience will be calculated on Sanford's work year.
- C. Upon initial employment of Pre-K-12 classroom teachers, credit, (up to the maximum step of any salary track on the Teacher Salary Schedule - *Schedule A*), shall be given for previous outside teaching experience. Technical school teachers and nurses upon initial employment with outside industry or nursing, non-teaching experience will be credited one year for every two years of related trade or nursing experience in accordance with the provision of *Schedule A*. Up to one year of credit may be given for each year of related experience in the Peace Corps, VISTA, National Teacher Corps work and/or time spent on a Fulbright Scholarship, as long as the total credit does not exceed maximum step. The decision of the superintendent is final.
- D. Teachers with previous teaching experience and nurses with previous school nurse experience in the Sanford School System shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching or school nursing experience, military experience, VISTA, National Teacher Corps work and time spend on Fulbright Scholarship up to a maximum set forth in B above. Such teachers and nurses who have not engaged in other teaching or school nursing or the other activities indicated

above, shall upon returning to the system, be restored to the next position on the salary schedule above that at which they left.

- E. The Department will credit up to twenty (20) days of accumulated sick leave when it awards a certified teacher continuing contract status in Sanford, provided said teacher has accumulated such days in his/her immediate previous position in a public school system within the State and provides documentation to the school department from the previous public school system. Further, in order for such teacher to be given such sick leave, there can be no break in service from the previous system, and the teacher must have been eligible to receive such sick leave in his/her previous position at the time of termination of employment
- F. Only graduate level courses shall count toward salary track movement, provided however that any teacher currently at any track beyond the bachelor's track shall retain such placement until s/he qualifies for further track advancement.
- G. Teachers shall be notified of their contract status for the ensuing year in accordance with State of Maine Law.
- H. All newly hired teachers, during the first five years of employment in the Sanford School Department, may be required by the School Committee to take up to six (6) college credit hours, or its equivalent in CEU's, sponsored by the School Department for the purpose of supporting the improvement of instruction and learning for all students.
- I. Employment of Retired Teachers
 - 1. A retired teacher is defined as any teacher who is eligible to retire, who retired and severed employment, and who is receiving retirement benefits from the Maine State Retirement System, and has returned to teaching pursuant to 5 M.R.S.A. §17855.
 - 2. Any retired teacher hired or re-hired by the School Committee will be hired as a probationary teacher pursuant to 20-A.M.R.S.A. §13201. If hired as a probationary teacher, the terms and conditions of this Agreement pertaining to probationary teachers shall be controlling.
 - 3. With respect to the initial placement on the salary schedule, teachers shall be placed on the salary schedule based on experience and education consistent with the Board's policy for initial salary placement.
 - 4. For purposes of seniority, a retired teacher's latest date of hire shall be the date on which the teacher is hired by the School Department following the teacher's date of retirement. When a retired teacher and another teacher have the same seniority, the other teacher shall be listed first.
 - 5. If the teacher was previously employed by the School Committee, there shall be no entitlement to any previous benefit accruals including, but not limited to sick leave, eligibility for other leaves, severance benefits, longevity pay and no credit for previous experience for such benefits shall be given.
 - 6. The teacher may continue his/her health insurance benefit through the Maine State Retirement System or provide proof of other group sponsored insurance.
 - 7. All other terms and conditions of the Agreement shall, to the extent applicable, be controlling. If the teacher is employed less than full time, the teacher's salary and benefits shall be prorated.

ARTICLE XII – SALARIES

- A. The salaries of all teachers covered by this Contract are set forth in *Schedule A* which is attached hereto and made a part hereof.

- B. School nurses and technical school teachers who do not have a Bachelor of Science or Arts degree, or higher degree, shall be paid on the Associate track of the teachers' salary schedule, Schedule A. The superintendent may count professional certifications and course work toward movement up to the BA scale upon initial employment.
- C. The annual salary of teachers shall be paid in twenty-six (26) nearly equal installments due every other Friday except in the years when 27 pay periods may occur. Under special circumstances an employee may request a lump sum payment for all scheduled summer pays. Such request must be in writing to the Superintendent describing the special circumstance. On a funds available basis, the Superintendent may grant such request. The Superintendent's decision shall be in writing identifying the reason for refusal if the request is not granted. The Superintendent's decision shall be final except that it shall not be arbitrary or capricious.
- D. All teachers shall receive their paycheck through Direct Deposit. Deposit stubs will be e-mailed to the teacher. When a payday falls on or during a school holiday or vacation, teachers shall receive their paychecks through Direct Deposit on the last previous working day whenever possible.
- E. The Employer agrees to make available to individual teachers their personal payroll deduction information through Employee Self-Serve.
- F. Stipends for required training will be paid at the end of each semester.

ARTICLE XIII – TEACHER ASSIGNMENT
--

- A. All teachers shall be given written notice of their salary schedules, building assignments and room assignments for the forthcoming year not later than the close of school in June whenever possible.
- B. In the event that changes in schedules, class and/or subject assignments, building assignments, or room assignment are proposed after the above designated time, the Federation and the teacher affected shall be notified promptly in writing, and upon the request of the teacher, the changes shall be reviewed between the Superintendent or his/her representative and the teacher affected, and at his/her option, a Federation representative. Schedule shall not be changed without good and sufficient reason.
- C. Schedules of teachers who are assigned to more than one school shall be arranged so that no teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teacher shall be notified of any changes in his/her schedule as soon as possible.
- D. Teachers who may be required to use their own automobiles in the performance of their duties, and teachers who are assigned to more than one school per day shall be reimbursed for all such travel at the maximum available rate under the Internal Revenue Service (IRS) before it must be reported as income for all driving done between the arrival at the first location at the beginning of their workday, provided however, that if the distance from the teacher's home to his/her first location or from the teacher's last location to his/her home is greater than the distance between the teacher's home and his/her base school, s/he shall be reimbursed for the difference at the maximum allowable IRS rate per mile.
- E. If a teacher gives up a preparation period in order to cover a class for a teacher who is absent, s/he will receive one credit (chit) for each such service. This will include giving credit to teachers covering for coaches who must leave school early in order to be at an athletic event or related activity. At the end of the first semester and the end of the second semester, the teachers will receive \$15.00 for each credit (chit) per semester submitted to the Central Office.

ARTICLE XIV – VOLUNTARY TRANSFERS AND REASSIGNMENTS
--

- A. The Superintendent shall e-mail to the Federation and make available to the teachers all known vacancies as they occur.
- B. Teachers interested in applying for internally posted positions shall post a letter of intent on School Spring.
- C. As soon as practicable at the beginning of each school year, the superintendent shall make available to the Federation a list showing the names of all teachers and their assignments.

ARTICLE XV – SICK LEAVE

- A. All teachers employed shall be entitled to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave, including sick leave previously accumulated, shall be accumulated from year to year to a maximum of one-hundred eighty five (185) days. The SFT and District encourage all teachers to accumulate their sick leave days in the event that a teacher should need to be out for an extended period of time due to personal illness or illness of a family member.
- B. The Committee shall provide a written statement for every teacher at the beginning of each school year indicating the total of his/her sick leave accumulation.
- C. Unused Sick Leave Buy Back: If a teacher starts a school year with at least 180 sick days and ends that school year with 165 days or more, he/she may return any of unused sick leave days (up to 15 days) to the District and receive \$10 per day. Contributions to the Sick Leave Bank during a given school year constitute utilization of sick leave. Unused personal days rolled into sick leave will also be eligible for buy back. Application to return such sick leave days must be made to the Business Office by email by June 1. All payments for the return of such days will be made within thirty (30) days of the end of the school year. Professional, bereavement and personal leave days will not count against the teacher.
- D. Teachers with twenty (20) years of teaching experience, the last consecutive twelve (12) of which must be in Sanford School Department, upon immediate retirement into the Maine State Retirement System, will be paid \$60 per day for each day of accumulated sick leave over ninety (90) days.. This payment will be made the first pay period in July. In order for a teacher to be able to receive this payment in July, s/he must notify the Superintendent of his/her retirement by January 15th of the year they are retiring. Notifications after January 15th may result in the payment for unused sick leave being carried over to the following fiscal year.
- E. A teacher may use his/her sick leave days to care for an ill member of his/her immediate family who requires the personal care of said employee.
- F. A doctor's note may be required if the teacher is absent more than three consecutive days. FMLA paperwork may be initiated by the District.
- G. Sick Leave Bank

A sick leave bank shall be established for the benefit of the bargaining unit members and administrative team members who suffer non-work related catastrophic illness or catastrophic injury that requires absence from work for an extended period of time. Establishment, maintenance and eligibility for the bank is as follows:

1. Upon initial employment, employees shall have the option to donate two (2) days and join the bank on or before receipt of their second pay check.

2. Participation in the bank shall be voluntary; however, to be eligible to withdraw days from the bank, bargaining unit members and administrative team members must have contributed days to the bank each time there is an opportunity to do so.
3. Each year (September 1st), the sick leave bank will carry-over to a maximum of 400 days. Each year (September 1st), the sick bank will be replenished up to the maximum number (400 days) by new employees who wish to contribute to the bank. Any excess days contributed will be for the purpose of establishing membership in the sick bank.
4. In order to withdraw days from the bank, a doctor's note from a doctor licensed to treat the diagnosed condition, indicating the condition and treatment, must be furnished to the Superintendent. This request will be reviewed by a committee consisting of two (2) members of the Federation and two (2) members of the Administrative team appointed by the School Committee. In the case of a tie vote the School Committee will decide and their position shall prevail.
5. The withdrawing member must have a personal catastrophic illness or catastrophic injury that prevents him/her from working.
6. The withdrawing member has exhausted all personal leave.
7. The withdrawing member may apply for and be granted up to a total of forty (40) sick bank days.

ARTICLE XVI – PAID LEAVES OF ABSENCE

- A. Personal Days - Three (3) days leave of absence for personal business may be taken without approval.
 1. Personal days may not be used to extend a vacation period.
 2. Any of the three (3) personal days that are not used will be converted to and accumulated as sick leave to the maximum allowed.
 3. Notification in writing shall be given to the building Principal five (5) days before taking such leave day(s). In emergency situations, notification shall be given as soon as possible.
 4. Personal days are not intended to be used for matters relating to recreation or secondary employment.
- B. Professional Leave - One (1) professional leave day for the purposes of visiting other schools or attending meetings or conferences of an educational nature related to the educational goals of the district may be granted at the discretion of the Superintendent. An additional professional day may be granted at the discretion of the Superintendent. Should the additional day requested not be granted by the Superintendent this decision is final and cannot be appealed.
- C. Legal Proceedings - Time required for appearance in any legal proceeding if the teacher is required by law to attend and provided such legal proceeding in work related and in addition, if a subpoena is served on the teacher that requires the teacher's attendance in Court, whether or not work related.
- D. Bereavement Leave
 1. Each teacher shall be entitled to up to Five (5) days of bereavement leave with pay in the event of the death of a teacher's spouse, child (including step or foster children), parents (including step or foster parents), siblings, or individuals with whom the unit member had a similar personal relationship. Five (5) days will also be granted in the event of the death of a teacher's in-laws, and any other member of the immediate household. Requests may be made to the Superintendent for five (5) days for any other significant death. The superintendent may grant additional time at his/her discretion.

2. Upon approval of the Superintendent, one day may be granted in the event of a death of any other relative.
- E. Military Leave - Time, as provided by Maine Statute, will be granted for persons called into temporary active duty of any unit of the U.S. Reserves, the Maine National Guard, or the Maine State Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid the net difference between his/her regular pay and that which s/he receives from the State or Federal government.
 - F. Other leaves of absence with pay may be granted by the Committee.
 - G. Jury Duty - All teachers will be given the time necessary if they are required by law to serve on juries. Teachers will be paid the regular per diem rate. Any payments received for jury duty will be returned to the district.
 - H. Insurance will be paid while a teacher is on paid leave.
 - I. SFT Leave - The Federation President or the designee shall have three (3) days of paid leave per year for the purpose of conducting Federation business. The President or the designee may have an additional three (3) days of paid leave per year for the purpose of conducting Federation business; however, the Federation will reimburse the Department the cost of the substitute. In order for the President or the designee to use the days, the Superintendent must be notified two (2) days in advance of such need. These days will not normally be taken the day immediately preceding or the day immediately after a school vacation or recess.

ARTICLE XVII – UNPAID LEAVES OF ABSENCE
--

- A. The Superintendent may upon request grant long-term, unpaid leaves of absence for the following reasons. If the leave is denied the reasons for such denial will be given. The teacher may appeal the decision of the Superintendent to the Committee. The decision of the Committee is final.
 1. Personal reasons, up to one (1) year.
 2. Teaching in the Armed Forces Dependent Schools with a two (2) year limit.
 3. Exchange teaching, Peace Corps and Teach Corps up to two (2) years.
 4. Study or other career advancement, up to two (2) years.
 5. Child care leave, up to one (1) year.
 6. Federation business, up to two (2) years.
- B. An effort shall be made to reinstate a teacher returning from a leave of absence to the position held before the leave commenced. In cases where it is impossible to return the teacher to the same position, s/he will be placed in a same or similar position.
- C. Teachers on leaves of absence shall be allowed to continue to participate in group insurance groups at their own expense provided the carrier allows such participation and provided the employee submits payment to the Committee before the first of each month. Failure to pay shall result in the employee being dropped from the group.
- D. Teachers on unpaid leaves of absence must notify the Superintendent by January 15th of their intent to return to work. Failure to notify will mean the teacher does not intend to return.

ARTICLE XVIII – SABBATICAL LEAVE

- A. The School Committee may grant a sabbatical leave of absence for study or independent research for one (1) year at half (1/2) pay or one-half (1/2) year at full pay to any teacher so requesting who has been employed by the Sanford School Committee for a minimum of seven (7) years.
- B. A maximum of four (4) teachers in the system may be granted a sabbatical per year.
- C. In cases where more than four (4) teachers request such a leave, the School Committee wants to grant four (4) teachers a sabbatical, seniority shall be the governing factor.
- D. Teachers granted sabbatical leave must submit an application to the Superintendent of Schools by December 31st of the year before the planned sabbatical and must agree to commit one year of service at the completion of the sabbatical leave. Should a teacher not return he/she will reimburse the district for the salary received during the sabbatical.

ARTICLE XIX – PROFESSIONAL DEVELOPMENT

- A. Whenever any teacher completes an approved college or university course for credit or Continuing Education Units (C.E.U.) under *sections (B) or (C)* of this article, s/he may request tuition reimbursement in an amount not to exceed the actual tuition of said course. The maximum allowable credit hours are nine (9) credit hours per year per employee. Courses will be reimbursed at the UMO credit hour rate times the credit hours of the course taken.
- B. Should the tuition for a course exceed the allotted UMO rate per credit hour, additional reimbursement will be on a first come first serve basis from a yearly district pool of \$2,000. Date of approval by the Superintendent of Schools will determine who will be eligible on a first come first serve basis. Once the \$2000 pool has been depleted for the year, no additional requests will be honored above and beyond the UMO credit hour rate. In order to be eligible for reimbursement over and above the UMO rate, employees must show proof that the course offering is not available through the University of Maine system within a reasonable time frame. If a teacher is enrolled in an accelerated Master's or Ph.D. program and has obtained prior approval all credits in excess of the nine allowed in one year, the additional credits can be carried forward to succeeding years for reimbursement at the rate when the original courses were approved. This is contingent upon continuing employment with the district.
- C. Course Tuition Reimbursement: In order to be eligible for reimbursement:
 1. The credit hours must have the prior approval of the Superintendent by submitting a [Course Approval and Reimbursement Form](#). Approval shall be based on whether the course work enriches the teacher's field of teaching. The decision of the Superintendent shall be final.
 2. The teacher must receive a grade of "B" or better; or, in situations where pass/fail grades are given, the teacher must receive a grade of "pass".
 3. The teacher presents transcripts and copies of receipts or canceled checks verifying the amount paid for such tuition.
 4. The date that the check is issued will be used to determine to which contract year the reimbursement applies.
 5. Should a staff member resign from the Sanford School Department, the Department shall not be obligated to reimburse the teacher any unpaid courses as of the end of that contract year.

D. Educational Loan Advance Program

1. The School District will make available an educational loan/advancement program that will provide advance tuition pay for approved graduate level courses in graduate degree programs at accredited institutions, provided a third-party billing for the educational loan/advancement is available.
2. In order to receive such educational loan/advancement, the employee shall complete an [Course Approval and Reimbursement Form](#) prior to enrolling in each course for which such payment is requested.
3. If a teacher fails to provide written grade notification to the Superintendent within thirty (30) days from the grade being issued, the teacher shall reimburse the District the amount of payment made on behalf of the teacher. Unless other written repayment arrangements are made with the Superintendent, any reimbursement owed to the District by the teacher shall be made by payroll deductions in six (6) consecutive payments. Full payment may be made to the business office at any time.
4. Should the teacher cease employment with the District, the amount remaining due shall be paid in full from the teacher's final pay.

E. The School Committee, in discussions with the Sanford Federation of Teachers, may cap the amount of funds available for tuition reimbursement or educational loan advancements in a given year. The SFT will be notified prior to reaching the cap. Credits earned after the cap is reached can be carried forward to succeeding years for reimbursement at the rate when the original courses were approved. The Committee will budget a minimum of 120% of the average actual tuition expenses from the previous three years.

F. C.E.U. Reimbursement: In order to be eligible for reimbursement:

1. The PLCSS (certification) Committee must have granted prior approval for the taking of said C.E.U.'s. The granting of such approval shall not be construed to be a waiver of the maximum benefit allowable under this Article as expressed in section A above.
2. The teacher must present transcripts and copies of receipts or canceled checks to the Superintendent verifying the amount paid for such tuition.

G. Building Staff Development

All classroom teachers, special education teachers, Title I teachers, fractions of specialists in buildings, nurses, librarians, ELL teachers, psychologists, speech therapists and guidance counselors shall be counted in each building each year by the 30th of September and reported to that building's staff development person who will multiply this amount by \$20.00 per person or fraction thereof to establish the Building Staff Development amount of money available each year to be used by those teachers in that building for their own staff development. The Building Level Administrator shall have no input as to how these funds are to be spent. The process for accessing these funds will be developed by the Business Administrator and submitted to the Federation for dissemination to the membership. All funds requested in this article must be encumbered by June 1st of the current school year.

ARTICLE XX – PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

- A. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- B. A teacher may use reasonable force as it is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects upon the person or within control of the pupil.
- C. The committee shall give full support to the teacher for any assault upon the teacher while acting in the discharge of his/her duties.
- D. Teachers shall immediately report cases of assault suffered by them in connection with their employment, in writing as soon as practicable, to their Principal or other immediate superior.
- E. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request for the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.

ARTICLE XXI – CLASSROOM CONTROL AND DISCIPLINE

- A. When in the judgment of the teacher, a student requires the attention of the Principal, Assistant Principal, a counselor, psychologist, physician, or other specialist, he/she shall so inform his/her Principal or immediate supervisor to arrange, as soon as possible, for a conference between himself/herself and the teacher.
- B. When, in the judgment of the teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may remove the student from the classroom and refer him/her to the Principal. In such cases, the Principal shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following school day, a conference among him/herself, the teacher and possibly an appropriate specialist to discuss the problem and to decide upon the appropriate steps for its resolution. In all instances of student discipline, staff members will abide by the policies of the School Committee and the rules and regulations of the school and state. All teachers will be advised annually of the discipline policies then in effect.

ARTICLE XXII – INSURANCE PROTECTION
--

A. Worker's Compensation - All teachers shall be covered by Worker's Compensation Insurance.

B. Medical Insurance

1. The Committee agrees to offer single, two-person, adult with child/children, and full family medical insurance coverage comparable to Harvard Pilgrim benefit and service levels as follows:

*POS80%	HMO 2.....85%
*HMO 395%	PPO100%

2. *Health Reimbursement Account - A Health Reimbursement Account (HRA) will be established by the district for the POS and HMO 3 plan to annually provide \$500 for single coverage and \$1000 for all other coverages. At the end of each plan year, 50% of the employee's unused HRA funds will be rolled into the following plan year's HRA up to a maximum equal to the deductible of that plan. The HRA will be administered by a Third Party Administrator (TPA).
3. The employee's premium co-payment shall be on a pre-tax basis if the employee completes the salary reduction form annually.
4. Cash-in-Lieu - Employees who do not elect such coverage on an annual basis and provides written verification of coverage under another group sponsored insurance program will receive an annual allowance of five hundred dollars (\$500). This allowance will be paid in two semiannual installments, midyear and at the end of the school year.
5. If both spouses are employees of Sanford the District will pay one hundred percent (100%) of the cost of premiums for any HMO 3 coverage level selected. If a higher plan is selected, the employee will pay the full difference between the HMO 3 and the selected plan. Such employees will not be eligible for the annual allowance in B.4 above.
6. Notwithstanding the provisions of Article XXII – Insurance Protection, the following provisions shall be implemented:
- a. Upon notification from the School Committee's health insurance carrier that its insurance program will no longer be available, the Federation and the School Committee negotiators shall meet within ten (10) days to make a good faith effort to obtain another health insurance carrier.
 - b. If another health insurance program is obtained by the School Committee, the School Committee shall pay the same dollar amounts for monthly premiums as paid under the previous health plan until such time as the parties have negotiated a change, or, if the parties have not been able to negotiate a change and the Agreement has expired, the Board will pay the same dollar amount for monthly premiums as paid under the previous health plan plus up to ten (10) percent, while the parties continue to bargain.
 - c. If by the expiration date of the existing health insurance program, the School Committee and the Federation are unsuccessful in obtaining another health insurance program, the School Committee shall pay its share of the existing monthly premium to any participating teacher and the payment shall continue until negotiated otherwise.

7. Insurance Study Committee - The School Committee and Federation shall each name four (4) members to an Insurance Study Standing Committee. The Insurance Study Standing Committee shall be established to explore ways to minimize health insurance increases, review alternative health insurance programs, and provide education to bargaining unit members about health insurance and wellness. In-service time or meeting time will be provided for the purpose of educating the bargaining unit members as recommended by the committee and approved by the superintendent.

ARTICLE XXIII – PERSONAL AND ACADEMIC FREEDOM

- A. No religious or political activities, or lack thereof of teachers, shall be grounds for discipline or discrimination with respect to the professional employment of any such teacher.
- B. The Committee and the Federation agree that academic freedom is essential to the fulfillment of the purposes of the school system, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

ARTICLE XXIV – DUES CHECK-OFF

- A. The Committee agrees to deduct, once each pay period, dues from the pay of those employees who individually request that such deductions be made by completing the [AFT Dues Withdrawal Form](#). The amounts to be deducted shall be certified to the committee by the Treasurer of the Federation, and the aggregated deductions of all employees shall be remitted, together with an itemized statement, to the Treasurer by the first of the succeeding months, after such deductions are made.
- B. The Federation will hold the Employer harmless from any disputes between the Federation and its members relative to the deduction of dues or the Employer's failure to deduct dues.

ARTICLE XXV – JOB OPENINGS

When a vacancy occurs, is about to occur, or a new position is created for any bargaining unit position, the School Committee shall notify the bargaining unit members of the vacancy by email, and post for ten (10) school days in each school building or other workplace a notice of said vacancy or new position. Copies of all postings shall be emailed to the Federation. The ten (10) school days posting requirement is waived if the vacancy occurs during the month of August. Teachers wishing to apply for posted positions shall do so by submitting a letter of intent on School Spring.

ARTICLE XXVI – TEACHER FACILITIES

- A. Each school shall have the following facilities:
1. Space in each classroom in which teachers may store instructional materials and supplies.
 2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
 3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected

to exercise reasonable care in maintaining the appearances and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

4. A serviceable desk, chair, and filing cabinet for exclusive use of the teacher.
 5. A separate, private dining area for the exclusive use of all teachers, excepting elementary schools.
 6. Copies, exclusively for each teacher's use, of all texts used in each of the courses s/he is to teach.
 7. Adequate books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibilities.
 8. Parking will be provided where town-owned property is available to the school department.
 9. Suitable closet space for each teacher to store coats, overshoes and personal article, except in the High School.
 10. There shall be no smoking on school district property. There shall be no smoking while on official school business that involves students, or in School Department vehicles.
- B. An appropriate room and other facilities for teachers who work in more than one school building shall be assigned to them in each school in which they work to permit the effective discharge of their responsibilities to their pupils.

ARTICLE XXVII – MISCELLANEOUS PROVISIONS

- A. If any provision of this Contract or any application of this Contract to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent of permitted by law, but all other provisions or application shall continue in full force and effect.
- B. Any individual contract between the Committee and an individual teacher, heretofore or hereinafter executed, shall be superseded by this Contract.
- C. There shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Contract on the basis of race, creed, color, religion, national origin, sex, domicile, disability, or marital status, in accordance with School Department Policy and State and Federal laws.
- D. Whenever any notice is required to be given by either of the parties to this Contract to the other, pursuant to the provision(s) of this Contract:
 1. If by the Federation, to the Committee and a copy to the Superintendent.
 2. If by the Committee, to the Federation, in care of the President.

ARTICLE XXVIII – EXTRA AND CO-CURRICULAR ASSIGNMENTS

- A. All assignments to extra-curricular and co-curricular positions are considered classroom based appointments and shall be on an annual basis provided however that such annual appointment shall not be interpreted to indicate the existence of an annual vacancy.
- B. Vacancies shall occur only:
 1. if an employee elects not to be reappointed, or
 2. The School Department decides not to reappoint the individual.

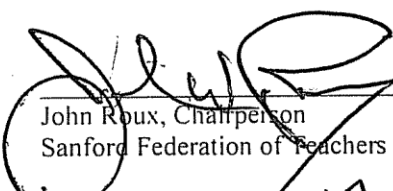
- C. A decision by the School Department not to reappoint an individual to an extra or co-curricular position shall be grievable provided that the decision of the school committee shall be final and binding and no further appeal may be made there from.
- D. The Superintendent may grant a leave of absence from an extra or co-curricular position.
- E. Any teacher who held an appointment in the year prior to retirement may request in writing to the Superintendent to continue such appointment into his/her first and subsequent retirement years subject to the annual appointment provisions of this article and the salary provisions of *Schedule B* and its section appended thereto.
- F. New extra-curricular and co-curricular assignments may be added by the School Committee. The Federation will be given the right to negotiate the impact of any such new assignments.

ARTICLE XXIX – DURATION OF CONTRACT

This contract shall take effect on September 1, 2017 and continue in full force and effect until August 31, 2020.

SANFORD SCHOOL COMMITTEE

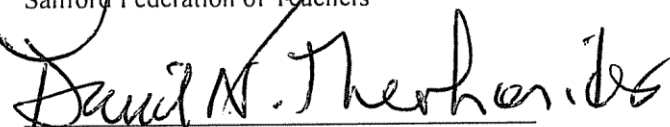
SANFORD FEDERATION OF TEACHERS



John Roux, Chairperson
Sanford Federation of Teachers



Steven Walker, President,



David N. Theoharides, Superintendent of Schools

SFT Negotiations Team

Steven Walker
Barbara Noone
Carol Baker Roux
Nicholas Ericson
Diana Allen

School Department Negotiations Team

John Roux, School Committee - Chair
Jonathan Mapes, School Committee – Vice Chair
Gwen Bedell, Business Administrator
David Theoharides, Superintendent

Schedule A1 – Salary Schedule 2017-18
--

Effective School Year 2017 – 2018
Increase of 4% over 2016 – 2017 Salary Table

Step	Yrs Exp	Assoc*	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
0	0	\$29,328	\$36,012	\$36,690	\$37,366	\$38,718	\$39,734	\$40,751	\$42,105
1	1	\$29,377	\$36,377	\$37,054	\$37,731	\$39,084	\$40,099	\$41,116	\$42,470
2	2	\$29,426	\$36,741	\$37,419	\$38,097	\$39,449	\$40,465	\$41,481	\$42,835
3	3	\$29,476	\$37,106	\$37,783	\$38,462	\$39,815	\$40,831	\$41,846	\$43,200
4	4	\$30,726	\$38,706	\$39,383	\$40,059	\$41,412	\$42,432	\$43,445	\$44,801
5	5	\$31,971	\$40,306	\$41,134	\$41,660	\$43,014	\$44,029	\$45,043	\$46,399
6	6	\$33,220	\$41,904	\$42,581	\$43,258	\$44,614	\$45,630	\$46,645	\$47,998
7	7	\$34,468	\$43,504	\$44,181	\$44,859	\$46,213	\$47,228	\$48,245	\$49,598
8	8	\$35,714	\$45,103	\$45,779	\$46,459	\$47,811	\$48,829	\$49,841	\$51,199
9	9	\$36,963	\$46,703	\$47,380	\$48,057	\$49,411	\$50,427	\$51,442	\$52,797
10	10	\$38,211	\$48,305	\$48,981	\$49,657	\$51,011	\$52,027	\$53,043	\$54,397
11	11	\$39,458	\$49,901	\$50,579	\$51,257	\$52,611	\$53,626	\$54,643	\$55,996
12	12	\$40,842	\$51,248	\$51,965	\$52,642	\$53,997	\$55,011	\$56,028	\$57,382
13	13	\$42,227	\$52,596	\$53,350	\$54,028	\$55,382	\$56,396	\$57,412	\$58,765
14	14	\$43,613	\$53,942	\$54,734	\$55,412	\$56,767	\$57,781	\$58,797	\$60,150
15	15	\$44,996	\$55,289	\$56,119	\$56,797	\$58,152	\$59,165	\$60,183	\$61,536
16	16	\$46,382	\$56,635	\$57,505	\$58,183	\$59,536	\$60,551	\$61,568	\$62,920
17	17	\$47,768	\$57,982	\$58,890	\$59,568	\$60,922	\$61,937	\$62,953	\$64,306
18	18	\$49,153	\$60,700	\$61,660	\$62,337	\$63,692	\$64,706	\$65,722	\$67,078
19	19	\$50,721	\$62,269	\$63,228	\$63,905	\$65,260	\$66,274	\$67,291	\$68,646

Longevity (Years of Continuous Service in the Sanford School Department)

1. After completing eighteen (18) years of teaching, with the last seven (7) in the Sanford School System, a total of \$500 longevity stipend will be added to the teacher's contract.
2. After completing twenty-five (25) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1,000 longevity stipend will be added to the teacher's contract.
3. After completing thirty (30) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1,500 longevity stipend will be added to the teacher's contract.

Notes:

1. A Speech Language Pathologist with an advanced Certificate of Clinical Competence will receive an additional stipend of \$3,500 added to their salary step as reflected above.

Schedule A2 – Salary Schedule 2018-19
--

Effective School Year 2018 – 2019
Increase of 2.25% over 2017 – 2018 Salary Table

Step	Yrs Exp	Assoc*	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
0	0	\$29,988	\$36,822	\$37,515	\$38,207	\$39,589	\$40,628	\$41,668	\$43,052
1	1	\$30,038	\$37,195	\$37,888	\$38,580	\$39,963	\$41,002	\$42,041	\$43,425
2	2	\$30,089	\$37,568	\$38,261	\$38,954	\$40,337	\$41,376	\$42,414	\$43,798
3	3	\$30,139	\$37,941	\$38,633	\$39,327	\$40,711	\$41,750	\$42,787	\$44,172
4	4	\$31,418	\$39,577	\$40,270	\$40,960	\$42,344	\$43,387	\$44,422	\$45,809
5	5	\$32,690	\$41,213	\$42,059	\$42,597	\$43,982	\$45,019	\$46,057	\$47,443
6	6	\$33,968	\$42,847	\$43,539	\$44,231	\$45,618	\$46,657	\$47,694	\$49,078
7	7	\$35,243	\$44,483	\$45,175	\$45,868	\$47,253	\$48,290	\$49,330	\$50,714
8	8	\$36,518	\$46,118	\$46,809	\$47,504	\$48,887	\$49,928	\$50,963	\$52,351
9	9	\$37,795	\$47,754	\$48,447	\$49,138	\$50,523	\$51,561	\$52,599	\$53,985
10	10	\$39,070	\$49,392	\$50,083	\$50,774	\$52,159	\$53,198	\$54,236	\$55,621
11	11	\$40,346	\$51,024	\$51,718	\$52,410	\$53,795	\$54,832	\$55,872	\$57,256
12	12	\$41,761	\$52,401	\$53,135	\$53,826	\$55,212	\$56,248	\$57,288	\$58,673
13	13	\$43,177	\$53,779	\$54,551	\$55,243	\$56,628	\$57,664	\$58,704	\$60,088
14	14	\$44,594	\$55,156	\$55,965	\$56,658	\$58,044	\$59,082	\$60,120	\$61,504
15	15	\$46,009	\$56,533	\$57,381	\$58,075	\$59,460	\$60,496	\$61,537	\$62,921
16	16	\$47,426	\$57,909	\$58,799	\$59,492	\$60,876	\$61,913	\$62,953	\$64,336
17	17	\$48,843	\$59,287	\$60,215	\$60,908	\$62,293	\$63,331	\$64,369	\$65,753
18	18	\$50,259	\$62,066	\$63,048	\$63,739	\$65,125	\$66,161	\$67,201	\$68,587
19	19	\$51,862	\$63,670	\$64,651	\$65,343	\$66,728	\$67,765	\$68,805	\$70,190

Longevity (Years of Continuous Service in the Sanford School Department)

1. After completing eighteen (18) years of teaching, with the last seven (7) in the Sanford School System, a total of \$500 longevity stipend will be added to the teacher's contract.
2. After completing twenty-five (25) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1,000 longevity stipend will be added to the teacher's contract.
3. After completing thirty (30) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1,500 longevity stipend will be added to the teacher's contract.

Notes:

1. A Speech Language Pathologist with an advanced Certificate of Clinical Competence will receive an additional stipend of \$3,500 added to their salary step as reflected above.
2. Beginning in the 2018-19 school year, a School Psychologist with a license of Clinical Competence from the National Association of School Psychology and appropriately certified by the State of Maine will receive an additional stipend of \$3,500 added to their salary step as reflected above.

Schedule A3 – Salary Schedule 2019-20
--

Effective School Year 2019 – 2020
Increase of 2.75% over 2018 – 2019 Salary Table

Step	Yrs Exp	Assoc	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
0	0	\$30,813	\$37,835	\$38,547	\$39,257	\$40,678	\$41,745	\$42,813	\$44,236
1	1	\$30,864	\$38,218	\$38,930	\$39,641	\$41,062	\$42,129	\$43,197	\$44,619
2	2	\$30,916	\$38,601	\$39,313	\$40,025	\$41,446	\$42,513	\$43,580	\$45,003
3	3	\$30,968	\$38,984	\$39,696	\$40,409	\$41,830	\$42,898	\$43,964	\$45,386
4	4	\$32,282	\$40,665	\$41,377	\$42,087	\$43,508	\$44,580	\$45,644	\$47,069
5	5	\$33,589	\$42,346	\$43,216	\$43,769	\$45,191	\$46,257	\$47,324	\$48,747
6	6	\$34,902	\$44,025	\$44,737	\$45,447	\$46,872	\$47,940	\$49,006	\$50,427
7	7	\$36,213	\$45,706	\$46,418	\$47,130	\$48,552	\$49,618	\$50,687	\$52,108
8	8	\$37,522	\$47,386	\$48,097	\$48,811	\$50,231	\$51,301	\$52,364	\$53,790
9	9	\$38,834	\$49,067	\$49,779	\$50,490	\$51,912	\$52,979	\$54,045	\$55,469
10	10	\$40,145	\$50,750	\$51,460	\$52,171	\$53,593	\$54,660	\$55,728	\$57,150
11	11	\$41,455	\$52,427	\$53,140	\$53,852	\$55,274	\$56,340	\$57,409	\$58,830
12	12	\$42,909	\$53,842	\$54,596	\$55,307	\$56,730	\$57,795	\$58,864	\$60,286
13	13	\$44,364	\$55,258	\$56,051	\$56,763	\$58,185	\$59,250	\$60,319	\$61,740
14	14	\$45,820	\$56,673	\$57,505	\$58,216	\$59,640	\$60,706	\$61,774	\$63,195
15	15	\$47,274	\$58,087	\$58,959	\$59,672	\$61,095	\$62,160	\$63,230	\$64,651
16	16	\$48,730	\$59,502	\$60,416	\$61,129	\$62,550	\$63,616	\$64,685	\$66,105
17	17	\$50,186	\$60,917	\$61,870	\$62,583	\$64,006	\$65,072	\$66,139	\$67,561
18	18	\$51,641	\$63,773	\$64,781	\$65,492	\$66,916	\$67,981	\$69,049	\$70,473
19	19	\$53,289	\$65,421	\$66,429	\$67,140	\$68,564	\$69,628	\$70,697	\$72,121

Longevity (Years of Continuous Service in the Sanford School Department)

1. After completing eighteen (18) years of teaching, with the last seven (7) in the Sanford School System, a total of \$500 longevity stipend will be added to the teacher's contract.
2. After completing twenty-five (25) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1000 longevity stipend will be added to the teacher's contract.
3. After completing thirty (30) years of teaching, with the last seven (7) in the Sanford School System, a total of \$1,500 longevity stipend will be added to the teacher's contract.

Notes:

1. A Speech Language Pathologist with an advanced Certificate of Clinical Competence will receive an additional stipend of \$3,500 added to their salary step as reflected above.
2. A School Psychologist with a license of Clinical Competence from the National Association of School Psychology and appropriately certified by the State of Maine will receive an additional stipend of \$3,500 added to their salary step as reflected above.

SCHEDULE B1 - SCHEDULE FOR FALL ATHLETIC ASSIGNMENTS

Position	Level	Group	% of Base	2017-2018	2018-2019	2019-2020	Max for Exist
Fall			<i>Base =</i>	\$36,012	\$36,822	\$37,835	<i>see Notes</i>
HS Head Football	A	1	17.00%	\$6,122	\$6,260	\$6,432	\$7,621
HS Asst. Football	B	1	10.00%	\$3,601	\$3,682	\$3,784	
HS Asst. Football	B	1	10.00%	\$3,601	\$3,682	\$3,784	\$3,703
HS Asst. Football	B	1	10.00%	\$3,601	\$3,682	\$3,784	
Freshman Football	B	1	10.00%	\$3,601	\$3,682	\$3,784	
Freshman Asst. Football	B	1	10.00%	\$3,601	\$3,682	\$3,784	
HS Cross Country	A	2	11.00%	\$3,961	\$4,050	\$4,162	
HS Golf	A	3	7.00%	\$2,521	\$2,578	\$2,648	
HS Head Field Hockey	A	2	11.00%	\$3,961	\$4,050	\$4,162	\$6,906
HS Asst./JV Field Hockey	B	2	8.00%	\$2,881	\$2,946	\$3,027	\$4,848
First Team Field Hockey	B	2	8.00%	\$2,881	\$2,946	\$3,027	
HS Boys Head Soccer	A	2	11.00%	\$3,961	\$4,050	\$4,162	
HS Boys Asst./JV Soccer	B	2	8.00%	\$2,881	\$2,946	\$3,027	
First Team Boys Soccer	B	2	8.00%	\$2,881	\$2,946	\$3,027	
HS Girls Head Soccer	A	2	11.00%	\$3,961	\$4,050	\$4,162	
HS Girls Asst./JV Soccer	B	2	8.00%	\$2,881	\$2,946	\$3,027	
First Team Girls Soccer	B	2	8.00%	\$2,881	\$2,946	\$3,027	
HS Cheerleading	A	2	11.00%	\$3,961	\$4,050	\$4,162	
HS Girls Volleyball	A	2	11.00%	X	\$4,050	\$4,162	
HS JV Girls Volleyball	B	2	8.00%	X	\$2,946	\$3,027	
8th Grade Field Hockey	C	2	5.00%	\$1,801	\$1,841	\$1,892	\$3,089
7th Grade Field Hockey	C	2	5.00%	\$1,801	\$1,841	\$1,892	
8th Grade Girls Soccer	C	2	5.00%	\$1,801	\$1,841	\$1,892	
7th Grade Girls Soccer	C	2	5.00%	\$1,801	\$1,841	\$1,892	
8th Grade Boys Soccer	C	2	5.00%	\$1,801	\$1,841	\$1,892	
7th Grade Boys Soccer	C	2	5.00%	\$1,801	\$1,841	\$1,892	
JH Cross Country	C	2	5.00%	\$1,801	\$1,841	\$1,892	

Notes:

- SFT with Athletic Director determined Sport Groups, 1-3, based on # of Participants, Length of Season, Risk of Injury, No. of Games, No. of Assistant Coaches.
- A matrix of percentages of the base was developed based on whether the sport was Varsity, JV, freshmen, HS Assistant Coach, or JH.
- The formula of multiplying the base by the percentage may result in a lower stipend for some existing coaches currently receiving stipends for sports. In this case the existing coach will be paid the stipend amount listed in the column labeled "Max for Exist." These stipends will remain frozen until the new proposed scale "catches up," or a new coach is assigned to the sport. When a new coach is assigned to a sport, he/she will receive the stipend determined by the formula.
- SFT will have the right to negotiate the impact of all new positions for schedule B.

SCHEDULE B2 - SCHEDULE FOR WINTER ATHLETIC ASSIGNMENTS

Position	Level	Group	% of Base	2017-2018	2018-2019	2019-2020
Winter			<i>Base =</i>	\$36,012	\$36,822	\$37,835
Boys Varsity Basketball	A	1	17.00%	\$6,122	\$6,260	\$6,432
Boys JV Basketball	B	1	10.00%	\$3,601	\$3,682	\$3,784
Boys First Team Basketball	B	1	10.00%	\$3,601	\$3,682	\$3,784
Girls Varsity Basketball	A	1	17.00%	\$6,122	\$6,260	\$6,432
Girls JV Basketball	B	1	10.00%	\$3,601	\$3,682	\$3,784
Girls First Team Basketball	B	1	10.00%	\$3,601	\$3,682	\$3,784
Head Wrestling	A	1	17.00%	\$6,122	\$6,260	\$6,432
Asst. Wrestling	B	1	10.00%	\$3,601	\$3,682	\$3,784
Swimming	A	2	11.00%	\$3,961	\$4,050	\$4,162
Asst. Swimming	B	2	8.00%	\$2,881	\$2,946	\$3,027
HS Cheerleading	A	2	11.00%	\$3,961	\$4,050	\$4,162
HS Girls Indoor Track	A	2	11.00%	X	X	\$4,162
HS Girls Asst. Indoor Track	B	2	8.00%	X	X	\$3,027
HS Boys Indoor Track	A	2	11.00%	X	X	\$4,162
HS Boys Asst. Indoor Track	B	2	8.00%	X	X	\$3,027
8th Grade Boys Basketball	C	1	7.00%	\$2,521	\$2,578	\$2,648
7th Grade Boys Basketball	C	1	7.00%	\$2,521	\$2,578	\$2,648
8th Grade Girls Basketball	C	1	7.00%	\$2,521	\$2,578	\$2,648
7th Grade Girls Basketball	C	1	7.00%	\$2,521	\$2,578	\$2,648
JH Cheerleading	C	1	7.00%	\$2,521	\$2,578	\$2,648
JH Wrestling	C	1	7.00%	\$2,521	\$2,578	\$2,648

Notes:

1. SFT with Athletic Director determined Sport Groups, 1-3, based on # of Participants, Length of Season, Risk of Injury, No. of Games, No. of Assistant Coaches.
2. A matrix of percentages of the base was developed based on whether the sport was Varsity, JV, freshmen, HS Assistant Coach, or JH.
3. The formula of multiplying the base by the percentage may result in a lower stipend for some existing coaches currently receiving stipends for sports. In this case the existing coach will be paid the stipend amount listed in the column labeled "Max for Exist." These stipends will remain frozen until the new proposed scale "catches up," or a new coach is assigned to the sport. When a new coach is assigned to a sport, he/she will receive the stipend determined by the formula.
4. SFT will have the right to negotiate the impact of all new positions for schedule B.

Sport Abbreviation	Sport Group	Var**	Asst., JV, Frosh	JH
		A	B	C
FB WR BB	1	17%	10%	7%
VB LA SW FH FC TR BS SB SO XC WC IT	2	11%	8%	5%
TE GO	3	7%	6%	4%

SCHEDULE B3 - SCHEDULE FOR SPRING ATHLETIC ASSIGNMENTS

Position	Level	Group	% of Base	2017-2018	2018-2019	2019-2020	Max for Exist
Spring			<i>Base =</i>	\$36,012	\$36,822	\$37,835	<i>see Notes</i>
Varsity Baseball	A	2	11.00%	\$3,961	\$4,050	\$4,162	\$4,288
JV Baseball	B	2	8.00%	\$2,881	\$2,946	\$3,027	
First Team Baseball	B	2	8.00%	\$2,881	\$2,946	\$3,027	
Varsity Softball	A	2	11.00%	\$3,961	\$4,050	\$4,162	
JV Softball	B	2	8.00%	\$2,881	\$2,946	\$3,027	
First Team Softball	B	2	8.00%	\$2,881	\$2,946	\$3,027	
Head Boys Track	A	2	11.00%	\$3,961	\$4,050	\$4,162	\$4,284
Asst. Boys Track	B	2	8.00%	\$2,881	\$2,946	\$3,027	
Head Girls Track	A	2	11.00%	\$3,961	\$4,050	\$4,162	\$5,702
Asst. Girls Track	B	2	8.00%	\$2,881	\$2,946	\$3,027	
Boys Tennis	A	3	7.00%	\$2,521	\$2,578	\$2,648	
Girls Tennis	A	3	7.00%	\$2,521	\$2,578	\$2,648	
Girls Varsity Lacrosse	A	2	11.00%	\$3,961	\$4,050	\$4,162	
Girls JV Lacrosse	B	2	8.00%	\$2,881	\$2,946	\$3,027	
Boys Varsity Lacrosse	A	2	11.00%	X	\$4,050	\$4,162	
Boys JV Lacrosse	B	2	8.00%	X	\$2,946	\$3,027	
8th Grade Baseball	C	2	5.00%	\$1,801	\$1,841	\$1,892	
7th Grade Baseball	C	2	5.00%	\$1,801	\$1,841	\$1,892	
8th Grade Softball	C	2	5.00%	\$1,801	\$1,841	\$1,892	
7th Grade Softball	C	2	5.00%	\$1,801	\$1,841	\$1,892	
JH Boys Track	C	2	5.00%	\$1,801	\$1,841	\$1,892	
JH Girls Track	C	2	5.00%	\$1,801	\$1,841	\$1,892	
JH 8 Boys Lacrosse	C	2	5.00%	X	X	\$1,892	
JH 7 Boys Lacrosse	C	2	5.00%	X	X	\$1,892	
JH 8 Girls Lacrosse	C	2	5.00%	X	X	\$1,892	
JH 7 Girls Lacrosse	C	2	5.00%	X	X	\$1,892	

Notes:

- SFT with Athletic Director determined Sport Groups, 1-3, based on # of Participants, Length of Season, Risk of Injury, No. of Games, No. of Assistant Coaches.
- A matrix of percentages of the base was developed based on whether the sport was Varsity, JV, freshmen, HS Assistant Coach, or JH.
- The formula of multiplying the base by the percentage may result in a lower stipend for some existing coaches currently receiving stipends for sports. In this case the existing coach will be paid the stipend amount listed in the column labeled "Max for Exist." These stipends will remain frozen until the new proposed scale "catches up," or a new coach is assigned to the sport. When a new coach is assigned to a sport, he/she will receive the stipend determined by the formula.
- SFT will have the right to negotiate the impact of all new positions for schedule B.

SCHEDULE C1 - COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS

Level	Position	Group	% of Base	2017-2018	2018-2019	2019-2020
Activity	High School / SRTC		<i>Base =</i>	\$36,012	\$36,822	\$37,835
HS	Civil Rights Team	A	2.00%	\$720	\$736	\$757
HS	Freshman Class Advisor (2)	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Pep Band	A	2.00%	\$720	\$736	\$757
HS	Musical Business Manager	A	2.00%	\$720	\$736	\$757
HS	National Tech Honor Society	A	2.00%	\$720	\$736	\$757
HS	Sophomore Class Advisor (2)	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Environmental Club	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Future Farmers of America	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Peer Helpers	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Art Club	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Future Educators	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Math Team	B	3.50%	\$1,260	\$1,289	\$1,324
HS	French Club	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Nat'l Honor Society Co-Advisor (2)	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Pep Club Advisor*	A	2.00%	\$720	\$736	\$757
HS	Skills USA Co-Advisor (2)	C	4.50%	\$1,621	\$1,657	\$1,703
HS	Distaff Yearbook Advisor**	F	11.50%	\$4,141	\$4,235	\$4,351
HS	Jazz Band	C	4.50%	\$1,621	\$1,657	\$1,703
HS	Junior Class Advisor (2)	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Mock Trial Advisor	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Senior Class Advisor (2)	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Student Council	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Band Director	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Chorus Director	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Marching Band Director	E	7.50%	\$2,701	\$2,762	\$2,838
HS	Assist Marching Band	E	7.50%	\$2,701	\$2,762	\$2,838
HS	Marching Percussion	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Color Guard Advisor	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Winter Color Guard	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Winter Drum Line	C	4.50%	\$1,621	\$1,657	\$1,703
HS	Drama/Musical Director - #1	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Drama/Musical Director - #2	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Drama/Musical Director - #3	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Musical Director of Musical	D	5.50%	\$1,981	\$2,025	\$2,081
HS	Robotics	B	3.50%	\$1,260	\$1,289	\$1,324
HS	Science & Ocean Bowl	B	3.50%	\$1,260	\$1,289	\$1,324

* Max for Existing: Pep Club Advisor = \$1212

** If Distaff Yearbook does not have a class during the school day, then Group F

SCHEDULE C1 - COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS

Level	Position	Group	% of Base	2017-2018	2018-2019	2019-2020
Activity	Junior High School		<i>Base =</i>	\$36,012	\$36,822	\$37,835
JH	Art Club*	A	2.00%	\$720	\$736	\$757
JH	Chorus	C	4.50%	\$1,621	\$1,657	\$1,703
JH	Yearbook	B	3.50%	\$1,260	\$1,289	\$1,324
JH	Drama Club	C	4.50%	\$1,621	\$1,657	\$1,703
JH	Student Council	B	3.50%	\$1,260	\$1,289	\$1,324
JH	7th & 8th Grade Math Club	A	2.00%	\$720	\$736	\$757
JH	Band Director	C	4.50%	\$1,621	\$1,657	\$1,703
JH	Jazz Band	C	4.50%	\$1,621	\$1,657	\$1,703
JH	Mechanical Advantage Club	B	3.50%	\$1,260	\$1,289	\$1,324

*Max for Existing: JH Art Club = \$1212

Notes:

1. SFT determined Activity Groups A-F based on # of hours, participants and responsibilities.
2. Percentage assigned to each group to be multiplied by the base teacher salary
3. SFT will have the right to negotiate the impact of all new positions for schedule C.

Activity Group	% of Base
A	2.0%
B	3.5%
C	4.5%
D	5.5%
E	7.5%
F	11.5%

SCHEDULE C2 - COMPENSATION FOR INTRAMURALS ASSIGNMENTS

1. Intramurals will be compensated at the rate of \$12.00 per hour, not to exceed thirty (30) hours for each approved intramural activity to a maximum of \$360.00.
2. Each building administrator will budget for intramural activities as needed.
3. Building administrator will determine which intramurals will be funded each year based on the approved budget.
4. Yearly changes in intramurals, along with proposals for new intramurals will be determined by the building administrator as the budget allows.
5. Exceptions to the thirty (30) hour maximum time limit may be waived by the building administrator on a one-time, case-by-case basis. If the activity has the potential to constantly exceed the thirty (30) hour limit, the activity shall be referred to the Schedule B/C review process in collaboration with the Federation.
6. The following existing intramural programs will be funded as follows:
 - a. Health & Wellness Club – Up to 300 hours x \$12/hr = **Total Program Budget \$3600***
 - b. JH Open Gym – Up to 100 hours x \$12/hr = **Total Program Budget \$1200***
 - c. HS Weight Room (3 seasons) – Up to 100 hours/season x \$12/hr = \$1200/season x 3 seasons = **Total Program Budget \$3600***

*Note: The above intramurals may involve multiple staff sharing the Total Program Budget.

SCHEDULE D - COMPENSATION FOR EXTRA CURRICULAR ASSIGNMENTS

SEPTEMBER 1, 2017 – AUGUST 31, 2020

1. PLCSS - Certification / Authorization Committee

- | | |
|---|--------|
| 1) PLCSS Chairperson | \$500 |
| 2) Building Level Coordinators – Up to 2 per building | \$1300 |
| 3) Ed Tech Authorization Teacher Representative | \$500 |

2. Department Heads

- These are one year positions that are renewable but not automatic appointments.
- Total of thirty (30) days will be granted to Department Heads to perform observations and evaluations on grade 7 through 12 staff members. Days will be granted by the Principal.

• Salary Calculation

BASE	\$1700
------------	--------

ADD-ONS

Experience as Department Head

- | | |
|-------------------------------------|-------|
| 1. 0-3 years | \$0 |
| 2. 4-6 years (10% of Base)..... | \$170 |
| 3. 7 Plus years (21% of Base) | \$357 |

SAFETY, EQUIPMENT, MATERIALS

- | | |
|--|-------|
| Cat. 1 HS&JHS Science & Health/PE (40% of Base) | \$680 |
| Cat. 2 Family/Consumer Science & Bus. Tech (30% of Base) | \$510 |
| Cat. 3 Unified Arts (20% of Base) | \$340 |
| Cat. 4 All other Departments (0% of Base) | \$0 |

PER TEACHER (FTE) (15% of Base).....	\$255
--------------------------------------	-------

3. Grade Level Leaders – K-6 – (2 per grade)	\$1250
---	---------------

4. New Teacher Induction

- | | |
|----------------------|-----------------------------------|
| a. Coordinators..... | \$3000 + (\$75 x # Mentor's) |
| b. Mentors | Each BT1/2 @ \$500 or BT+ @ \$100 |

5. SHS School Treasurer	\$6000
--------------------------------------	---------------

6. High School Early Hall Monitor	\$450
--	--------------

7. 504 Coordinator	\$3600
---------------------------------	---------------

8. Chemical Hygiene Officer	\$5000
--	---------------

9. Summer School	Per Course \$1500
-------------------------------	--------------------------

10. JH Athletic Liaison	\$5000
--------------------------------------	---------------

11. HS Distaff Yearbook Business Mgr.....	\$1500
--	---------------

12. PLP Coordinators (2 HS, 2 JH).....	\$1000
---	---------------

13. Spartan Time Coordinators (2 HS)	\$850
---	--------------

Note:

1. SFT will have the right to negotiate the impact of all new positions for schedule D.
2. A study committee of the SFT and District will review Schedule D and make adjustments as mutually agreed upon.