

FAIRFIELD UNIFIED SCHOOL DISTRICT NO. 310

2023-2024

NEGOTIATED AGREEMENT



Ratification: 6/19/2023

NEGOTIATED AGREEMENT

Between the Board of Education of the Fairfield Unified Schools, District No. 310, and the Fairfield Teacher's Association for the year beginning August 1, 2023, and ending July 31, 2024.

SAVINGS CLAUSE. The parties agree that any portion of this Agreement which is superseded by statute or regulation imposed by a higher authority shall be null and void, but the remainder shall be binding and in full force and effect after ratification by the Fairfield Teachers Association and the Board of Education of U.S.D. No. 310 for the 2023-2024 school year.

MAINTENANCE OF STANDARDS. The ratification and signing of this Agreement enacts all provisions of this Agreement for the period of time covered by this Agreement from August 1, 2023, to July 31, 2024.

TERM OF AGREEMENT. This negotiated agreement shall be for the one year term herein identified beginning August 1, 2023, and ending July 31, 2024.

All provisions of this Agreement as ratified by both parties for the 2023-2024 Agreement, unless removed or changed by mutual consent.

Christopher Hewitt
Fairfield Teacher's Association

Derek Zongker, President
Fairfield Board of Education

Amy Riggs, Clerk
USD 310 Board of Education

Date of Ratification: 6/19/2023

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I. PROCEDURAL MATTERS:

A. RECOGNITION OF FAIRFIELD TEACHER'S ASSOCIATION.

On November 25, 2015 the Board of Education of U.S.D. No. 310 recognized the FTA (Fairfield Teacher's Association) as the exclusive bargaining representative for the teachers in U.S.D. 310. This may change as provided by law.

1. MEET AND CONFER PROCESS.

In an effort to meet the needs of the certified employees of USD 310 and the Board of Education, a "Fairfield Teacher Council" will meet periodically throughout the year with the superintendent in order to address the routines, procedures, and concerns related to the teachers and the Board. This will not be in lieu of formal negotiations.

B. DUTIES OF TEACHERS.

It is the responsibility of the teacher to teach his/her classes in a manner that is consistent with good educational practices under the guidance and direction of the principal and/or superintendent. In order to have unity within a given school, it may be necessary to make slight adjustments in one's own educational plan.

Supplemental duties/extra duties (see Appendix B, pages 1 & 2 and Appendix C) will be filled on a voluntary basis. Paid and unpaid extra duties will be filled on a voluntary basis. All teachers are encouraged to assume their fair share of these supplemental duties.

Weekly lesson plans for each subject taught are to be in the hands of the building principal on the first working day of each week. These plans need not be detailed nor contain behavioral objectives. Each classroom teacher is encouraged to visit or attempt to visit appropriate parents at school or in the home of the parent.

It is the teacher's responsibility to use the adopted textbooks/resources and to follow the general curriculum guidelines as set up by the administration and the Board of Education. The teachers and the principal will determine appropriate classes with the final approval of the superintendent. It is the teacher's responsibility to seek methods to apply the lessons in the most effective way for each child. Teachers are also responsible for contributing to and implementing the recommendations of the building "Student Improvement Team" (SIT).

Because teachers are primary agents in carrying out many board policies as they affect the students and because we all wish to avoid misunderstandings of policies and subsequent dereliction of duty, it is agreed that the board policies will be posted to the website. Teachers may also request a digital copy of the BOE policy handbook from the board clerk at no charge to the teacher. Oral interpretation of specific items will be provided on request.

The Board of Education shall provide a study and plan period for all teachers. It is the teacher's responsibility to make good use of the period. All teachers will be on morning hall/door duty before school, as defined by the building principal.

The teacher's day shall be eight hours including lunch period. Any variance in the 7:30 a.m. to 3:30 p.m. teacher's contract day will be stated on the teacher's contract and will be by mutual agreement of the teacher and superintendent. Supplemental duties will generally be outside the normal school day. Rotational duties (i.e. bus or hall duty, etc.), are a part of the regular school day.

C. PROFESSIONAL DUES.

The board shall deduct from the payroll such professional dues as requested by the teacher. Dues shall be deducted in twelve (12) equal installments beginning in September. The teacher shall advise the district treasurer on or before September 10 of each school year of their intent to have professional dues deducted from their check. The board shall not be liable for collections over or under the stipulated amount.

D. COMPREHENSIVE AGREEMENT.

All negotiated items between the Teacher's Association and the Board of Education will be compiled yearly by the Board of Education upon the completion of negotiations. Copies of this agreement shall be printed and bound at the expense of the Board according to the schedule below and presented to all teachers now employed. The Board shall furnish five (5) copies of this Agreement to the Association for its use.

Ratified by:

May 1

June 1

July 1

After July 1

Printed by:

May 31

July 15

August 31

ASAP

II. HOURS AND AMOUNTS OF WORK:

A. CONTRACT TERM.

Teacher contracts shall be based on a 178 days or less contract. The district calendar shall reflect a minimum of three scheduled in-service days and four teacher workdays. Teacher workdays and inservice days in lieu of student contact days scheduled on the district calendar may be called by the district administration as needed. Any days called for this purpose will be announced to the staff, students, and patrons in a timely manner.

B. RESIGNATION PROCEDURE.

A teacher who has signed a contract and accepted a teaching position for the coming school year in the district, or who has not tendered his/her resignation before the statutory date set in K.S.A. 72-5436 et. seq. shall be subject to liquidated damages as specified below. If a teacher resigns prior to January 1 of the current school year, an amount of \$600 will be paid to that teacher. Prior to February 28/29 of the current school year, an amount of \$400 will be paid to that teacher. Prior to March 31 of the current school year, an amount of \$200 will be paid to that teacher. All payments will be added to their final paycheck.

Provisions for assessing damages in a teacher contract release:

April 16 through date set in K.S.A. 72-5436	No assessment
Date set in K.S.A. 72-5436 through June 15	\$300.00 penalty
June 16 through July 15	\$600.00 penalty
After July 16	\$900.00 penalty

In the event the district owes the teacher additional salary amounts after the teacher resigns or fails to honor the contract, the board may deduct the amount of liquidated damages from the amount owed to the teacher by the district.

C. EXTENDED CONTRACT.

Extended Contracts are offered at the discretion of the Administration and the Board of Education. Extended Contracts are an extension of the employees' specified contractual duties. The rate of pay for an Extended Contract is 1/188th of the base salary of the employee being considered for an Extended Contract. Extended Contracts do not include committee work or work related to K.E.S.A; those duties will be addressed on an individual basis.

D. PARENT-TEACHER CONFERENCES.

Two series of parent teacher conferences will be held each year in all USD 310 schools. Parent teacher conferences will be held on two evenings from 4:00-8:00 in October and again in March. Classes will not be in session on the Friday of conference week. Hours may be altered by mutual agreement between the teachers, administrators, and Board of Education.

E. TEACHER WORK DAYS/IN-SERVICE DAYS:

The four (4) teacher workdays shall include two days before school begins each year, one day at the end of first semester, and one day at the close of the school year. The two teacher workdays before school begins are intended for teachers to prepare classrooms. The workday at the end of the first semester is intended for teachers to complete grades, complete records, and prepare for the second semester. The workday at the end of the school year is intended for teachers to complete grades, complete records, and inventory supplies and materials. The administration intends for these four teacher workdays to be free of building and district level meetings and shall plan accordingly. Teachers will not be scheduled for meetings on these days. Meetings will

be called by the administration on an emergency basis only.

The four (4) teacher workdays must be assigned to the school calendar according to this agreement. However, up to three (3) "flexible" workdays may be scheduled by the administration in lieu of a specific calendar workday in August, January, or May. A flexible workday allows teachers to choose the day/time they would work to accomplish the intended purpose for that workday. Each workday will be designated as flex or required attendance on the official USD 310 District Calendar.

The USD #310 Board of Education may schedule one or more additional workdays for new teachers as needed. New teachers may have an additional two (2) days at the beginning of the school year for training, in-service, or working in their rooms. The new teachers would be paid a stipend of \$150 per day. Also, teachers with one year in the district may have one additional day with a stipend of \$150 per day.

The Board of Education shall allow a P.D.C. committee to make recommendations concerning the fall in-service program. The committee shall consist of four teachers and two administrators. The teachers shall be selected by the teachers' association. The administrators shall consist of the Superintendent and a principal. The committee shall recommend topics, schedules, and personnel to assist in the program.

Teachers employed by U.S.D. #310 who are requested by the administration to present an in-service activity in their area of expertise to their peers will be paid \$15.00 per hour if the activity is presented on non-contract time; \$10.00 per hour if the activity is presented on contract time.

The school district will provide transportation to out-of-district in-service activities when deemed necessary by the superintendent. On occasions when teachers drive to out-of-district in-service activities a mileage stipend at the current state rate, will be paid by the school district to the designated driver(s) as approved by the superintendent in consultation with those teachers attending the in-service activity. Mileage is NOT paid for in-district in-service activities.

F. ATTENDANCE OF MEETINGS.

Teachers from time to time will be sent to attend education and curriculum oriented meetings. The teacher representatives will be selected jointly by the principal and superintendent. The meetings and the frequency shall be determined by the superintendent in keeping with budget limitations. Part or all of the expenses involved may be paid from school funds.

Attendance at out-of-state meetings will be considered on an individual basis with approval by the Board of Education upon recommendation of the superintendent.

III. LEAVE POLICIES:

LEAVE POLICIES.

Personal Leave

Each full-time teacher shall receive twelve (12) days of personal leave credit with full pay. Personal leave on the following days requires the prior approval of the building principal and the superintendent.

- School days immediately preceding or following a holiday. (Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day, Fourth of July)
- The first two or last two days of the school year.
- During in-service or on parent-teacher conference days.

Annual credit shall be extended on the first working day of each school year and shall at no time accumulate in excess of 80 days.

The yearly allowance is available for use upon working one day in each new year. However, if an employee terminates employment he or she will be credited with one day of personal leave for each month worked. Any used personal leave that was not earned will be deducted from the last paycheck.

Once a certified employee has accumulated the maximum number of days (80) of personal leave allowed by the agreement, he/she will be compensated for those unused days over 80 at the rate of \$67.50 per day. Payment will be made in the first pay period in the new school year and upon completion of negotiations.

THE DISTRICT WILL ADHERE TO THE FAMILY MEDICAL LEAVE ACT OF 1993.

RENUMERATION FOR UNUSED LEAVE UPON RETIREMENT:

Upon retirement or to the estate of the teacher upon his/her death, unused leave shall be paid to each teacher at the following rate up to 80 days: 5-9 years of continuous service at \$20 per day; 10-19 years of continuous service at \$40 per day; and 20+ years of continuous service at \$67.50 per day.

1. LEAVE BANK.

Members of U.S.D. 310 teaching staff, upon voluntary written agreement, which must be given to the district office by September 10th, shall donate two (2) days (16 hours) leave to a leave bank on their initial enrollment. Each subsequent year they will donate one (1) day (8 hours). Once days have been donated, they become the property of the leave bank. To re-enter the leave bank, teachers must donate two (2) days (16 hours). Said participating staff members who have depleted their accumulated leave or personal days and one day of pay deduct may draw upon the bank as provided:

2. APPLICATION FOR BANK DAYS.

- a. The leave bank policy shall be administered by the Leave Bank Committee.
- b. Any certified staff member who joins the bank for the current school year may make application for additional days of leave.
- c. Application for bank leave days shall be made to the President of the local Teachers' Association and shall contain the following information:
 1. Applicant's name.

2. Number of days requested.
 3. Name of attending physician.
 4. Name of medical facility if applicable.
 5. General nature of long term illness.
 6. Physicians signed statement of member's long term incapacitation for work if the leave days are for the member.
- d. Applications may be made by:
1. Bank Member.
 2. Spouse or nearest of kin on behalf of bank member.
 3. Pool committee on behalf of the bank member.

3. BANK COMMITTEE.

- a. The bank committee will be selected annually by the local President of the teaching association on a rotating basis and shall consist of:
1. One (1) elementary teacher who is a member
 2. One (1) middle school teacher who is a member
 3. One (1) high school teacher who is a member
- b. The bank committee shall be selected by the tenth (10th) attendance day of the contract year and will be selected in the following manner:
1. Voluntary basis.
 2. If no volunteers, members shall be asked to serve by alphabetical order.

4. GRANTING OF BANK LEAVE DAYS.

- a. Bank leave days can be granted for illness, accident, funeral, etc., in the following cases:
1. Incapacitation of the bank member.
 2. Incapacitation of the bank member's spouse.
 3. Incapacitation of the bank member's children, including stepchildren, adopted children.
 4. Any allowed use of leave listed in the leave policy on page 6.
- b. The applying member may apply for a maximum of:
- 1st through 4th year of teaching, 10 days
 - 5th through 9th year of teaching, 15 days
 - 10th through 14th year of teaching, 20 days
 - 15th through 19th year of teaching, 25 days
 - Beginning with the 20th year of teaching and beyond, 40 days
- And must have exhausted all accumulated and personal leave days.
A pay deduction will be made before each application to the leave bank during the current school year, except in cases such as pregnancy, surgery/complications from surgery, or long term illness/situation as defined by physician/ leave bank committee.
Example: Cancer/injury/or a long term family situation.
- c. Bank days will be granted or denied by majority vote, by secret ballot, of the bank committee.

5. BANK RENEWAL AND CARRYOVER.

- a. A report pertaining to the various transactions, if any, shall be prepared and reviewed annually with the Teachers' Association President.
- b. The days contributed and not used shall remain in the bank and be available for future use.
- c. The bank will be frozen at 150 days (1,200 hours). New certified staff employed by the district may enroll their first year with a donation of two (2) days (16 hours).
- d. In September, provided the bank accumulates over 150 days (1,200 hours), the Board will pay \$60 per day (\$7.50 per hour) for each day above 150 days (1,200 hours). Payment will be divided equally to those who are standing members. Standing members are those members who were participants in the leave bank the previous school year, and are current members of the leave bank. Payment will be made in the first pay period in the new school year and upon completion of negotiations.

B. MATERNITY LEAVE.

Absences because of pregnancy will be covered as part of leave hereinbefore specified.

C. PROFESSIONAL LEAVE FOR FTA.

The Board of Education will allow the local teachers' association to select a teacher or teachers to send to association meetings [totaling no more than five (5) days per year]. The teachers' association shall pay to the Board of Education the amount equal to the substitute salary rate for those days of professional leave granted. Days in addition to the above may be had at the full docked pay as specified under Salary in this agreement. All such absence requests shall be made by the local association president in writing and at least five (5) school days prior to the absence. The absence request shall be submitted to the superintendent or principal.

D. PROFESSIONAL LEAVE (NOT FTA)

The Board of Education will allow professional development points earned to apply to movement on the salary schedule under the following guidelines:

1. Each column movement on the salary schedule must consist of a minimum of five college hours with the remainder being a combination of points or additional hours. One (1) college hour equals 20 points. Masters' teachers may move across on points only.
2. Any advancement on the salary schedule earned through the approved in-service plan shall be permanent even if the Board discontinues in-service plan.
3. Points earned must be directly related to the district's in-service goals. The points will be approved as per the local PDC plan as approved by the Board of Education.
4. A committee member may receive payment for committee work only if it is off contract time. If a committee member works during the contract day, then he/she may be eligible for recertification points only. Each committee member may choose one of the following:
 - a. PDC points for movement on the salary schedule **and** recertification points.
 - b. Hourly committee pay **and** recertification points.
5. A teacher may receive PDC points for in-service if the in-service is during the contract day. A teacher may also receive PDC points for inservice off contract time. If the in-service is during the contract day, only recertification points will be available. Each teacher who earns points off contract time may choose one of the following:
 - a. PDC points for movement on the salary schedule and recertification.
 - b. Hourly pay and recertification points for summer institute, if applicable.
6. All summer PDC points/validations and college hours must be turned in through MyLearningPlan.com within the first week of school. This documentation may enable

- teachers to move on the salary schedule.
7. The board will pay fees for required in-service and will also pay for voluntary in-service if approved in advance.
 8. Effective August 20, 1990, only PDC points earned off teacher's contract time will be applicable for movement on the salary schedule.
 9. If the administration denies a teacher's request to attend an inservice or professional development opportunity and such teacher chooses to use a personal day to attend the inservice or professional development opportunity and chooses to pay the registration fee out of pocket, the hours will be eligible for PDC points for movement on the salary schedule and recertification if approved by the Professional Development Committee.

E. LEAVE OF ABSENCE.

A teacher may be granted a leave of absence for a period of one (1) year with re-employment within the district contingent upon recommendation of the superintendent and approval of the board with the provision that creditable service will not accumulate to the teacher and with no compensation paid to the teacher during such absence.

F. ADOPTION POLICY.

The Board of Education recognizes that a period of adjustment is necessary for both parent and child when a new child enters the family unit. The Board will allow its teachers to take time to be with this new family member under the following guidelines:

1. The child has been legally adopted and is not an informal adoption such as a foster care child.
2. That the child was not previously living with the family in a foster care situation.
3. Time will not be given to the employee if the other spouse is in the home full time.
4. If both parents are employees of the district only one parent will be given time.
5. Attempt will be made by the employee to give the district office two weeks' notice.
6. Ten school days will be allowed for adoption leave. Accumulated leave days must be used. If the employee does not have 10 leave days, then his/her pay will be reduced by 1/188th of the teacher's placement on the current salary schedule.

G. JURY DUTY.

An employee called to jury duty shall be paid regular school wages if said employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

IV. SALARY:

The salary schedule attached to this agreement as Appendix A reflects the agreement for payment to certified staff for school year 2023-2024. In the event that the contract is not settled before August 1, any increased/decreased compensation due to changes in the salary schedule will be prorated for the remaining term of the contract.

Teachers shall normally advance one step down each year unless they are at the bottom of the schedule. When a teacher has accumulated hours to allow a move to the right, then he/she may move down only one step. Teachers who have accumulated the hours necessary for a move to the right must submit "Request for Movement on Salary Scale" on or before the last teacher workday in May. Hours to be included for advancement must be completed by September 1.

Teachers shall be allowed salary schedule advancement to the right according to hours

accumulated after the date of their BS degree and after their MS degree. No hours shall be allowed after the BS degree, which were part of a program to get the original certificate. Only those hours or degrees shall be counted that are in the field where the teacher is presently employed, except that three hours of every ten may be taken in another field. Hours taken out of a teacher's teaching field must have prior approval from the Superintendent.

Lump Sum Payroll will be paid in accordance with the state statute and finance structure. May Payroll - May 10; June Payroll - June 10; July and August Payroll - not prior to June 20, not after June 30. All unexcused absences for teachers shall be docked at the rate of 1/178th of their contract.

V. ADDITIONAL ECONOMIC MATTERS:

FRINGE BENEFITS, INCLUDING SALARY REDUCTION PLAN.

1. The Board of Education shall establish a fringe benefit program to comply with Section 125 of the Internal Revenue Code. The plan will include deductions from an employee's monthly pay, at the employee's request, for childcare, medical expenses, and other items in accordance with Section 125 of the Internal Revenue Code.

2. The Affordable Care Act (ACA) eligibility procedures: There is a 30-day probation period for certified staff. Eligibility for benefits starts the first of the month following completion of the 30-day probation period.

3. The Board shall allocate an amount of \$752.00 per month for each certified full-time teacher (30 hrs. or more/week) who is enrolled in the U.S.D. #310 Health Insurance Plan. Only those full-time certified teachers who choose to enroll in the district approved health insurance plan will be entitled to the defined fringe option; the defined benefit (\$752.00 per month) may not be taken for cash or any other benefits. Payment by the Board of Education for the defined fringe will cease upon termination of employment.

4. The Board shall also provide the opportunity for each employee to execute a salary reduction agreement, one (1) annually, if additional benefits are selected, and the Board contribution does not cover the premium. Once the annual allocation is made for each selected benefit, the only changes, which will be allowed, are for fluctuations in health care premiums or marital and/or family status change. The salary reduction portion shall be an amount no greater than the total of the premiums for each of the options provided below, excluding cash, and which shall include the amount paid by the Board as stated above. Teachers shall have the option of participation in the plans available by means of salary deduction, rather than salary reduction, at the teacher's option.

5. Retired teachers eligible for the insurance coverage (ten or more years of service) is compliant of KSA 12-5040. The district will adhere to the requirements of the provision. (Appendix F)

6. Participation in any of the designated items in a. - d. below is contingent upon the Board entering into contracts for each item.

Each teacher executing a salary reduction agreement for benefits shall allocate an annual sum to be used for the purchase of:

- a. Group Term Life Insurance and Accidental Death & Dismemberment: up to \$50,000.00 and limited to eight insurance companies.
- b. Group Health Insurance: Selected district health insurance and the Dental Rider. Limited to two health insurance providers.
- c. Salary Protection Coverage: On a salary *deduction* basis, limited to two companies.
- d. Cancer Insurance: Limited to two companies.
- e. KPERS Optional Life Insurance.

Procedure for Changing Health Insurance.

A. The Superintendent shall develop a committee consisting of the following:

1. The Superintendent
2. Five teachers
3. One administrator
4. Two non-certified staff members

B. The function of the committee will be:

1. To assess the needs and wants of the current subscribers of the group health plan.
2. Research the various options available to our group.
3. Select possible options.
4. The options, in addition to our current policy, will be presented to the subscribers.
5. A simple majority vote will be required for change.
6. If the Board finds the new policy unacceptable, the current policy will remain in effect.
7. The superintendent will vote at all ESSDACK Insurance Consortium meetings as the policy holders direct, in accordance with the above procedure.

B. TAX DEFERRED ANNUITIES.

The Board of Education shall cause payroll deductions for such annuity contracts as are submitted by the teachers as per these policies. Teachers may start or stop an annuity program any time during the 30 days immediately preceding October 10, and March 10, of each year. This allows two start or stop months each year.

C. RETIREMENT BENEFIT.

The Board of Education shall deduct from the payroll the employee's share of the Kansas Public Employees Retirement System (KPERS) program. This is required of all employees who perform 630 or more hours of service in a school year.

D. MILEAGE REIMBURSEMENT.

Mileage shall be at the current state rate, adjusted once per year. No mileage will be paid to those individuals who travel for supplemental activities.

E. COMPENSATION FOR COMMITTEE WORK.

Compensation for committees will be made on a per committee basis, contingent on the task at hand. The Board of Education will assess the needs, goals, and tasks of the proposed committee (via professional staff input). Upon establishing said criteria, an honorarium will be established for participation in the committee. Selection for the committee will be on both a "selected" process and a volunteer basis.

F. COVERING CLASSES.

When teachers are requested to cover a class during their plan periods, the rate of compensation will be \$14.00 per hour. Covering classes through combination will be compensated at a \$14/hour rate up to the amount, not to exceed the current sub pay rate per day. The administration will make every effort to cover classes with substitutes or teachers with plan periods before combining classes. In the event combined classes are necessary, a teacher will not be required to teach a combined class more than twice a semester. When a teacher must miss one hour or less of contract time, and their class is covered by another teacher, at no cost to the district, leave will not be deducted from the teacher missing school. The standard absentee form will be filed according to the regular procedure. This excused absence policy shall be used by teachers no more than twice a semester.

VI. DUE PROCESS:

Upon a tenured teacher's nonrenewal or termination of contract, the teacher will receive written notice from the board that includes a statement of the reasons for the proposed nonrenewal or termination and a statement that the teacher may have the matter heard by a hearing officer. The teacher will have 15 calendar days from the date of such notice of nonrenewal or termination to file a written request with the clerk of the board of education. Request for a hearing officer and further due process will be according to state statute.

VII. CERTIFIED STAFF EVALUATION POLICY:

It is the policy and aim of certified staff evaluations that the evaluation serves as a tool for the improvement of performance evaluations and as a means to aid the administration and Board of Education in planning meaningful in-service training programs.

The building principal is charged with the responsibility of seeing that all aspects of teacher evaluations are carried out in accordance with policy.

The evaluation schedule of certified staff will follow Kansas Statute K.S.A. 72-9001. During the first two years of employment in this district, the certified employee shall be formally evaluated a minimum of twice a year, at least one time per semester no later than the 60th day of the semester.

Certified staff that is in their third and fourth year of service in this district shall normally be evaluated once each year no later than February 15th of each year. Thereafter, certified staff shall be evaluated at least once every three years no later than February 15th. An individual may be evaluated more frequently should the supervisor or employee feel it necessary.

Informal and unscheduled contacts with the employee at his/her post of duty shall also be a part of data, which shall contribute to information leading to strengthening and improving his/her performance.

Employees are encouraged to evaluate themselves prior to the conference with their supervisor. These self-evaluation concepts may be shared with his/her supervisor when appropriate and helpful to a solution or recognizing a problem. The employee may also use these concepts in

making a written response to the evaluation if the employee feels it is to his/her advantage. The employee shall have a copy of the evaluation form at least one week prior to the formal evaluation. Under normal conditions, the self-evaluation shall not be a part of the permanent record except as is written in the response part of the evaluation form.

The evaluator shall be with the employee a minimum of one class period. The evaluator shall meet with the evaluated teacher to review the evaluation within three working days of the observation.

The evaluation document shall be signed by both parties during the post-observation conference. The signature of the evaluator signifies that the report is to the best of his/her ability, observations and recommendations. The signature of the one being evaluated signifies that he/she has reviewed the evaluation report with the evaluator.

In the event that the evaluated teacher feels that the evaluation is inaccurate, unfair, or incomplete, the evaluated teacher has two ways of responding:

- a. The form allows for a written response, which will be a permanent part of the report. The evaluated teacher may also write a separate response to the evaluation. This must be filed within two weeks of the evaluation review date.
- b. The one being evaluated may appeal to the evaluator's superior asking for a review of the report or a re-evaluation. This appeal must be made within two weeks of the evaluation date.

A signed copy of the evaluation form shall be filed in the teacher's folder in the district central office. It is the superintendent's responsibility to maintain the employee's file. All certified staff evaluation forms shall be on file a minimum of three years. No person or board shall have access to the evaluation forms or the employees' files, except by written authorization of the employee. The Board of Education, as a whole, may examine said forms and files. A Board of Education who is interested in employing said person may request a copy of the evaluation forms in accordance with the following policy.

The evaluation form shall be sent or given out by the following method:

- a. Upon request, the evaluated teacher may have one photocopy of the official form. The principal may also have a photocopy of the evaluation of the teacher he/she evaluates for the principal's files. The principal may not distribute the form.
- b. Upon request by the evaluated teacher, on a form provided, and the advance payment of 50 cents per form, the superintendent's office shall mail a photocopy of the form to prospective employers. A prospective employer may also receive a photocopy of the evaluation by making a request on the proper form and making the 50-cent payment.

The request for evaluation document forms shall be kept in the teacher's personnel file in the superintendent's office.

The Board of Education may review an evaluation form only when the Board of Education as a whole is in session. This review may be in the presence of the superintendent or the principal.

All State laws, which apply to certified staff evaluations, shall be adhered to.

Addition to Certified Staff Evaluation Policy and Disciplinary Procedure

The building Principal upon identifying a Teacher's weakness (es) shall immediately notify that teacher of such. Upon such notification, the principal and teacher shall meet in an informal conference to discuss weakness(es). If the principal feels additional steps need to be taken, the teacher will be notified in writing of such steps. Within five (5) teaching days the building Principal, Teacher and Superintendent will develop a plan of action designed to remediate the identified weakness(es). The plan shall include but not be limited to the following information:

1. Teachers name and assignment
2. Weakness identified
3. Goals to be met in correcting said weakness(s)
4. Activities designed to remediate weakness(s)
 - A. General activities
 - B. Principal/Teacher interaction
5. Length of improvement plan
6. Principal/Teacher conference prior to progress report
7. Written reports will be submitted to the superintendent by the teacher and principal at least once per month.
8. The superintendent will provide a copy of the teacher's written reports to the building principal and the principal's written report to the teacher.

The teacher will have an intense monitoring and observation program of such length as is determined by the Superintendent, Principal, and Teacher.

If the weakness(es) haven't been satisfactorily improved upon the completion of the plan of action, said teacher will then be placed upon probation, receiving written notice of such action.

Having been placed on probation and continuing an intense program to satisfactorily improve an identified weakness(es) it shall be the intent of the Board of Education of Unified School District 310 to non-renew said teacher's contract for the subsequent school year, if satisfactory progress has not been demonstrated.

Nothing in this policy shall prohibit a teacher from being placed on immediate probation or suspension should an emergency situation arise. Prior to probation, the teacher can address the Board, Superintendent, and/or Principal.

The Association recognizes the right of the Board to discipline its employees. Discipline shall be progressive.

- A. Steps for progressive discipline shall be administered by the Principal or Superintendent
 1. The employee who violates a Board Policy will be given at least one verbal warning that he or she has violated a Board policy.
 2. If the employee does not correct his/her behavior within a reasonable time provided in the Notice, a written warning will be given to the employee which indicates the

consequences of any further violation and a plan of assistance will be developed to correct the employee's behavior.

3. If the employee continues to disregard the Board Policy, the employee may be suspended and charged with insubordination.
4. The employee may object to any discipline through the grievance process.

Nothing in this policy shall prohibit a teacher from being placed on immediate probation or suspension should an emergency situation arise. Prior to probation, the teacher can address the Board, Superintendent, and/or Principal.

COMPENSATION FOR SUPPLMENTAL DUTIES 2023-2024 SCHOOL YEAR

1.	FAIRFIELD HIGH SCHOOL	BASE SALARY:	\$40,000.00 % OF BASE
A.	ATHLETIC		
	Head Basketball - Boys	\$5,200.00	0.1300
	Head Basketball - Girls	\$5,200.00	0.1300
	Assistant Basketball - Boys & Girls	\$3,908.00	0.0977
	Head Football - Boys	\$5,168.00	0.1292
	Assistant Football - Boys	\$3,876.00	0.0969
	Head Volleyball - Girls	\$5,168.00	0.1292
	Assistant Volleyball - Girls	\$3,876.00	0.0969
	Head Tennis	\$3,448.00	0.0862
	Cross Country	\$3,448.00	0.0862
	Head Track	\$4,308.00	0.1077
	Assistant Track (FHS)	\$3,016.00	0.0754
	Assistant Track (FMS/FHS)	\$3,016.00	0.0754
	Assistant Wrestling Coach (added 6/19/2023)	\$3,908.29	0.0977
	Activities Director	\$5,600.00	0.1400
	Strenth/Condition	\$2,600.00	0.0650
	Power Lifting Coach	\$2,600.00	0.0650
	Concession Stand (added 6/19/2023)	\$2,584.19	0.0646
B.	ACADEMIC		
	Dramatic Coach	\$2,152.00	0.0538
	Musical Drama Coach	\$1,724.00	0.0431
	Debate & Forensics Coach	\$2,152.00	0.0538
	Debate & Forensics Assistant Coach	\$949.79	0.0269
	Yearbook	\$2,584.00	0.0646
	Student Council Sponsor (2 each)	\$1,724.00	0.0431
	Pep Club & Cheerleading Sponsor	\$3,876.00	0.0969
**	Freshmen Class Sponsor (2 each)	\$648.00	0.0162
**	Sophomore Class Sponsor (2 each)	\$1,076.00	0.0269
**	Junior Class Sponsor (2 each)	\$1,292.00	0.0323
**	Senior Class Sponsor (1)	\$648.00	0.0162
	National Honor Society (2)	\$432.00	0.0108
	Scholar's Bowl	\$1,508.00	0.0377
	Resist	\$1,076.00	0.0269
	FAC (Falcon Athletic Club)	\$1,076.00	0.0269
	FFA (Updated 6/19/2023)	\$3,016.23	0.7540
	BPA/Impact	\$1,076.00	0.0269
	Web Design	\$1,359.81	0.0431

** These payments are to be made at the end of the academic year and upon the evaluation of the building principal.

**COMPENSATION FOR SUPPLMENTAL DUTIES
2023-2024 SCHOOL YEAR**

2. MIDDLE SCHOOL BASE SALARY: \$40,000.00 % OF BASE

A. ATHLETIC

Head Basketball - Boys	\$3,553.06	0.0977
Assistant Basketball - Boys	\$2,888.00	0.0722
Head Basketball - Girls	\$3,908.00	0.0977
Assistant Basketball - Girls	\$2,888.00	0.0722
Head Football - Boys	\$3,876.00	0.0969
Assistant Football - Boys	\$2,888.00	0.0722
Head Volleyball - Girls	\$3,876.00	0.0969
Assistant Volleyball - Girls	\$2,888.00	0.0722
Head Track	\$3,016.00	0.0754
Assistant Track Coach	\$2,888.00	0.0722

B. ACADEMIC & ACTIVITIES

Pep Club & Cheerleader	\$2,888.00	0.0722
Academic Contest Supervisor	\$432.00	0.0108
Scholar's Bowl Sponsor	\$1,120.00	0.0280
Student Council	\$1,464.00	0.0366
Pep Band	\$1,120.00	0.0280
Middle School Drama Coach	\$1,614.44	0.4310

3. ELEMENTARY SCHOOL BASE SALARY: \$40,000.00 % OF BASE

A. ACADEMIC

Student Council	\$1,292.27	0.366
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4 DISTRICT:

A. LEAD TEACHER

Lead Teachers will be utilized by the administration. Depending upon responsibilities agreed to by the teacher and administration, the salary for Lead Teachers will range from 8% - 13.5% of Base Pay.

B. DUTY ASSIGNMENTS:

The administration determines the number of sponsors, coaches, and directors needed for each supplemental duty on an annual basis.

FAIRFIELD UNIFIED SCHOOL DISTRICT #310
 SUPPLEMENTAL DUTY INCREMENT SCALE
 2023-2024 SCHOOL YEAR

BASE: \$40,000	% OF BASE	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year	9th Year	10th Year	11th Year	12th Year	13th Year
\$5,400.00	0.1350	\$5,454.00	\$5,508.00	\$5,562.00	\$5,616.00	\$5,670.00	\$5,724.00	\$5,778.00	\$5,832.00	\$5,886.00	\$5,940.00	\$5,994.00	\$6,048.00
\$5,600.00	0.1400	\$5,656.00	\$5,712.00	\$5,768.00	\$5,824.00	\$5,880.00	\$5,936.00	\$5,992.00	\$6,048.00	\$6,104.00	\$6,160.00	\$6,216.00	\$6,272.00
\$5,168.00	0.1292	\$5,219.68	\$5,271.36	\$5,323.04	\$5,374.72	\$5,426.40	\$5,478.08	\$5,529.76	\$5,581.44	\$5,633.12	\$5,684.80	\$5,736.48	\$5,788.16
\$4,308.00	0.1077	\$4,351.08	\$4,394.16	\$4,437.24	\$4,480.32	\$4,523.40	\$4,566.48	\$4,609.56	\$4,652.64	\$4,695.72	\$4,738.80	\$4,781.88	\$4,824.96
\$3,876.00	0.0969	\$3,914.76	\$3,953.52	\$3,992.28	\$4,031.04	\$4,069.80	\$4,108.56	\$4,147.32	\$4,186.08	\$4,224.84	\$4,263.60	\$4,302.36	\$4,341.12
\$3,448.00	0.0862	\$3,482.48	\$3,516.96	\$3,551.44	\$3,585.92	\$3,620.40	\$3,654.88	\$3,689.36	\$3,723.84	\$3,758.32	\$3,792.80	\$3,827.28	\$3,861.76
\$3,016.00	0.0754	\$3,046.16	\$3,076.32	\$3,106.48	\$3,136.64	\$3,166.80	\$3,196.96	\$3,227.12	\$3,257.28	\$3,287.44	\$3,317.60	\$3,347.76	\$3,377.92
\$2,584.00	0.0646	\$2,609.84	\$2,635.68	\$2,661.52	\$2,687.36	\$2,713.20	\$2,739.04	\$2,764.88	\$2,790.72	\$2,816.56	\$2,842.40	\$2,868.24	\$2,894.08
\$2,152.00	0.0538	\$2,173.52	\$2,195.04	\$2,216.56	\$2,238.08	\$2,259.60	\$2,281.12	\$2,302.64	\$2,324.16	\$2,345.68	\$2,367.20	\$2,388.72	\$2,410.24
\$1,724.00	0.0431	\$1,741.24	\$1,758.48	\$1,775.72	\$1,792.96	\$1,810.20	\$1,827.44	\$1,844.68	\$1,861.92	\$1,879.16	\$1,896.40	\$1,913.64	\$1,930.88
\$2,888.00	0.0722	\$2,916.88	\$2,945.76	\$2,974.64	\$3,003.52	\$3,032.40	\$3,061.28	\$3,090.16	\$3,119.04	\$3,147.92	\$3,176.80	\$3,205.68	\$3,234.56
\$1,508.00	0.0377	\$1,523.08	\$1,538.16	\$1,553.24	\$1,568.32	\$1,583.40	\$1,598.48	\$1,613.56	\$1,628.64	\$1,643.72	\$1,658.80	\$1,673.88	\$1,688.96
\$1,292.00	0.0323	\$1,304.92	\$1,317.84	\$1,330.76	\$1,343.68	\$1,356.60	\$1,369.52	\$1,382.44	\$1,395.36	\$1,408.28	\$1,421.20	\$1,434.12	\$1,447.04
\$1,120.00	0.0280	\$1,131.20	\$1,142.40	\$1,153.60	\$1,164.80	\$1,176.00	\$1,187.20	\$1,198.40	\$1,209.60	\$1,220.80	\$1,232.00	\$1,243.20	\$1,254.40
\$1,076.00	0.0269	\$1,086.76	\$1,097.52	\$1,108.28	\$1,119.04	\$1,129.80	\$1,140.56	\$1,151.32	\$1,162.08	\$1,172.84	\$1,183.60	\$1,194.36	\$1,205.12
\$1,464.00	0.0366	\$1,478.64	\$1,493.28	\$1,507.92	\$1,522.56	\$1,537.20	\$1,551.84	\$1,566.48	\$1,581.12	\$1,595.76	\$1,610.40	\$1,625.04	\$1,639.68
\$648.00	0.0162	\$654.48	\$660.96	\$667.44	\$673.92	\$680.40	\$686.88	\$693.36	\$699.84	\$706.32	\$712.80	\$719.28	\$725.76
\$432.00	0.0108	\$436.32	\$440.64	\$444.96	\$449.28	\$453.60	\$457.92	\$462.24	\$466.56	\$470.88	\$475.20	\$479.52	\$483.84
\$5,200.00	0.1300	\$5,252.00	\$5,304.00	\$5,356.00	\$5,408.00	\$5,460.00	\$5,512.00	\$5,564.00	\$5,616.00	\$5,668.00	\$5,720.00	\$5,772.00	\$5,824.00
\$3,908.00	0.0977	\$3,947.08	\$3,986.16	\$4,025.24	\$4,064.32	\$4,103.40	\$4,142.48	\$4,181.56	\$4,220.64	\$4,259.72	\$4,298.80	\$4,337.88	\$4,376.96
\$2,600.00	0.0650	\$2,626.00	\$2,652.00	\$2,678.00	\$2,704.00	\$2,730.00	\$2,756.00	\$2,782.00	\$2,808.00	\$2,834.00	\$2,860.00	\$2,886.00	\$2,912.00

Beginning with the 2000-2001 school year, an additional supplemental duty pay will be added to the Teacher's supplemental duty contract. Each year that the teacher performs the same supplemental duty an additional one percent (1%) of that particular duty rate will be added to the supplemental contract. USD #310 Teachers will be allowed to bring in five (5) years of experience back to the 1995-1996 school year. If a teacher discontinues that supplemental duty, then decides to perform supplemental duty any following year, the additional supplemental duty pay would begin back to the beginning procedure being allowed to still carry five (5) years of experience, the five (5) years of experience during the period beginning with the 1995-1996 school year would be allowed to be credited as experience.

New Teachers to the district will be given credit for supplemental duties beginning with the 1995-1996 school year. It will be the Teacher's responsibility to provide written verification from the prior school district(s) as to what supplemental duty was performed, and what specific year(s).

FAIRFIELD UNIFIED SCHOOL DISTRICT #310
 SUPPLEMENTAL DUTY INCREMENT SCALE
 2023-2024 SCHOOL YEAR

BASE:	% OF												
\$40,000.00	BASE	14th Year	15th Year	16th Year	17th Year	18th Year	19th Year	20th Year	21st Year	22nd Year	23rd Year	24th Year	25th Year
\$5,400.00	0.1350	\$6,102.00	\$6,156.00	\$6,210.00	\$6,264.00	\$6,318.00	\$6,372.00	\$6,426.00	\$6,480.00	\$6,534.00	\$6,588.00	\$6,642.00	\$6,696.00
\$5,600.00	0.1400	\$6,328.00	\$6,384.00	\$6,440.00	\$6,496.00	\$6,552.00	\$6,608.00	\$6,664.00	\$6,720.00	\$6,776.00	\$6,832.00	\$6,888.00	\$6,944.00
\$5,168.00	0.1292	\$5,839.84	\$5,891.52	\$5,943.20	\$5,994.88	\$6,046.56	\$6,098.24	\$6,149.92	\$6,201.60	\$6,253.28	\$6,304.96	\$6,356.64	\$6,408.32
\$4,308.00	0.1077	\$4,868.04	\$4,911.12	\$4,954.20	\$4,997.28	\$5,040.36	\$5,083.44	\$5,126.52	\$5,169.60	\$5,212.68	\$5,255.76	\$5,298.84	\$5,341.92
\$3,876.00	0.0969	\$4,379.88	\$4,418.64	\$4,457.40	\$4,496.16	\$4,534.92	\$4,573.68	\$4,612.44	\$4,651.20	\$4,689.96	\$4,728.72	\$4,767.48	\$4,806.24
\$3,448.00	0.0862	\$3,896.24	\$3,930.72	\$3,965.20	\$3,999.68	\$4,034.16	\$4,068.64	\$4,103.12	\$4,137.60	\$4,172.08	\$4,206.56	\$4,241.04	\$4,275.52
\$3,016.00	0.0754	\$3,408.08	\$3,438.24	\$3,468.40	\$3,498.56	\$3,528.72	\$3,558.88	\$3,589.04	\$3,619.20	\$3,649.36	\$3,679.52	\$3,709.68	\$3,739.84
\$2,584.00	0.0646	\$2,919.92	\$2,945.76	\$2,971.60	\$2,997.44	\$3,023.28	\$3,049.12	\$3,074.96	\$3,100.80	\$3,126.64	\$3,152.48	\$3,178.32	\$3,204.16
\$2,152.00	0.0538	\$2,431.76	\$2,453.28	\$2,474.80	\$2,496.32	\$2,517.84	\$2,539.36	\$2,560.88	\$2,582.40	\$2,603.92	\$2,625.44	\$2,646.96	\$2,668.48
\$1,724.00	0.0431	\$1,948.12	\$1,965.36	\$1,982.60	\$1,999.84	\$2,017.08	\$2,034.32	\$2,051.56	\$2,068.80	\$2,086.04	\$2,103.28	\$2,120.52	\$2,137.76
\$2,888.00	0.0722	\$3,263.44	\$3,292.32	\$3,321.20	\$3,350.08	\$3,378.96	\$3,407.84	\$3,436.72	\$3,465.60	\$3,494.48	\$3,523.36	\$3,552.24	\$3,581.12
\$1,508.00	0.0377	\$1,704.04	\$1,719.12	\$1,734.20	\$1,749.28	\$1,764.36	\$1,779.44	\$1,794.52	\$1,809.60	\$1,824.68	\$1,839.76	\$1,854.84	\$1,869.92
\$1,292.00	0.0323	\$1,459.96	\$1,472.88	\$1,485.80	\$1,498.72	\$1,511.64	\$1,524.56	\$1,537.48	\$1,550.40	\$1,563.32	\$1,576.24	\$1,589.16	\$1,602.08
\$1,120.00	0.0280	\$1,265.60	\$1,276.80	\$1,288.00	\$1,299.20	\$1,310.40	\$1,321.60	\$1,332.80	\$1,344.00	\$1,355.20	\$1,366.40	\$1,377.60	\$1,388.80
\$1,076.00	0.0269	\$1,215.88	\$1,226.64	\$1,237.40	\$1,248.16	\$1,258.92	\$1,269.68	\$1,280.44	\$1,291.20	\$1,301.96	\$1,312.72	\$1,323.48	\$1,334.24
\$1,464.00	0.0366	\$1,654.32	\$1,668.96	\$1,683.60	\$1,698.24	\$1,712.88	\$1,727.52	\$1,742.16	\$1,756.80	\$1,771.44	\$1,786.08	\$1,800.72	\$1,815.36
\$648.00	0.0162	\$732.24	\$738.72	\$745.20	\$751.68	\$758.16	\$764.64	\$771.12	\$777.60	\$784.08	\$790.56	\$797.04	\$803.52
\$432.00	0.0108	\$488.16	\$492.48	\$496.80	\$501.12	\$505.44	\$509.76	\$514.08	\$518.40	\$522.72	\$527.04	\$531.36	\$535.68
\$5,200.00	0.1300	\$5,876.00	\$5,928.00	\$5,980.00	\$6,032.00	\$6,084.00	\$6,136.00	\$6,188.00	\$6,240.00	\$6,292.00	\$6,344.00	\$6,396.00	\$6,448.00
\$3,908.00	0.0977	\$4,416.04	\$4,455.12	\$4,494.20	\$4,533.28	\$4,572.36	\$4,611.44	\$4,650.52	\$4,689.60	\$4,728.68	\$4,767.76	\$4,806.84	\$4,845.92
\$2,600.00	0.0650	\$2,938.00	\$2,964.00	\$2,990.00	\$3,016.00	\$3,042.00	\$3,068.00	\$3,094.00	\$3,120.00	\$3,146.00	\$3,172.00	\$3,198.00	\$3,224.00

Beginning with the 2000-2001 school year, an additional supplemental duty pay will be added to the Teacher's supplemental duty contract. Each year that the teacher performs the same supplemental duty an additional one percent (1%) of that particular duty rate will be added to the supplemental contract. USD #310 Teachers will be allowed to bring in five (5) years of experience back to the 1995-1996 school year. If a teacher discontinues that supplemental duty, then decides to perform supplemental duty any following year, the additional supplemental duty pay would begin back to the beginning procedure being allowed to still carry five (5) years of experience, the five (5) years of experience during the period beginning with the 1995-1996 school year would be allowed to be credited as experience.

New Teachers to the district will be given credit for supplemental duties beginning with the 1995-1996 school year. It will be the Teacher's responsibility to provide written verification from the prior school district(s) as to what supplemental duty was performed, and what specific year(s).

DISTRICT #310
 SUPPLEMENTAL DUTY INCREMENT SCALE
 2023-2024 SCHOOL YEAR

BASE:	% OF						31st Year	32nd Year
\$40,000.00	BASE	26th Year	27th Year	28th Year	29th Year	30th Year		
\$5,400.00	0.1350	\$6,750.00	\$6,804.00	\$6,858.00	\$6,912.00	\$6,966.00		
\$5,600.00	0.1400	\$7,000.00	\$7,056.00	\$7,112.00	\$7,168.00	\$7,224.00		
\$5,168.00	0.1292	\$6,460.00	\$6,511.68	\$6,563.36	\$6,615.04	\$6,666.72		
\$4,308.00	0.1077	\$5,385.00	\$5,428.08	\$5,471.16	\$5,514.24	\$5,557.32		
\$3,876.00	0.0969	\$4,845.00	\$4,883.76	\$4,922.52	\$4,961.28	\$5,000.04		
\$3,448.00	0.0862	\$4,310.00	\$4,344.48	\$4,378.96	\$4,413.44	\$4,447.92		
\$3,016.00	0.0754	\$3,770.00	\$3,800.16	\$3,830.32	\$3,860.48	\$3,890.64		
\$2,584.00	0.0646	\$3,230.00	\$3,255.84	\$3,281.68	\$3,307.52	\$3,333.36		
\$2,152.00	0.0538	\$2,690.00	\$2,711.52	\$2,733.04	\$2,754.56	\$2,776.08		
\$1,724.00	0.0431	\$2,155.00	\$2,172.24	\$2,189.48	\$2,206.72	\$2,223.96		
\$2,888.00	0.0722	\$3,610.00	\$3,638.88	\$3,667.76	\$3,696.64	\$3,725.52		
\$1,508.00	0.0377	\$1,885.00	\$1,900.08	\$1,915.16	\$1,930.24	\$1,945.32		
\$1,292.00	0.0323	\$1,615.00	\$1,627.92	\$1,640.84	\$1,653.76	\$1,666.68		
\$1,120.00	0.0280	\$1,400.00	\$1,411.20	\$1,422.40	\$1,433.60	\$1,444.80		
\$1,076.00	0.0269	\$1,345.00	\$1,355.76	\$1,366.52	\$1,377.28	\$1,388.04		
\$1,464.00	0.0366	\$1,830.00	\$1,844.64	\$1,859.28	\$1,873.92	\$1,888.56		
\$648.00	0.0162	\$810.00	\$816.48	\$822.96	\$829.44	\$835.92		
\$432.00	0.0108	\$540.00	\$544.32	\$548.64	\$552.96	\$557.28		
\$5,200.00	0.1300	\$6,500.00	\$6,552.00	\$6,604.00	\$6,656.00	\$6,708.00		
\$3,908.00	0.0977	\$4,885.00	\$4,924.08	\$4,963.16	\$5,002.24	\$5,041.32		
\$2,600.00	0.0650	\$3,250.00	\$3,276.00	\$3,302.00	\$3,328.00	\$3,354.00		

Beginning with the 2000-2001 school year, an additional supplemental duty pay will be added to the Teacher's supplemental duty contract. Each year that the teacher performs the same supplemental duty an additional one percent (1%) of that particular duty rate will be added to the supplemental contract. USD #310 Teachers will be allowed to bring in five (5) years of experience back to the 1995-1996 school year. If a teacher discontinues that supplemental duty, then decides to perform supplemental duty any following year, the additional supplemental duty pay would begin back to the beginning procedure being allowed to still carry five (5) years of experience, the five (5) years of experience during the period beginning with the 1995-1996 school year would be allowed to be credited as experience.

New Teachers to the district will be given credit for supplemental duties beginning with the 1995-1996 school year. It will be the Teacher's responsibility to provide written verification from the prior school district(s) as to what supplemental duty was performed, and what specific years.

EXTRA-DUTY ASSIGNMENT COMPENSATION
Updated 2023-2024

Teachers shall be paid for all extra-duty assignments, which are herein listed, and only those duties herein listed. This payment is over and above the sponsorship schedule. The extra-duty assignments are:

Fairfield High School / Fairfield Middle School

Selling tickets (per hour)	\$14.00
Concessions Committee (1 person per night)	\$14.00
Dance Sponsor (per night)	\$25.00
Stand-in Administrator (per night)	\$35.00
Timer (per game unless covered by volunteers)	\$14.00
Scorekeeper (per hour 7/2021)	\$14.00
Announcer (per hour 7/2021)	\$14.00
After School Detention (per hour)	\$14.00
Volleyball Line Judge per match	\$14.00
Track Meet Pay per hour	\$14.00
Lunchroom Supervision (per lunch period)	\$ 5.00
Breakfast Supervision	\$ 5.00
Per hour rate for teachers (e.i. Afterschool program)	\$14.00
Per hour rate for CTE Reporting (maximum 10 hours)	\$14.00

Extra duties such as sponsorship of classes or clubs shall be on a voluntary basis. Teachers shall be given an opportunity to indicate their desire to sponsor a class, club, or activity. These kinds of duties shall also be made available to district teachers other than teachers in a given building.

GRIEVANCE PROCEDURE

Purpose:

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees or groups of employees in Unified School District 310.

Definitions:

1. A "grievance" is a written complaint by a teacher or group of teachers based on alleged violation, misinterpretation or misapplication by the school system of a negotiated contract or agreement, a board policy, administrative regulations or practices affecting conditions of employment.
2. The term "teacher" may include a group of teachers (i.e. FTA) who are similarly affected by a grievance.
3. An "aggrieved person" shall mean the person or persons making the complaint.
4. The term "days", except when otherwise indicated, shall mean working school days.

Level One: The aggrieved person may request a formal conference with the building principal or other immediate superior within a reasonable time after the alleged grievance is submitted using adopted grievance form. At this conference the aggrieved person and the principal, or other immediate superior, shall seek to resolve the matter. Within five days after the grievance is heard by the principal or other immediate superior he/she shall render a decision on the written form and include appropriate supporting evidence and reason for the decision.

Level Two: In the event that the matter is not resolved at the level one meeting and by the written statement, the grievant shall present his/her grievance on the written form with the principal's decision to the superintendent within five (5) days. A decision shall be rendered in writing by the superintendent within ten (10) days following receipt of the grievance within the allotted five (5) day period. If the grievance is not filed within the five (5) day period, the grievance will be considered resolved.

Level Three: If the grievance is not resolved at the superintendent level then the grievant shall present the written form with previous decisions to the superintendent and

request a hearing before the Board of Education of Unified School District 310. The superintendent shall schedule a meeting with the board of education and the grievant not later than the next immediate board of education meeting. The Board of Education shall render a decision in writing within ten (10) days of the hearing. The decision of the Board of Education shall be final.

All time elements may be extended by mutual agreement.

A grievance may be written at any level without prejudice or record, and cannot be reopened.

All grievance hearings shall be confidential.

At the hearing before the Board of Education the grieved teacher may appear with or without his or her representative.

If the association files a grievance on behalf of a listed group of teachers, then one of those teachers may not also file a grievance on the same issue. An individual teacher does retain the right to file a grievance on his or her own behalf, if he/she is not part of a group filing.

UNIFIED SCHOOL DISTRICT 310

Grievance Report Form

Date filed: _____

Name of Grievant: _____

Building: _____ Assignment: _____

Date Grievance Occurred: _____

Relevant contract provision, Board Policies, or Administrative regulations, or practices: _____

Level One:

Statement of grievants claim (statement of facts upon which grievance is based; use additional paper if necessary): _____

Desired relief:

Signature: _____

Date: _____

Principal/Supervisor statement:

Resolved: Yes _____

No _____

Date: _____

Signature: _____

Signature: _____

Date Submitted: _____

Level Two:
Superintendent's level

Superintendent's statement: _____

Resolved: Yes _____ **No** _____ **Date** _____

Signature _____

Signature _____

Level Three:
Board Level

Date submitted _____

Board decision: _____

Board Chairman's Signature _____

Date of signature _____

REDUCTION IN FORCE

In the event that a reduction of personnel becomes necessary, the Board shall accomplish same through normal attrition. Should further reduction be necessary, the Board shall first retain those employees possessing current teaching certificates with the longest period of continuous service in the district who are qualified to teach in those areas or disciplines to be preserved.

Any certified employee who has been dismissed under these procedures shall have recall rights as follows:

- A.** Recall rights shall be in effect from the date of termination through one (1) calendar year.
- B.** Recalled Employees shall retain all rights that they had at the time of their Reduction in Force including continuous years of service.
- C.** The Employer shall offer available positions to the most senior employee on layoff who is certified for the available position.
- D.** Employees are responsible for informing the Office of the Superintendent of their current address.
- E.** Temporary or part-time positions will first be offered to employees with recall rights in the same order as for permanent positions. Acceptance or refusal of a temporary or part-time position will not affect the recall rights of the employee.

APPENDIX E

EARLY RETIREE HEALTH INSURANCE CONTINUATION PLAN

Upon satisfaction of the following provisions, any District employee eligible for our group health insurance plan has the option to continue participation in the district's group health plan beyond retirement. This policy is intended to comply with Kansas Statute Annotated 12-5040, which includes but is not limited to the following provisions:

1. Early retiree must have been employed by our District for not less than 10 years.
2. The early retiree is an employee who has terminated employment and is receiving a retirement or disability benefit for service with the District from which they terminate employment.
3. Early retiree will pay the full monthly health insurance premium.
 - a. The full monthly premium is due in the District office by the 1st of the month of coverage.
 - b. The District will not send the member monthly invoices, it is the members responsibility to pay premiums timely.
4. Early retiree may continue coverage for eligible spouses and dependents.
5. Retired employees who wish to elect this extension of coverage, should make a written request for continued participation in the group health plan to the Districts Business Office within thirty (30) days following retirement.

This continuation plan and continued health plan coverage will be terminated in any of the following situations:

1. District no longer provides a group health plan to its active employees.
2. The premium for the health plan coverage is not paid by the retiree in a timely manner.
 - a. If the full monthly premium is not received in the District office by the 10th of the month, payment is not timely and cancellation of the coverage will be made to coincide with the date to which coverage has been paid.
3. The member becomes eligible for coverage under another employers health plan.
 - a. It is the responsibility of the covered member, whether the member is the retiree or the spouse and/or dependent of the retiree, to notify the District in writing that they have become eligible to be covered under a plan of another employer. The member will lose eligibility to continue health insurance coverage under our District health plan even if the member does not elect to enroll in the other employer coverage for which they become eligible.
4. The participant attains age 65 or becomes eligible for Medicare.
5. Covered spouses and/or dependents will lose eligibility when the retiree loses eligibility.

Any employee electing such continuation acknowledges that they are electing this benefit in lieu of the COBRA continuation benefits. The employee and/or covered dependents will not be offered COBRA at the end of KSA 12-5040 eligibility – only at the end of employment with the District.

Any employee electing such continuation acknowledges that they will be given the option to change deductible options at subsequent plan anniversary dates. However, once participating under KSA 12-5040 continuation, the plan does not allow for the addition of future dependents to the retiree's insurance coverage.

APPENDIX F

DEFINITION OF TERMS

ADMINISTRATION: Any employee holding a position in which an administrative certificate is required by the Kansas State Department of Education or any employee so designated by the Board of Education as employed in an administrative capacity.

ADMINISTRATOR: The terms “administrator” and “administration” may be used interchangeably, but shall mean the same.

ARBITRATOR: See ARTICLE 31, Grievance Procedure.

ASSOCIATION: USD #310 Fairfield Teacher’s Association (FTA).

BASE CONTRACT YEAR: The base contract year for teachers is composed of no more than one hundred eighty-nine and one half (189.5) contract days.

BOARD: The Board of Education of Unified School District No. 310 Fairfield, Langdon, Kansas.

COMPLAINT: Any accusation regarding a teacher made to an administrator by a parent, student, or other person.

COST OF SUBSTITUTE: The amount of payment received by a substitute teacher or the amount which would have been paid to a substitute had a substitute been employed.

DAYS: Except when otherwise indicated, days shall mean working school days.

DAILY RATE: One, divided by the number of days in the teacher’s annual base contract, times his/her salary.

DISTRICT: Unified School District No. 310.

EXTENDED CONTRACTS: Extra contract days assigned by the Board in addition to the base contract year of no more than one hundred eighty-nine and one half (189.5) days.

EXTRA DUTY PAY: Reimbursements for activities not covered by base or supplemental contracts such as gate keeping, scorebook, activity bus, etc.

FRIEVANT: The teacher, or group of teachers, making a complaint based on an alleged violation, misinterpretation, or misapplication by the school system of a law, a state regulation having the effect of law, a written contract, or a written Board policy or this agreement.

FTA: Fairfield Teacher’s Association.

IMMEDIATE FAMILY: Immediate family includes spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, aunts, uncles, grandparents and grandchildren.

NETOTIATING UNIT: FTA for all classroom teachers and other professional employees of USD 310 except administrators and substitute teachers.

PER DIEM RATE: The terms “per diem rate” and “daily rate” may be used interchangeably, but shall mean the same.

PERSONNEL FILE: Any file kept in the Board office in which teacher evaluations or any other personally identifiable information concerning a teacher is maintained.

PRINCIPAL: Main building supervisor, certified as a principal by the State Department of Education.

SENIORITY: The status of teachers with respect to total length of service with the district.

SUPERINTENDENT: Superintendent of Unified School District No. 310, Fairfield, Langdon, Kansas.

SUPPLEMENTAL PAY: Reimbursement for those activities covered by supplemental contracts such as coaching, music, and sponsorships.

TEACHER: All professional employees (except administrators and substitute teachers) employed by Unified School District No. 310 in a position requiring a certificate/license issued by the Kansas State Board of Education.