



2023-2024
MASTER AGREEMENT

Between the

BOARD OF EDUCATION

And the

ONAGA TEACHERS ORGANIZATION

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ARTICLE I. ASSOCIATION RIGHTS

Section 1. Reproduction of Agreement

Copies of the Master Agreement shall be provided by the Board and the expense thereof shall be borne by the Board. Printed copies shall be provided to all teachers within six weeks of the ratification of the negotiated agreement.

Section 2. Use of Facilities

The Association shall have the right to use school facilities and equipment, including typewriters, duplicating equipment, calculators, computers and other district technology including the Internet and audiovisual equipment at reasonable times. Such machines and equipment may be used only when not in use for educational purposes and may not be removed from school property. The Association shall have the right to use school buildings for local Association meetings. Such use shall be only when not in conflict with school activities. To avoid conflicts, the Association must schedule meetings with the building principal. Failure by the Association to secure buildings after Association use, or Association use which results in damage to school property, other than normal wear, shall be grounds for denial for future use of facilities and equipment.

Any use of facilities or equipment shall be according to policy as established by the board. There is no expectation of privacy in any use of facilities or equipment and use is subject to review and/or monitoring by the board or their designees.

Section 3. Materials for Negotiation

Copies of budget data or other materials which are accessible to the public and which have been requested for use by the Association shall be charged to the Association at the same rate they are provided to the general public.

Section 4. Dues Deduction

The Board agrees to make monthly payroll deductions from teacher salaries for the following purposes and subject to the conditions hereinafter set forth: NEA and KNEA dues.

In regard to dues deductions, said deductions will be made as authorized in writing by each teacher desiring such deduction. Said authorization shall be made on forms provided by the Board and shall be filed annually with the clerk of the Board prior to September 1. A teacher employed by the school district prior to September 1 for the school year ending the following June 30 must make such authorization within ten school days following the effective date of said teacher's contract of employment. Any teacher may withdraw such authorization at any time by filing written authorization thereof with the Clerk of the Board at least thirty days before the effective date of such withdrawal. The Board shall pay all of said dues directly to KNEA by the last day of each month. The Association agrees to hold the Board and any employee thereof harmless in the event any teacher is not given proper credit for any dues submitted by the Board pursuant to this article.

NOTE: The authorization form to be used for payroll deductions shall include the annual and per-pay-period amount of the due's deduction.

Section 5. Non-renewal

In the event an employee contract/supplemental contract is non-renewed, the employee will have the right, but is not required, to share the discontinuation of their contract with the Onaga Teachers Organization.

Section 6. Board Policy Handbook

Copies of current board policy will be maintained in the board office with the Clerk of the Board, and in the teacher workroom.

Section 7. Board Agenda

The USD 322 Board of Education will provide the president of the teachers' association a copy of the agenda and all appropriate supporting materials for regularly scheduled Board of Education meetings. These materials will be provided in a reasonable time frame up to the time of the meeting.

ARTICLE II. REGULATIONS RELATING TO WAGES

Section 1. Salary Schedule

The Board of Education will fund the 2023-2024 movement as listed. The board will fund vertical and horizontal movement in the 2023-2024 school year. Either party may request to reopen salary negotiations for 2023-2024 if the State of Kansas increases/decreases the amount of base state aid per pupil.

Current Base **\$39,350**

2023-2024 U.S.D. 322 SALARY SCHEDULE

YOS	BS	BS+10	BS+25	BS+40	MS	MS+15	MS+30	YOS	BS	BS+10	BS+25	BS+40	MS	MS+15	MS+30
1	39,350	40,100	41,100	42,100	43,600	45,100	47,600	1	0	750	1000	1000	1500	1500	2500
2	39,750	40,500	41,600	42,600	44,200	45,700	48,200	2	400	400	500	500	600	600	600
3	40,150	40,900	42,100	43,100	44,800	46,300	48,800	3	400	400	500	500	600	600	600
4	40,550	41,300	42,600	43,600	45,400	46,900	49,400	4	400	400	500	500	600	600	600
5	40,950	41,700	43,100	44,100	46,000	47,500	50,000	5	400	400	500	500	600	600	600
6	41,350	42,100	43,600	44,600	46,600	48,100	50,600	6	400	400	500	500	600	600	600
7	41,750	42,500	44,100	45,100	47,200	48,700	51,200	7	400	400	500	500	600	600	600
8	42,150	42,900	44,600	45,600	47,800	49,300	51,800	8	400	400	500	500	600	600	600
9	42,550	43,300	45,100	46,100	48,400	49,900	52,400	9	400	400	500	500	600	600	600
10	42,950	43,700	45,600	46,600	49,000	50,500	53,000	10	400	400	500	500	600	600	600
11	43,350	44,100	46,100	47,100	49,600	51,100	53,600	11	400	400	500	500	600	600	600
12	43,750	44,500	46,600	47,600	50,200	51,700	54,200	12	400	400	500	500	600	600	600
13		44,900	47,100	48,100	50,800	52,300	54,800	13		400	500	500	600	600	600
14		45,300	47,600	48,600	51,400	52,900	55,400	14		400	500	500	600	600	600
15		45,700	48,100	49,100	52,000	53,500	56,000	15		400	500	500	600	600	600
16		46,100	48,600	49,600	52,600	54,100	56,600	16		400	500	500	600	600	600
17		46,500	49,100	50,100	53,200	54,700	57,200	17		400	500	500	600	600	600
18			49,600	50,600	53,800	55,300	57,800	18			500	500	600	600	600
19			50,100	51,100	54,400	55,900	58,400	19			500	500	600	600	600
20			50,600	51,600	55,000	56,500	59,000	20			500	500	600	600	600
21				52,100	55,600	57,100	59,600	21				500	600	600	600
22				52,600	56,200	57,700	60,200	22				500	600	600	600
23				53,100	56,800	58,300	60,800	23				500	600	600	600
24				53,600	57,400	58,900	61,400	24				500	600	600	600
25					58,000	59,500	62,000	25					600	600	600
26						60,100	62,600	26						600	600
27							63,200	27							600

When a teacher moves over a column(s), they will also be given their years of service in the column.

YOS – Years of Service

Section 2. Frequency of Pay Periods

Regular pay periods will be the 15th and 30th of each month commencing with September 15. Each pay period shall be one of twenty-four equal installments. If either date falls on the weekend, payroll shall be issued the Friday before.

Section 3. Direct Deposit

All teacher payrolls will be issued by mandatory direct deposit. Teachers shall have two options for the issuance of their pay:

1. Direct Deposit with Board approved depository
2. Direct Deposit with other bank of their choice

Regulations governing Direct Deposit are as follows:

- A. Two days prior to the pay dates of the 15th & 30th (or the Friday before if those dates fall on a weekend) the net pay for each teacher on Direct Deposit shall be taken to the Board approved depository.
- B. Transfer for teachers who have selected Direct Deposit to another bank shall be handled by the staff of the Board approved depository.
- C. All teachers shall have their funds available by the 15th and 30th of the month (or the Friday before if those dates fall on the weekend.)

Section 4. Reduction in Force

If the Board decides that the size of the teaching staff must be reduced, guidelines in the following rule shall be followed: Insofar as possible, reduction of staff shall be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- 1) The number of teaching positions to be reduced shall be in accordance with the educational goals established by the Board.
- 2) The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- 3) If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations, and interests, the teacher(s) who best meets the needs of the district will be retained. The teacher with the longest full-time continuous length of service will be one of the additional factors considered.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The Superintendent will recommend to the Board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The Board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

Section 5. Individual Professional Employee Contract

There shall be separate forms for the day duty and the supplemental duty for the Individual Professional Employee Contract.

Section 6. Release from Contract

Any teacher desiring to be released from his or her primary contract at any time after the date a teacher may legally resign (on or before the 14th calendar day following the third Friday in May *[May 31, 2024]*) pursuant to [KSA 72-2251](#) shall pay the Board of Education a sum of \$4,000. If the Board of Education can secure a suitable replacement before the date the teacher desires to leave, the fee will be waived. After the third Friday in May (*May 17*,

2024), any teacher desiring to be released from his or her primary contract shall not be released until a suitable replacement has been contracted by the Board of Education. If the law changes, the dates will adjust according to state statute.

Section 7. Teacher Replacement Incentive

Any teacher desiring to resign from his or her primary contract for the next contract year and retiring per terms and conditions of the KPERS 85-point Rule who notified the Board in writing on or before January 10 of the current contract year shall be paid a \$1,250.00 incentive in her or his final paycheck from the district. Any teacher who meets the same conditions who notifies the Board in writing on or before March 1 of the current contract year shall be paid a \$650.00 incentive in her or his final paycheck from the district. The early notice of intent to retire allows the district to begin searching immediately for a suitable replacement.

Section 8. Bonus (upon leaving the district)

A teacher with 20 or more years of continuous service in USD 322 will be eligible for a bonus upon leaving the district. The bonus will be in the amount of \$125.00/sick leave days accumulated with a maximum of 30 days eligible.

ARTICLE III. FRINGE BENEFITS

Section 1. Participation/ Options

Each teacher shall have the right to participate in the District's Salary Reduction Plan (Section 125 Cafeteria Plan). The following options are available for salary reduction:

- A. Group Health Insurance
- B. Salary Protection/ Disability
- C. Group Life Insurance
- D. Reimbursement for out-of-pocket medical expenses
- E. Reimbursement for out-of-pocket dependent care expenses

Section 2. District Group Health Plan

A. Eligibility

All teachers whose contract with USD 322 includes 630 or more instructional hours per year shall be entitled to participate in the District approved Health Plan-

Within eighteen months of the renewal deadline of the District approved Health Plan, a committee will be formed consisting of three Board of Education members and three OTO association members (or equal numbers from each group) and a classified employee, for the purpose of reviewing and approving a district insurance plan. The superintendent will serve on the committee in an advisory role.

Prior to changing an existing current District Approved Health Plan, the board must offer the OTO a health policy that is equivalent or better than the current health plan, which will include benefits, costs and projected rate increases.

B. District Cost Factors

As long as U.S.D. 322 continues with the 21-22 health insurance policy, the board will not change the coverage amount that they pay. This will include 95% of premium cost for single coverage and if elected by the employee the district will pay an additional 35% toward the dependent premium cost.

Section 3. Salary Deductions

The Board agrees that moneys for teacher contributions to health insurance or other mutually agreed deductions as directed by the teacher, shall be deducted in twenty-four equal amounts from the teacher's yearly salary, commencing in September of the school year (for nine-month teachers), and commencing in the month the contract commences for all other teachers.

Section 4. Annuities

The district will provide for teacher participation annuities vendors and any of those vendor's annuities plans that do not require direct or indirect cost of any type to the district. It is the responsibility of each annuity's vendor available in the district to maintain a plan document that contains all plan terms and benefits. It is the duty of the plan participant to fully understand and comply with terms and benefits of the annuities plan in which she or he chooses to participate. USD 322 will provide new vendor availability for all annuities vendor(s) in which five or more different teachers covered by this agreement choose to participate in any of that vendor's annuities plans.

A current list of vendors will be available in the district office. All existing annuities vendors and their plans will continue to be offered to participating teachers as long as one or more teachers covered by this agreement choose to participate in any of that vendor's annuities plan. Existing annuities vendors will be discontinued if and when no teacher chooses to participate in any of that vendor's annuities plans. Existing annuities vendors that have been discontinued for that reason will be required to meet the five minimum participation levels before being reactivated in the district.

Rollover annuity funds from previous employers will be allowed in USD 322 if the rollover annuities are that of an annuities vendor currently being used in the district and the rollover does not result in cost of any type to the district. Teachers leaving district employment may choose to complete a rollover of their annuities into the annuities of their choice providing that the rollover does not result in cost of any type to the district.

ARTICLE IV. EXTRACURRICULAR ACTIVITIES

Section 1. Assignment

A. **Extracurricular activities** are assignments outside of the teacher's workday as defined in Article V, Section 2.A.1. except for Activities Director (AD) administrative duties. The Activities Director shall be provided a plan time in addition to the academic plan time:

Activities Director 7-12 shall have two class periods (beginning SY 2022-2023)

Activities Director 9-12 shall have a class period (beginning SY 2022-2023)

Activities Director 7-8 shall have a class period (beginning SY2022-2023)

Extracurricular assignments shall be voluntary, and no teacher shall be required to accept any such assignment. Refusal to accept an extracurricular assignment shall not be a valid basis for a negative teacher evaluation.

B. In the event the Board of Education and/or the administration intends to recommend that a teacher possessing a supplemental contract not be renewed for the following year, the administrator shall provide written and verbal notification of the intent to such teacher at least five working days prior to the May BOE meeting. The teacher shall be given an opportunity to address the Board of Education at the May board meeting when the decision is made.

C. It is the position of the Board and the association that students are best served when licensed teachers employed by the district sponsor or coach extracurricular activities. Coaching, sponsorship, and extra duty opportunities will first be offered to qualified teachers employed by the district. The qualifications will be based on the evaluations of the building principal and superintendent. Once the position has been posted for a period of two weeks, the Board has the right to consider and hire other licensed instructors and Rule 10 candidates.

Section 2. Insurance

All extracurricular activities shall be covered for the teacher by school insurance.

EXTRACURRICULAR ACTIVITIES/SUPPLEMENTAL SALARIES

The Board of Education agrees to fund the 2023-2024 supplemental salary schedule as listed.

Section 3. Determination of Supplemental Salary Placement

2023-2024		2023-2024 Assignment Percentages			
Base	39,350				
Increment	600				
Step 1	39,350	7-12 Activities Director	20.00%	FBLA	6.00%
Step 2	39,950	OR 7-8 Activities Director	6.00%	KAYS	6.00%
Step 3	40,550	OR 9-12 Activities Director	14.00%	OHS Scholars' Bowl	6.00%
Step 4	41,150	OHS Head Basketball	12.50%	OHS Student Council	6.00%
Step 5	41,750	OHS Head FB	12.50%	Spanish Club	6.00%
Step 6	42,350	OHS Head VB	11.50%	O'Club	6.00%
Step 7	42,950	OHS Head WR	11.50%	7-12 SIT	5.50%
Step 8	43,550	OHS Head TR	10.50%	PreK-6 SIT	5.50%
Step 9	44,150	OHS Head Baseball	10.50%	OJH Head WR	5.50%
Step 10	44,750	OHS Head Softball	10.50%	OHS Basketball Cheer	5.50%
Step 11	45,350	OHS FFA Head Advisor	10.00%	District Band	5.00%
Step 12	45,950	OHS Forensics	7.50%	OHS Yearbook	5.00%
Step 13	46,550	7-12 Lead Teacher	7.00%	OJH Asst. Basketball	4.50%
Step 14	47,150	PreK-6 Lead Teacher	7.00%	OJH Asst. VB	4.50%
Step 15	47,750	Social Emotional Coordinator	7.00%	OJH Asst. FB	4.50%
Step 16	48,350	OJH Head Basketball	7.00%	OJH Asst. TR	4.50%
Step 17	48,950	OJH Head FB	7.00%	OHS Football Cheer	4.50%
Step 18	49,550	OJH Head TR	7.00%	PDC Chair	4.50%
Step 19	50,150	OJH Head VB	7.00%	District Choir	4.00%
Step 20	50,750	OHS Asst. Basketball	7.00%	OHS Asst. CC	3.50%
		OHS Asst. FB	7.00%	OJH Asst. WR	2.50%
		OHS CC	7.00%	OHS NHS	3.00%
		OHS Golf	7.00%		
		OHS Asst. TR	6.50%		
		OHS Asst. VB	6.50%	Freshman Class Sponsor	\$600
		OHS Asst. WR	6.50%	Sophomore Class Sponsor	\$750
		OHS Asst. Baseball	6.50%	Junior Class Sponsor	\$1,500
		OHS Asst. Softball	6.50%	Senior Class Sponsor	\$1,000

The number of coach/sponsors allowed shall be as determined by the Board. In the event that fewer than the maximum number of coach/sponsors is assigned a particular position, the percent allowed each such coach/sponsor shall not increase.

Any coach or sponsor returning to the same supplemental sport or activity will be entitled to all his/her years of experience in that sport or activity.

Placement on salary steps:

- A. A head coach or sponsor from another school who is hired to be head coach or sponsor in that same sport or activity will be placed at the same corresponding level (*i.e. JH or HS*) in USD 322. That person is entitled to all his/her years of experience.
- B. An assistant coach or sponsor who becomes the head coach or sponsor in that same sport or activity shall be awarded one-half ($\frac{1}{2}$) the years of experience. *[For example, a 10-year assistant (same sport or activity) becomes a head coach or sponsor and enters at step 6]*
- C. A head coach or sponsor at the Jr. High who moves to the High School in that same sport or activity will be allowed entry at one-half ($\frac{1}{2}$) of the coach's or sponsor's Jr. High coaching or sponsoring years. *[For example, a 10-year JH Head BB coach becomes the HS BB coach and enters at step 6.]*
- D. A head coach or sponsor at the Jr. High who goes to the High School as an assistant in that same sport or activity is entitled to all his/her years of experience.
- E. A first time Rule 10 coach or sponsor begins on step 1 and moves with years of experience. If a Rule 10 has previous coaching or sponsoring experiences, refer to the above examples.
- F. A head coach or sponsor who takes an assistant position in that same sport or activity, with the same school, will be allowed all years of experience but moves to the appropriate assignment percent.
- G. Years of Experience will be rounded to the next whole number. *[For example, a coach or sponsor of 15 years using half of the experience would enter at step 8 (7.5 years).]*

Section 4. Extra Duty Assignments

Any teacher assigned by administration to specified extra duties outside of the negotiated duty day as defined by Article V, Section 2A1 of the negotiated agreement and not included in the stated Supplemental Salaries (Article IV, Section 3) of the negotiated agreement shall be compensated in quarter (0.25) hour increments at the negotiated hourly pay rate of \$12.00 per hour with a 12-hour per day limit (\$144) for the supervision of school-sponsored student performances of a non-athletic nature, non-supplemental concession supervision, event support duties, enrollment, and breakfast supervision and so on.

All extra duty time not covered by contract or supplemental salary related to sponsorships, including but not limited to accompanist, summer band, and weightlifting will be paid at the current extra duty rate. The principal will validate these hours.

Per those same conditions, teachers shall be compensated in quarter (0.25) hour increments at the hourly pay rate of \$20.00 per hour for administratively assigned and approved PD meetings, KESA Building Leadership Team meetings, student tutoring, Saturday School supervision, Summer School duties, Curriculum Team meetings, and so on.

All extra duty assignments will be made with and approved in advance by the principal and/or the superintendent. Employee Extra Duty sheets are required of those requesting compensation for extra duties performed outside the teacher's duty day. Copies of the Employee Extra Duty sheets shall be approved by the principal and forwarded to the treasurer.

The hourly pay rates for all extra duty assignments shall be equal to or greater than the minimum wage rate.

ARTICLE V. AMOUNT OF WORK

(*Note: Setting minimum hours or days as the length of the school year is specifically exempted from negotiations by Kansas law. The Board of Education annually selects the option to be used.)

Prior to recommending a calendar to the Board of Education, the superintendent will set up a committee of staff, from all levels, to develop a calendar for approval by the Board of Education. OTO will appoint at least 2 teacher representatives of their choosing, the board will select a member, 1 classified staff member selected by the superintendent, and 1 other representative as deemed appropriate by the board or administration. The calendar will have 178 contract days and 179 contract days for teachers that are new to U.S.D. 322.

Section 1. Number of Duty Days

KSDE-required calendar hours: KG = 465 hrs. Gr.1-11 = 1,116 hrs. Gr.12 = 1,086 hrs.

DAYS:

178 = Total Teacher Contract Days (returning teachers)

179 = Total Teacher Contract Days (new teachers)

There will be no less than 5 Teacher Workdays and 4 PDC Days per calendar year. There will be 1 Full Teacher Workday at the beginning and end of the school year. The other 3 will be at the discretion of the calendar committee.

Parent Teacher Conferences will be scheduled on the school calendar.

Suggestions for total days within the quarter shall be:

<u>QUARTERS</u>		<u>DAYS</u>
Aug13-Oct15	=	43.5
Oct19-Dec17	=	39.0
Jan04-Mar04	=	42.0
Mar15-May14	=	41.5

Section 2. Activities Defined as Duty Days

A. Professional Workday

1. The teacher workday is a flexible additional thirty minutes outside of the student contact day with a minimum of at least 10 minutes before and 10 minutes after. The remaining 10 minutes will be at the discretion of the teacher. Mandatory attendance is required for faculty meetings from 7:30 am until the start of the school day. Faculty meetings may be held up to four times monthly with emergency meetings as needed.
2. Each teacher will be guaranteed a minimum of forty (40) minutes for planning time each day, outside of all other duty-free mandates or district job assignment. Administration is directed to give each teacher no less than thirty (30) minutes consecutively. If only thirty (30) minutes are given at a time, the teacher will receive no less than two- thirty (30) minute slots per day or an equivalent to that amount of time during the work week.
3. When a teacher is required to substitute for another teacher, reimbursement will be determined in the following manner:
 - a. The teacher will be expected to substitute for another teacher up to five hours free of reimbursement. Thereafter, that teacher will receive compensation equal to a prorated substitute's salary with the first paycheck of the month.

- SAMPLE: Date Time In Time Out Total Time For Whom
 Signatures _____
 Teacher Principal / Designee

- ### B. Meal Duty

C. Professional Development Training

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Section 3. Classes and Schedule

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ARTICLE VI. LEAVE POLICIES

Section 1. A. Leave for Jury Duty

All teachers shall be allowed to serve as jurors. Substitutes will be provided at no expense to the teacher and no days of any leave will be deducted from any accumulated leave. However, except for mileage paid, the Board is to be reimbursed the amount the teacher receives for serving on the jury.

B. Licensure Renewal Release

Upon communication and approval from the Superintendent, teachers may be granted up to 4 hours of release time, for the purpose of fingerprinting for licensure renewal. This will be granted one (1) time per teacher, during their tenure of teaching within U.S.D. 322. Any time beyond 4 hours, must also be approved by the Superintendent.

Section 2. Temporary Leave

At the beginning of the school year, full-time teachers shall receive thirteen (13) days of temporary leave (TL). This leave can be used for illness, bereavement, or personal needs of the teacher. It is the responsibility of the teacher to submit their absences for approval through the board-approved online attendance system.

Teachers shall be allowed to accumulate the unused portion of each year's temporary leave to a maximum of ninety SLB days.

For a teacher to take more than three consecutive days of TL, not due to illness, an approval request must be submitted to the superintendent, through the board-approved online attendance system, at least ten business days prior to the proposed use of the TL. Emergency circumstances will be at the discretion of the superintendent.

In case of a teacher's own personal illness, after five consecutive days of absence, the superintendent may require the teacher to furnish a signed statement from a licensed physician stating that the teacher was unable to perform job duties for health reasons.

Except for personal illness, TL may not be used to extend holidays or break time or during the first or last two weeks of the school year, or for personal vacation. Exceptions will be at the discretion of the superintendent.

Section 3. Sick Leave Pool

The use of this pool will be capped at a maximum \$5,500 cost per fiscal year to the Board of Education. Teachers volunteer sick leave to be placed into the pool. The sick leave placed into the pool may be borrowed in increments up to 30 days (240 hours) at one time by a teacher requesting the leave. Each request will be reviewed by a teacher committee appointed by the OTO president.

GUIDELINES

1) Emergency

- a. May include but not limited to family/extended family or personal sick leave.
- b. May include but not limited to hospitalization or out-patient care and recovery time.
- c. May include but not limited to maternity leave.

2) Donation

- a. Teachers may voluntarily donate hours into the pool by using the sick leave pool form at any time. This form will be placed in the back of the master agreement.
- b. Sick leave hours are donated in general, not to a specific recipient.

3) Request for days

Teachers may request hours from the sick leave pool using the sick leave request form after they have used all their eligible leave hours. This form will be placed in the back of the master agreement.

4) **Determination of Use**

The use of sick leave pool hours will be reviewed, and approved or denied, by a committee chaired by the OTO president and four other OTO members not known to each other. These four additional members are to be appointed by the OTO president. They will individually review the request and vote anonymously to approve or reject. Majority vote will determine the outcome. Neither the Board of Education nor the administration shall participate in any determination regarding the use of sick leave pool hours. Neither the Board of Education nor the administration shall be responsible for any claims, demands, or actions brought by any teacher with respect to the committee's decision to grant or deny use of sick leave pool hours. (Appendix B)

Section 4. Emergency Business Leave

In case of emergency, one day of accumulated sick leave may be used for temporary leave. Such use is contingent entirely upon being granted by the building principal or superintendent.

Section 5. Accumulation of Leave

Notwithstanding any other language in this Agreement, unused temporary leave shall be carried forward to the next school year as sick leave only.

ARTICLE VII. PROFESSIONAL DEVELOPMENT

Section 1. Provisions

Provisions will be made for all teachers to attain professional development through activities tied to each certified staff member's professional goals deemed appropriate by the U.S.D. No. 322 Professional Development Council (PDC) and approved by administration. Requests for approval must be submitted through the board-approved online tracking system.

Section 2. State-Approved Professional Development Plan

The State-Approved Professional Development Plan will be amended when appropriate or required to maintain State eligibility requirements so that the staff can use earned points to meet certification standards.

Section 3. Days Allowed

Teachers will be allowed to utilize Professional Development Days, to the extent necessary to meet recertification needs and to meet the Professional Development goals of the teacher, PDC, and District.

Section 4. Cost

The district will budget for, where fiscally appropriate, to pay for registration and travel costs that are approved and apply to the goals as listed in Section 3. It is the responsibility of the district to provide a qualified substitute in the event the absence is during the school day. It is the responsibility of the teacher to leave thorough and complete lesson plans for any class time missed.

Section 5. Points Required

It is the teacher's responsibility to ensure he/she meets all requirements for recertification. It is the responsibility of the Board to provide the necessary Professional Development time through scheduled District Professional Development Days in the school calendar. The

District will provide \$250 and up to three (3) Professional Development days per year for teachers to seek outside Professional Development opportunities to ensure teacher recertification.

Section 6. Attendance/Absence

Attendance at approved Professional Development opportunities shall not require using sick or temporary leave but should be submitted and approved through both the board approved online attendance and tracking system.

Section 7. Praxis Examination

The district will reimburse a teacher the full cost of the exam when they successfully pass and provide proof of the Praxis exam score under the following conditions:

- a) If requested to take the test by the district, there shall be no expectation for the teacher to take the test.
- b) If testing is administered during the school day, the teacher will be allowed to take the exam and the district will provide a substitute without deducting leave from the teacher.

ARTICLE VIII. GRIEVANCE PROCEDURE

PREAMBLE: The purpose of this procedure is to provide for the orderly and expeditious resolution of grievances of a teacher at the lowest level. All grievances shall be confidential and conducted in private.

DEFINITIONS: 1. Grievance A complaint by a person or persons of the Association subject to the limitations in paragraph 2 based on an alleged violation of the negotiated agreement.
2. Grievant The person or persons or the Association making the complaint. The Association is limited to filing a grievance only in regard to a right given to the Association in this Agreement. Any grievance filed by the Association shall be initially at Level III.

PROCEDURE:

- Level I. Within fifteen school days from the date of the grievant's awareness of the incident giving rise to the alleged grievance, a grievant may present orally the grievance to his/her principal or other immediate supervisor. Within five days after the discussion the principal shall give his/her answer to the grievant.
- Level II. Within ten school days of the oral answer and if the grievant is not satisfied with the answer, the grievant may file the grievance in writing with the principal. Within five school days after receiving the statement the principal shall communicate his/her answer in writing to the grievant stating finds of fact and rationale for this decision.
- Level III. If the grievant is not satisfied with the disposition of the grievance at Level II, he/she may file the grievance within ten school days with the superintendent. The superintendent shall meet with the grievant within five school days in an effort to resolve the grievance. Within five school days after this meeting, the superintendent shall give to the grievant a written answer stating findings of fact and the rationale for this decision.
- Level IV. Within ten school days after receiving the decision from the superintendent, the grievant may submit the grievance to the Board. Within fifteen school days The Board shall hold a hearing on the grievance. Within ten school days after the hearing the Board shall communicate its decision in writing to the grievant. The failure of the Board to deliver a decision within the allotted time shall mean that the grievance is upheld.
- Level V. Binding Arbitration: The Board does not agree to binding arbitration.

MISC. PROVISIONS:

1. The grievant and the Board may be represented by not more than two persons at Level IV.
2. The Association shall have the right to have one representative present at the Level IV hearing.
3. The grievant may present witnesses and material at any level of the procedure except Level 1. Documentation is the responsibility of the grievant.
4. The failure of the individual hearing a grievance to give the grievant a decision within the allotted time shall give the grievant the right to proceed to the next step of the grievance procedure.
5. Grievance at Levels II, III, and IV shall be filed on the form provided with this article.
6. There shall be a separate file for grievances. Grievances will not be filed with the teacher's evaluation forms.
7. Sample grievance report form is included with this Agreement.

ARTICLE IX. TEACHER EVALUATION RECORDS

Personnel records are required to be on file at the superintendent's office. All these records are kept in accordance and compliance with State requirements. These records include a copy of the contract, teaching certificate, transcript(s), health records, retirement application, birth certificate, and teacher evaluation. These records are kept in confidence per terms and conditions of the Kansas Open Records Act.

Section 1. Contested Evaluation Procedure

Teacher evaluation records may be alleged to contain inaccurate information. An individual requesting rectification of a contested item in his/her evaluation may follow this procedure:

- A. Evaluator and teacher shall consent mutually to rectify the situation by amending the item.
- B. If unable to agree and rectify the item, both parties should contact the superintendent. Both parties will make a statement concerning their convictions and place it in the teacher's file.

Section 2. Personnel File Entries

Teachers shall be notified and given a copy of all entries made into his/her file. This notification shall be acknowledged by the teachers by having their signature and the date of all entries into their file.

Section 3. Schedule

Every teacher in the first two consecutive years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester, except that any teacher who is not employed for the entire semester shall not be required to be evaluated; and that every teacher during the third and fourth years of employment shall be evaluated at least one time each school year by not later than February 15; and that after the fourth year of employment every teacher shall be evaluated at least once in every three years by not later than February 15 of the school year in which the teacher is evaluated.

Section 4. Evaluation Document

The Board of Education retains the sole authority to choose the evaluation tool and criteria. Administration shall direct a committee consisting of administration, elementary teachers, middle school teachers, and high school teachers to recommend and/or develop an evaluation document that promotes teacher development while meeting State guidelines.

ARTICLE X. TEACHER RIGHTS

The Board of Education and teachers recognize that parents of students may have complaints regarding a teacher. Use of this formal process shall be agreed to by the administration and the teacher, otherwise it is agreed that board policy will be followed.

When this process is used, the provisions of it may be waived by mutual agreement of the administration and the individual teacher(s). When this process is used, if any step contained in the process is waived by the administration and teacher(s), failure to comply with any or all of the provisions of this Article shall not be the subject of a grievance by the Teachers' Association.

When a student, parent, or patron brings a complaint directly to the principal, superintendent, or school board member, they will be encouraged to go back and discuss it with the teacher. If they are not willing to do so, the teacher will be notified of the complaint as soon as possible either verbally or in writing by the administration.

Section 1.

- Step 1. The parents and/or students may meet with the teacher to discuss the conflict and possible alternatives. When the teacher deems it necessary, they will involve administration. If administration is not present, and it is appropriate, the teacher shall notify administration of the content and results of the meeting.
- Step 2. In the event administration is not involved in Step 1, and the meeting between the teacher, parent and/or student does not resolve the conflict, administration will initiate a meeting of all parties involved to resolve the conflict. Teachers and administrators who are involved at this step shall document the meeting and may develop a plan of action. **In the case of physical evidence, Step 2 can be eliminated and move directly to Step 3.*
- Step 3. If there is no resolution at Step 2, the administration shall call a meeting in order to attempt to resolve the conflict. Teachers and administrators who are involved at this step shall document the meeting and may develop a plan of action. There shall be nothing placed in a teacher's personnel file prior to this step.
- Step 4. If there is no resolution at Step 3, the parent may discuss the matter in executive session with the school board. The teacher may choose to have the opportunity to be present or present to the school board on the same night. Teachers and administrators who are involved at this step shall document the meeting and the board may work with all parties to develop a plan of action. The superintendent will report to all parties what specifically is in the board's plan of action.

Section 2. This Article X shall not be construed to prevent a parent or patron from addressing the Board at a School Board Meeting.

Section 3. In the event the Board or the administration is aware that a parent or group of parents' desire to speak to the Board about an individual teacher at the next Board meeting, the administration shall make a good faith attempt to contact the teacher within a reasonable amount of time prior to the Board meeting. Patron petitions shall require this process to be followed.

ARTICLE XI. TEACHER DISCIPLINE

A. It is agreed that informal disciplinary actions are the first steps taken in constructive discipline and are to be taken by administrators in situations of a minor nature involving the teacher's conduct or job performance. Disciplinary actions will be administered in a fair and equitable manner, and where possible in a private manner with an appropriate substantive investigation of the key individuals involved.

B. The information regarding proposed and implemented discipline of teachers shall be considered confidential, privileged information, only to be released to the administrator(s) who work(s) with the teacher, the superintendent, and, if appropriate, to the Board of Education. The teacher may release information regarding the discipline to any appropriate party.

C. Discipline of a teacher will be progressive and/or sequential, and appropriate to the severity of the infraction, except in those situations that constitute a breach of board policy that could impair the effective operation of the school, or potential criminal violation. The sequence of discipline shall be as follows:

1. A conference shall be the first step to a minor infraction such as; lateness to work, professionalism or professional responsibilities. Documentation may occur for the record, but no written record will be placed in the professional employee's personnel file.
2. The second step shall be an oral reprimand transmitted directly to the teacher, acknowledged by the teacher, and recorded in the building personnel file only as the existence of the reprimand, without extensive detail.
3. Once the administrator determines that a written reprimand is necessary, a face-to-face meeting with the teacher shall occur within 3 business days unless there are extenuating circumstances. It shall contain sufficient details of the incident to allow understanding by the teacher who shall submit a written response to the allegations within 3 business days unless there are extenuating circumstances. The response shall be attached to the reprimand, and both will remain in the teacher's building personnel file. There shall be no further appeal of the reprimand.
4. In the event of the failure of a teacher to correct the behavior identified in the written reprimand, the teacher may be placed on a written behavior plan and a timeline for meeting those expectations. The written behavior plan shall provide an opportunity for the teacher to object in writing to elements of the plan within 3 business days unless there are extenuating circumstances. Any objections shall be resolved by the Superintendent within 5 business days unless there are extenuating circumstances.
5. If the teacher does not satisfactorily meet the goals of the behavior plan, or if the teacher's behavior becomes insubordinate, the immediate supervisor shall notify the Superintendent. The Superintendent shall have the authority to suspend the teacher with pay, pending further review. With permission of the teacher, notification will be sent out to the OTO President.
6. Any reprimand or written behavior plan that is resolved may not be referenced after 13 calendar months and shall be purged at the end of that school year.
7. If the teacher does not correct the issues identified as the basis for the suspension with pay, or if the behavior is serious enough to warrant termination of employment, the Superintendent will notify the teacher of the intent to recommend suspension without pay to the Board of Education.

8. The teacher is entitled to be represented in any disciplinary proceeding under this Article.
9. In the event a teacher's contract is terminated for cause, the teacher is entitled only to a prorated share of the contractual sum of wages and benefits equal to the amount that the teacher earned from time in service.

Article XII. INCENTIVE FOR ADVANCED DEGREE

The Board of Education values continued learning for staff, and thus encourages teachers to pursue advanced degrees. The Board will reimburse \$80 per credit hour for work toward or beyond an advanced degree in an area of teaching methods, assessments, or subject matter taught; this does not apply to individual coursework related to recertification. Credit must be granted from an accredited institution. Board written approval must be obtained prior to enrolling in a class/program of study.

Section 1. Program Approval Process

The following steps will be used for obtaining program approval

- A. Submit a Request for Program of Study Approval to the Board (www.usd322.org)
 - a. Include Program of Study from institution outlining Program Courses
- B. Once approved, enroll in Program of Study through accredited institution.

Section 2. Reimbursement Process

- C. Following successful course completion, submit unofficial transcript with verification of passing grade of B or higher along with Requisition for Tuition Reimbursement form (www.usd322.org)
 - a. *This form does not require Board approval each semester prior to reimbursement so long as it aligns with the Approved Program of Study*

Section 3. Retention Terms

To retain the full reimbursed amounts, the teacher must remain with the district during and three full years following completion of the Advanced Degree. If the teacher leaves the district for any reason during the acquisition of the degree or prior to the third year following completion, he/she must reimburse USD 322 based on the following tiered system:

- A. During or Immediately following Degree Completion – 100%
- B. First Year following Degree Completion – 80%
- C. Second Year following Degree Completion – 50%
- D. Third Year following Degree Completion – 0%

MASTER AGREEMENT RESOLUTION

The following is the negotiated Master Agreement between Onaga Educator's Association (hereinafter referred to as the Association), and the Board of Education, Unified School District No. 322, Pottawatomie County, Kansas (hereinafter referred to as the Board).

WHEREAS, the Association has been recognized by the Board for the purpose of professional negotiations; and

WHEREAS, the Board and the Association, by and through their duly authorized representatives, have met, conferred, consulted, and discussed with respect to the terms and conditions of professional employment, and

WHEREAS, The Board and the Association have now reached an agreement with respect to certain of such terms and conditions of employment by the teacher, the same is now reduced to writing.

Should any part of this Agreement be declared illegal, then that part shall be deleted from the Agreement.

As used in this Agreement the term "teacher" shall mean and include all certified employees of the school district except administrators and substitute teachers.

This Agreement shall become effective upon being duly ratified by the teachers of the school district and by the Board, and shall be effective from and after July 1, 2023. This Agreement shall totally expire on June 30, 2024, notwithstanding one or more of the provisions of the Agreement are not noticed for negotiations but no agreement is reached thereon.

Executed this 14th day of August 2023.

/s/

Jamie Ringel
President
USD #322 Onaga Teacher's Organization

/s/

Jessica Venneberg
Negotiator
Board of Education
Unified School District No. 322

APPENDIX A

REQUEST FOR ADDITIONAL COLLEGE HOURS FOR SALARY MOVEMENT

CERTIFIED PERSONNEL, USD 322, EFFECTIVE JULY 1, 2004 / REVISED APRIL 2015

A current and complete record of college hours, national certification and degrees will be maintained at the district office for all teachers covered by the Master Agreement between the Board of Education and the Association. It is the teacher's responsibility to have additional college hours approved in advance by the superintendent on this form to be counted for salary movement.

PRIOR APPROVAL FORM

This form must be completed and on file by April 1 of the current contract year for additional college hours to be considered for salary advancement in USD 322 for the next contract year.

1. The teacher **requests** college hour(s) for approval on this form **by June 1**.
2. The teacher request is **approved or denied** by the appropriate building administrator and superintendent.
3. The teacher provides to the district an **official college transcript** showing completion of college hours **by August 20**.
4. The USD includes approved and completed college hours on the teacher's **college hour / degree / certification record** and makes appropriate **salary advancement** per the Agreement if the transcript is received by August 20 of that contract year.

Teacher Name _____ Teaching Assignment _____

Date of Request: ____ / ____ / ____ Requested for Contract Year: 20__ - 20__

COMPLETED BY TEACHER						USD OFFICE USE ONLY	
Class Name	Class No.	Credit Hours	College or University	Class Completion Date	Anticipated Benefit to Students	Date Transcript Received & Verified	Contract Year in which Hours will Apply

___ I am at Step ___ Column ___ and these additional hours will move me to Column ___ on the salary schedule.

___ These additional hours will NOT move me on the salary schedule for the coming school year.

I request the indicated college hours: _____ / ____ / ____
(Signature Teacher) (Date)

I recommend approval of this request: _____ / ____ / ____
(Signature Building Administrator) (Date)

I ___ approve / ___ deny this request: _____ / ____ / ____
(Signature Superintendent of Schools) (Date)

(Reason(s) for Denial _____)

CC: Payroll Clerk, USD 322 (original)
President, OTO
Chairperson, USD 322 Professional Development Council (PDC)
Requesting Teacher
Building Administrator(s)

(Revised April 2015)

Appendix B

SICK LEAVE POOL

The purpose of this form is to donate or request sick leave pool hours (for catastrophic or long-term illness.)

- a. *To donate hours, please complete all items except for reason for request.*
- b. *To request hours, please complete all items. Requests may be made for any amount of time up to 30-day (240 hours) increments. A request may be made by a family member if the teacher is unable to complete the form. If a family member is unable to make the request, the OTO President may do so.*

When this form has been completed, it is to be given to the OTO president.

Upon receipt of a request form, the OTO president will call for the committee to make a decision on the request and inform the teacher requesting points in writing of the decision within five school days.

NAME _____

DATE _____

☐ I would like to DONATE _____ hours to sick leave pool

☐ I would like to REQUEST _____ hours from sick leave pool

Reason for Request:

Signature

USD OFFICE USE ONLY

Date Received _____

Date Returned _____

REQUEST RESPONSE

APPROVED

DENIED

OTO President _____

Date Sent to DO _____

Appendix C

Grievance Report Form

PROCEDURE: Level II Level III Level IV
(Circle one of the above to indicate level of Grievance)

Date Filed

Name of Grievant

Building

Assignment

- A. Date cause of grievance occurred:
- B. Relevant agreement provisions:
- C. Statement of grievant's claim (statement of facts upon which grievance is based—use additional pages if necessary):

- D. Relief desired:

Signature of Grievant

Date Signed

Date Received

- E. Disposition by the appropriate administrator (attach additional pages, if necessary):

Signature of Administrator

Date Signed

Appendix D

Teacher Rights Form

Student Name _____ Grade _____

Parent/Guardian Name _____

Teacher Name _____

Building _____ *Assignment* _____

STEP 1 CONCERN:

SIGNATURES:

Teacher _____ Date Given to Principal and Parent _____

STEP 2 PLAN OF ACTION:

SIGNATURES:

Parent	_____	<i>Date</i> _____	Comments Attached
Teacher	_____	<i>Date</i> _____	Comments Attached
Principal	_____	<i>Date</i> _____	Comments Attached

STEP 3 PLAN OF ACTION:

SIGNATURES:

Parent	_____	<i>Date</i> _____	Comments Attached
Teacher	_____	<i>Date</i> _____	Comments Attached
Principal	_____	<i>Date</i> _____	Comments Attached
Superintendent	_____	<i>Date</i> _____	Comments Attached

Date Referred to the Board of Education: _____