

**NEGOTIATED AGREEMENT**  
**2017-18 School Year**  
**Crete Education Association**  
**and**  
**Crete Board of Education**

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## **ARTICLE I -- NEGOTIATED AGREEMENT**

This agreement is made and entered into by and between the Crete Education Association and the Board of Education of the School District of Crete, District #2, of Saline County, Crete, Nebraska.

WHEREAS, representatives of the parties have conducted negotiations, and

WHEREAS, the parties have reached a mutually binding agreement which has been reduced to writing and signed by each party,

NOW THEREFORE, the parties do hereby stipulate and agree that the following items have been agreed upon by the parties and shall be incorporated by reference as a part of all teachers' contracts signed for the 2017-18 school year.

## **ARTICLE II -- SALARY SCHEDULE**

The base salary for a teacher with a bachelor's degree and no prior experience shall be thirty-four thousand five hundred eighty dollars (\$34,580) for the 2017-18 school year.

The vertical increment of the schedule shall be four and a half percent (4.5%) and the horizontal increment shall be four and a half percent (4.5%.) The vertical steps and horizontal lanes of the schedule are shown on Appendix A.

Beginning with the 2002-2003 school year, the Board of Education will grant all previous experience toward initial placement on the salary schedule for experience as a full-time teacher in an accredited school.

Vertical advancement on the salary schedule shall be limited to one step per year. All teachers completing only one half year in the Crete Schools will receive credit for one full year and be eligible to move to the next step on the salary schedule.

Effective 2008-2009, teachers on the BA+36 column will remain there until a Master's degree is earned. Effective 2009-2010, column BA+36 is closed. No teacher will be eligible to move beyond BA+27 until a Master's degree is earned.

Annual horizontal movement shall not be limited to one column. In order to advance horizontally on the salary schedule, hours taken must be in graduate courses. To move horizontally past the MA column, graduate hours must be taken after completion of the master's degree. In cases where the teacher is required by the district to obtain an endorsement in another area, undergraduate courses taken beyond the Master's will be approved for horizontal advancement on the salary schedule.

### **A. DEADLINE FOR NOTIFICATION OF COURSEWORK**

It is the teacher's responsibility to notify the superintendent's office in writing no later than June 15<sup>th</sup>, if he/she intends to move horizontally on the schedule for the first semester of the coming school year. If the teacher fails to notify the office of the superintendent by June 15<sup>th</sup>, he/she may not be advanced horizontally for the coming semester. Notification to the Superintendent shall be a signed letter or an email from the teacher's assigned school email account. No form existing within the school district shall substitute for this letter.

Horizontal advancement on the salary schedule may occur for the second half of the contract year provided that the teacher gives notice in writing to the superintendent by September 1 of his/her intent to advance on the salary schedule and provided that the teacher needs only an additional three (3) hours of credit to accomplish that move.

**B. CURRICULUM WORK**

Curriculum work will be compensated at the rate of \$20.00 per hour. Time cards for summer curriculum work shall be submitted no later than July 31.

**ARTICLE III -- EXTRA-DUTY SCHEDULE**

Compensation for extra-duty assignments shall be according to the extra-duty schedule, which is attached hereto as Appendix B and made part of this agreement.

All persons eligible to advance on the extra-duty schedule shall be advanced. Each person will advance on step if his or her evaluation remains satisfactory. When a sponsor/coach changes assignments within the same activity but moves into a higher category, he/she shall be placed at Step 1 (Years of Experience) of the new category. When the assignment change is a move to a lower numbered category, the sponsor/coach shall be given the years of experience accrued within the same activity.

Any staff member wishing to secure yearly activity pass(es) will first meet the requirements listed in Appendix C of this document. A teacher who is assigned duties such as tasks at school-sponsored events after school hours shall be paid according to the schedule in Appendix C. An activity event is defined as an event as shown in Appendix C.

**ARTICLE IV -- INSURANCE**

**A. HEALTH BENEFITS**

The Board agrees to pay the premium for the EHA Network Blue \$900 deductible plan for employees for the 2017-18 school year with no change of the insurance provider during the school year. The board will pay \$20,914.68 for full-time teachers with families (dependent children and a spouse). For employees covering only his or her children or a spouse, not both, the board will pay \$15,663.84. The board will pay 53% of the family coverage (\$11,084.78) for single employees and each member of a teaching spouse couple. A teaching spouse couple is defined as both teaching at Crete Public Schools, and at least one of whom teaches full time. For those teachers who teach part-time, the board will pay a pro rata share of the premium based on the teacher's percentage of employment.

If a bargaining unit member can obtain insurance coverage elsewhere and chooses not to take the coverage through the District, they may take advantage of the cash option as outlined in Appendix E.

Incorporated are Health and Dental Insurance Benefit Tables for 2017-18, marked Appendix F.

**Appendix F**

**2017-18 Benefit Grid**

**NEBRASKA EDUCATORS HEALTH ALLIANCE**

Medical Coverage: Dual option EHA Blue Preferred \$900 Ded. Plan/\$3,500 High Ded. Plan

Dental Coverage: PPO 80% A & B with 50% C Coverage

Benefit Option	Monthly			Additional Cash/HSA Distribution by District	Annual	
	Medical Premium	Dental Premium	Total Premium		Total Premium + Cash Distribution	Total Cost to District
Employee & Children & Spouse + SD	\$1,714.22	\$28.67	\$1,742.89	---	\$1,742.89	\$20,914.68
Employee & Spouse + SD	\$1,276.65	\$28.67	\$1,305.32	---	\$1,305.32	\$15,663.84

Employee & Children + SD	\$1,124.68	\$28.67	\$1,153.35	\$151.97	\$1,305.32	\$15,663.84
Employee + SD	\$607.93	\$28.67	\$636.60	\$287.13	\$923.73	\$11,084.78
Teaching Spouses-With Children	\$857.11	\$40.42	\$897.53	\$26.20	\$923.73	\$11,084.78
Spouse 1						
Spouse 2	\$857.11	\$40.43	\$897.53	\$26.20	\$923.73	\$11,084.78
Teaching Spouses-No Children	\$607.93	\$28.67	\$636.60	\$287.13	\$923.73	\$11,084.78
Spouse 1						
Spouse 2	\$607.93	\$28.67	\$636.60	\$287.13	\$923.73	\$11,084.78
Employee & Children & Spouse + SD HDHP/HSA	\$1,446.33	\$28.67	\$1,475.00	\$267.89	\$1,742.89	\$20,914.68
Employee & Spouse + SD HDHP/HSA	\$1,077.15	\$28.67	\$1,105.82	\$199.50	\$1,305.32	\$15,663.84
Employee & Children + SD HDHP/HSA	\$948.93	\$28.67	\$977.60	\$327.72	\$1,305.32	\$15,663.84
Employee + SD HDHP/HSA	\$512.92	\$28.67	\$541.59	\$382.14	\$923.73	\$11,084.78
Cash-in-Lieu				\$516.67	\$516.37	\$6,200.00

**B. LONG TERM DISABILITY INSURANCE**

The board agrees to provide long-term disability insurance to cover each certified employee who is represented by the bargaining unit. The specifications for such insurance shall provide for sixty-six and two-thirds percent (66 2/3%) coverage with a maximum payment of Five Thousand Dollars (\$5,000) per month, a sixty (60) calendar day exclusion period, waiver of pre-existing conditions, waiver of evidence of insurability, survivorship benefits, benefits integrated with primary social security and retirement disability, and no restrictions on mental conditions. The premium will be paid to each certified employee and taxed.

**ARTICLE V – 403(b) PLAN**

The Board of Education will make a 403(b) plan available to teachers through payroll deduction.

**ARTICLE VI -- LEAVES**

**A. SICK LEAVE**

A teacher shall be granted leave for personal illness, non-elective surgery or other condition resulting in disability in the following manner.

Number of Days: Accumulation. In the first and each succeeding year of employment, a teacher shall be entitled to ten (10) days of sick leave, with no limit to the number of days that may be accumulated.

Unused Sick Days. Teachers who have been employed with the Crete Public Schools for ten (10) consecutive years, shall receive Twenty-five Dollars (\$25) for each unused sick day up to thirty (30) days upon retirement or resignation from the District. This benefit cannot be used in conjunction with the voluntary separation section of this agreement.

Reduction of Sick Leave Entitlement. Absence for a quarter hour or a fraction of a quarter hour shall result in the reduction of the teacher's sick leave entitlement by one-quarter hour for each quarter hour or fraction thereof. Authorized absences preceding or following the school's scheduled class periods shall not result in the reduction of the teacher's sick leave entitlement. Each day's absence for illness or disability-related reasons in excess of the teacher's accumulated sick leave shall result in the loss of a contract day's pay.

Use for Family Members and Dependent Children. Sick leave of as many as ten (10) days per year or up to 50% of accumulated sick leave, as determined at the beginning of the contract year, may be used for absence required to be with a hospitalized member of the immediate family or due to the illness of an immediate family member or for the care of a teacher's child age of 26 years or under who is confined at home due to a physician's orders or a handicapped child living at home and dependent upon the teacher regardless of age. Each day's absence for such reasons in excess of allowable leave shall result in the loss of a contract day's pay. Sick leave may be used for a teacher's or dependent child's doctor and dental appointment which cannot be scheduled before or after school hours.

Certification of Illness, Disability or Ability. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician's statement which shall be filed with the central administrative office.

Immediate Family. For the purposes of the sick leave provision, immediate family shall mean the teacher's spouse, mother, father, child, or spouse's mother, father, or child

Sick Leave Donation - During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day of sick leave to another teacher who is in need and has exhausted all of his/her sick leave and personal leave due to an illness. The maximum total any one teacher can donate in a school year is two (2) days. The total of such donated sick leave to the teacher needing sick leave shall not exceed that total of the accumulated sick leave at the beginning of the school year (including those days for the current year.) The total available sick leave may not exceed an accumulated amount of 60 days (this includes both the teacher's sick days and donated days.) Donated sick leave must be submitted on school district request forms and filed in the superintendent's office no later than five (5) working days after that recipient has returned to work. Donated sick leave shall be drawn in the order of the date received in the superintendent's office. A drawing shall be conducted to determine the order of usage if the donations are received on the same day and fit the criteria listed herein.

## **B. PERSONAL LEAVE**

Two (2) days of personal leave per year without loss of pay, shall be made available to each teacher for personal use. Personal leave shall be prorated for those teachers who work less than full-time. Personal leave can accrue up to 10 days before being converted to sick leave.

A teacher taking personal leave shall make adequate preparation for the work to be performed by the substitute teacher. This obligation shall be cleared with the building principal in advance of the absence.

Personal Leave must meet all of the following requirements. Except in the case of an emergency, a teacher must submit a written request for personal leave at least three (3) working days prior to the teacher's intended day of absence. Leave requests shall be granted in the order they are submitted to the building principal; however, no more than nine (9) teachers total shall be granted personal leave on the same day and no more than five (5) in one building. In the event of school district emergencies, such as excessive absences due to illness, or when substitutes cannot be located, personal leave will be limited.

- Personal Leave may not be used during parent teacher conferences days
- Personal Leave may not be used during the first five (5) contracted days listed on the school calendar, the last three (3) contracted days of each semester and the first three (3) contracted days of second semester unless the following conditions are met:
  - I. If school is in session, the teacher must pay the full cost of the substitute teacher, or

- II. If school is not in session, but the day requested is considered a teacher contract day, the teacher would be required to "make-up" the time absent at a date and time agreed upon by both the teacher and the building administrator.
- The exception is that staff may submit a request for Personal Leave to attend a child's or a grandchild's
  - I. Crete Public School sponsored activity
  - II. NSAA State Tournament

Leave Without Pay. Superintendent may authorize leave without pay for the reasons set forth below. The first authorized day of leave without pay used within the contract year will be deducted at a rate of 1/186 of the teacher's current index salary. Additional authorized leave without pay will be deducted at a daily rate of 1/186 of salary and 1/186 of health insurance premiums. Nothing in this agreement shall be construed to waive any rights or obligations under the Family Medical Leave Act of 1993. Except in the case of an emergency, the personal leave must be submitted and approved prior to the date of the requested leave without pay.

1. To prepare for participation in professional meetings, conferences and conventions outside the school district, which positively impacts your classroom.
2. To accompany a son, daughter or other person in teacher's custody to enroll in an institution of higher learning.
3. For absence caused by unforeseen circumstances beyond the teacher's control (i.e. travel, medical emergency).

Superintendent may authorize leave without pay for a single trip. A teacher must use no less than an equal amount of personal leave, if available, to that of the leave without pay which was granted. For requests less than half of a school day, a minimum of one half personal day will be required. A leave shall be limited to a single trip once every three years and shall not exceed five (5) working days.

Unused Personal Leave. Personal leave can accrue up to 10 days before being converted to sick leave. Teachers who have been employed with the Crete Public Schools for ten (10) consecutive years shall receive Twenty-five Dollars (\$25) for each unused personal day up to ten (10) days upon retirement or resignation from the district. This benefit cannot be used in conjunction with the voluntary separation section of this agreement.

### **C. EXCHANGE OF SICK LEAVE FOR PERSONAL LEAVE**

A qualifying teacher has the option to exchange two accrued sick leave days in order to gain one additional day of personal leave. In order to qualify for an exchange the teacher:

1. Must have been employed by the district for at least 5 consecutive years.
2. Must have depleted all of their current personal leave days.
3. Must agree that the additional personal leave day remain subject to existing requirements, within the current contract, for use of personal leave.
4. May only make one such exchange for the existing contract year.

### **D. PROFESSIONAL LEAVE**

Teachers and other employees are encouraged to participate in professional and educational organizations. As members of such groups, they are expected to assume their responsibilities insofar as regional, state and national meetings are concerned. The superintendent may arrange for a reasonable period of absence, with or without expenses paid, so that a staff member may meet his or her professional obligations. The superintendent shall establish the criteria needed in order for teachers to be eligible to use this leave. Each activity shall be granted two (2) professional leave days to attend a state competition or its equivalent. These two days may be used by one coach or one day each for the head and assistant.

## **E. BEREAVEMENT LEAVE**

A teacher may be granted as many as three (3) days of leave per year because of bereavement. If additional bereavement/funeral leave is requested, a maximum of two additional days may be taken by deducting from the individual's sick leave bank. Any teacher who receives a payment for his or her participation in a funeral shall not be entitled to bereavement leave with full or partial pay.

Approval of Leave. All employees who are granted bereavement leave shall file appropriate forms through their principal to the office of the superintendent in advance of the leave whenever possible and immediately upon returning in other cases.

Reduction of Bereavement Leave Entitlement. Absence for a quarter hour or a fraction of a quarter hour shall result in the reduction of the teacher's bereavement leave entitlement by one-quarter hour for each quarter hour or fraction thereof. Authorized absences preceding or following scheduled class periods shall not result in the reduction of the teacher's bereavement leave entitlement. Each day's absence for bereavement purposes in excess of three (3) days in one year may result in the loss of a contract day's pay.

## **F. GRANDPARENTS LEAVE**

One day of sick leave may be used by any teacher who wishes to take leave five (5) contract days before or after the birth of a grandchild. Any additional days must be personal leave or leave without pay.

## **G. MILITARY LEAVE**

Any teacher that is a member of the armed forces is entitled to all benefits specified by law. Any teacher who is ordered to report to duty regardless of the length of the orders is required to submit the orders to the superintendent prior to any absence.

## **ARTICLE VII -- SUBSTITUTE TEACHING**

Teachers who are asked to substitute for their colleagues may decline to do so without repercussions if the assignment constitutes a seventh period assignment. Teachers who perform substituting duties and other non-contract teaching with children shall be paid at an hourly rate of Twenty-two Dollars (\$22.00.)

## **ARTICLE VIII -- VOLUNTARY SEPARATION PROGRAM**

Any certified employee may participate in the Voluntary Separation Program.

1. Eligibility. To qualify for the Voluntary Separation Program, a certified employee must have completed fifteen (15) years of full-time equivalent services as a certified employee of the school district prior to the effective date of separation and be at least 50 years old.

A certified employee who has received disability insurance benefits cannot count the time on disability as credited service. An employee receiving long-term disability benefits is not eligible to participate in this program.

2. Application. A certified employee who wishes to voluntarily separate employment with the school district must submit a letter of resignation to the Superintendent of Schools no later than March 1 of the employee's last intended year of employment. The employee's employment will terminate effective on August 31 of the year for which it is approved.
3. Approval of Application. The Superintendent shall review each applicant's record to determine eligibility.
4. Benefits.
  - a. A qualified certified employee who meets the requirements for voluntary separation from employment will receive \$100 for every unused sick leave and personal leave day.

- b. The benefit shall be paid as an employer contribution on September 15 to a qualified 403(b) designated by the employee.
  - c. Any separating employee who wishes to later seek future employment with the district shall be eligible to reapply for any position he or she is qualified to teach, the same as any new applicant. Such employee shall be given no guaranteed or favored status when reapplying with the district for any particular position. The application is to be treated and handled the same as if the district had never employed such employee previously. Such applicant shall be placed on the salary schedule the same as any new applicant.
  - d. Separating employees shall be permitted to continue their health insurance benefits pursuant to the provisions of Comprehensive Omnibus Budget Reconciliation Act.
5. Beneficiary Designation. A beneficiary must be designated for the application to be considered complete. In the event of death of the recipient before all benefits have been paid, the beneficiary shall continue to receive benefits on the basis selected by the recipient until all benefits have been paid.
  6. Administration of the Program. The District shall pay the entire cost of the program.

## **ARTICLE IX -- GRIEVANCES**

Grievances shall be filed and processed according to the procedure outlined in Appendix D.

## **ARTICLE X -- CONTRACTS**

### **A. CONTRACT YEAR**

The contract year will be one hundred eighty-six (186) contract days for the 2017-18 school year.

### **B. RETURN OF CONTRACTS**

Teachers shall have fifteen (15) days from the date of issuance to sign and return contracts of employment. The superintendent may extend that deadline to accommodate extenuating circumstances.

## **ARTICLE XI -- DURATION**

The duration of this agreement shall be the school years of 2017-18. The school year shall be defined as the period of time from the commencement of school in August to the day preceding the commencement of school in August of the following year.

## **ARTICLE XII -- COMMITTEE ON INTERIM STUDIES**

The board and association shall establish a Committee on Interim Studies to discuss mandatory subjects of negotiations which were not resolved during negotiations for the contract year. The committee shall be composed of six persons, three of whom have been appointed by the board or administration and three of whom have been appointed by the association. The board and administration and the association may change their respective committee members in order to bring the greatest expertise to bear on the topic being discussed. Upon reaching agreement, the committee may make recommendations to the board and association for consideration in the negotiations for the following contract year. The committee shall meet monthly, beginning in September, to carry out its duties. However, by agreement of association and board



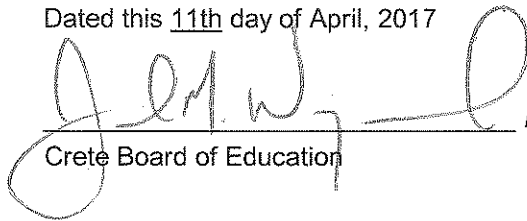
and administration representatives, meetings of the committee may be rescheduled and may be discontinued when they determine that further meetings would not be necessary.

### ARTICLE XIII -- AGREEMENT


This agreement sets forth the entire intent and understanding of the parties hereto.

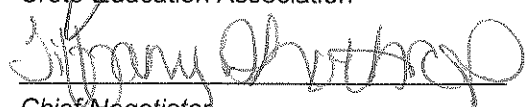
Either party to this agreement may request discussion concerning any part of this agreement which may be in conflict with statute or concerning any oversight. Both parties may mutually agree to open the part of the agreement needed for discussion and may mutually agree to correct it with a memorandum of understanding signed by the chief negotiator of both parties.

Dated this 11th day of April, 2017

  
\_\_\_\_\_  
President,  
Crete Board of Education

\_\_\_\_\_  
Chief Negotiator,  
Crete Board of Education

  
\_\_\_\_\_  
President,  
Crete Education Association

  
\_\_\_\_\_  
Chief Negotiator,  
Crete Education Association

APPENDIX A

2017-2018 SALARY SCHEDULE

CRETE PUBLIC SCHOOLS

Years  
Exper.

Base-- \$34,580

	BA	BA+9	BA+18	BA+27	*BA+36*	MA	MA+9	MA+18	MA+27	MA+36	
1	1.000 34,580	1.045 36,136	1.090 37,692	1.135 39,248		1.180 40,804	1.225 42,361	1.270 43,917	1.315 45,473	1.360 47,029	1
2	1.045 36,136	1.090 37,692	1.135 39,248	1.180 40,804		1.225 42,361	1.270 43,917	1.315 45,473	1.360 47,029	1.405 48,585	2
3	1.090 37,692	1.135 39,248	1.180 40,804	1.225 42,361		1.270 43,917	1.315 45,473	1.360 47,029	1.405 48,585	1.450 50,141	3
4	1.135 39,248	1.180 40,804	1.225 42,361	1.270 43,917		1.315 45,473	1.360 47,029	1.405 48,585	1.450 50,141	1.495 51,697	4
5	1.180 40,804	1.225 42,361	1.270 43,917	1.315 45,473		1.360 47,029	1.405 48,585	1.450 50,141	1.495 51,697	1.540 53,253	5
6	1.225 42,361	1.270 43,917	1.315 45,473	1.360 47,029		1.405 48,585	1.450 50,141	1.495 51,697	1.540 53,253	1.585 54,809	6
7		1.315 45,473	1.360 47,029	1.405 48,585		1.450 50,141	1.495 51,697	1.540 53,253	1.585 54,809	1.630 56,365	7
8			1.405 48,585	1.450 50,141		1.495 51,697	1.540 53,253	1.585 54,809	1.630 56,365	1.675 57,922	8
9			1.450 50,141	1.495 51,697		1.540 53,253	1.585 54,809	1.630 56,365	1.675 57,922	1.720 59,478	9
10				1.540 53,253		1.585 54,809	1.630 56,365	1.675 57,922	1.720 59,478	1.765 61,034	10
11						1.630 56,365	1.675 57,922	1.720 59,478	1.765 61,034	1.810 62,590	11
12						1.675 57,922	1.720 59,478	1.765 61,034	1.810 62,590	1.855 64,146	12
13							1.765 61,034	1.810 62,590	1.855 64,146	1.900 65,702	13
14									1.900 65,702	1.945 67,258	14
15										1.990 68,814	15

\*BA+36 is closed to new entrants after 08-09

Note: Salaries above are shown in whole dollars but when paid are calculated to two decimals.

## APPENDIX B

### EXTRA DUTIES LISTED BY CATEGORIES

#### CATEGORY I

C Club  
Freshman Class Sponsor  
Sophomore Class Sponsor  
Junior Class Sponsor  
Senior Class Sponsor  
Middle School Student Council  
World Language Club

#### CATEGORY II

Elementary Student Council  
Yearbook  
Honor Society  
Assistant Musical  
Assistant Sr. High Student Council  
Assistant Drama

#### MS ASST. COACHES CATEGORY

MS Assistant Volleyball  
MS Assistant Football  
MS Assistant Boys Basketball  
MS Assistant Girls Basketball

#### MS HEAD COACHES CATEGORY

MS Volleyball  
MS Football  
MS Boys Basketball  
MS Girls Basketball  
MS Track  
Tech Support  
Middle Level Instrumental Music

#### CATEGORY III

MS Wrestling  
Assistant Cheerleader  
Assistant Speech  
Elementary Vocal Music  
Sr. High Student Council  
FSA  
FBLA

#### CATEGORY IV

Boys Golf  
Girls Golf  
Girls Tennis  
Concessions

Musical Director  
Vocal Music  
Drama  
FFA

#### CATEGORY V

Cheerleader  
Speech  
Assistant Girls Basketball  
Assistant Boys Basketball  
Assistant Football  
Assistant Volleyball  
Assistant Wrestling  
Assistant Track  
Assistant Softball  
Assistant Baseball  
Assistant Girls Soccer  
Assistant Boys Soccer  
Assistant Cross Country

#### CATEGORY VI

Instrumental Music  
Head Softball  
Head Baseball  
Head Girls Track  
Head Boys Track  
Cross Country  
Girls Soccer  
Boys Soccer

#### CATEGORY VII

Football  
Volleyball  
Girls Basketball  
Boys Basketball  
Wrestling

\* \$4000 will be allocated for summer weightlifting supervision to be distributed to coaches at a rate of \$12.50 per hour. The activities director will be responsible for the assignments and distribution of the 320 hours.

## EXTRA DUTY SALARY SCHEDULE

**2017-18**

BASE -- \$ 34,580

Yrs. of Experience	Category of Extra Duty						
	I	II	III	IV	V	VI	VII
1	2.7% \$933.66	5.4% \$1,867.32	8.1% \$2,800.98	9.9% \$3,423.42	11.7% \$4,045.86	13.5% \$4,668.30	15.3% \$5,290.74
2	3.15% \$1,089.27	5.85% \$2,022.93	9.0% \$3,112.20	10.8% \$3,734.64	12.6% \$4,357.08	14.4% \$4,979.52	16.2% \$5,601.96
3	3.6% \$1,244.88	6.3% \$2,178.54	9.9% \$3,423.42	11.7% \$4,045.86	13.5% \$4,668.30	15.3% \$5,290.74	17.1% \$5,913.18

Head middle school coaches and tech support person will receive 7.33% (\$2,534.71)  
of the base and assistants will receive 5% (\$1,729.00)

**MS HEAD AND ASSISTANT COACHES CATEGORIES FOR WRESTLING, VOLLEYBALL, FOOTBALL, BOYS BASKETBALL, AND GIRLS BASKETBALL AND TECH SUPPORT PERSON:**

Head middle school coaches and tech support person will receive 7.33% (\$2,534.71) of the base and assistants will receive 5% (\$1,729.00). This category will have only one step and therefore sponsors will be placed immediately at this level and continue with this percentage if coaching future years within the middle school programs. If participation numbers result in a middle school activity with only one coach needed that coach will be paid on category III of the negotiated agreement. For Middle School Track each coach is considered a head coach and paid at 7.33% (\$2,534.71) of the base.

## APPENDIX C

### TASKS QUALIFYING FOR EXTRA PAY SECURING A YEARLY ACTIVITY PASS

All teachers shall have the opportunity to secure a yearly activity pass for home school activities. To be eligible to receive activity passes a teacher must work the minimum required based on the categories below. After working for activity passes a teacher will be paid the applicable rate as also listed below. Workers for activity events, i. e. ticket takers, clock, etc. will first be filled by volunteers and paid according to the agreed-upon pay schedule. Teachers may be assigned to work school activity events, if no workers have volunteered. Teachers who haven't completed at least two such assignments during the course of the year would be listed first to be assigned such duties.

**Gates** - \$20 for first 2 hours and minimum wage for each hour after that

Ticket Sales

Gate Supervision

Dance Supervision

Working for passes will require 2 events for a single pass, 3 for a couple's pass, 4 events for a family pass

**Skill Level 1** - \$25 for first 2 hours and minimum wage for each hour after that

*MS level sports:*

Basketball – Book, Scoreboard

Football – Scoreboard, Clock (for all games at Papik field)

Volleyball – Book, Scoreboard

Working for passes will require 2 events for a single pass, 2 for a couple's pass, 3 events for a family pass

**Skill Level 2** - \$30 for first 2 hours and minimum wage for each hour after that

*9/JV/Varsity level sports*

Basketball – Book, Scoreboard, Clock, Announce

Football – Scoreboard, Clock, Announce, Video Board

Volleyball – Book, Scoreboard, Announce, Libero

Softball - Scoreboard, Announce

Baseball - Scoreboard, Announce (often same person does both)

Soccer - Scoreboard, Announce

Working for passes will require 1 event for a single pass, 2 for a couple's pass, 3 events for a family pass

#### Other:

Track/Wrestling: Many of the workers needed for track/wrestling are supplied by the teams competing. If additional workers are needed, payment would be determined by the A.D. while taking into account the level of competition and the categories listed above.

Tennis/Golf/Cross Country: Workers are rarely needed within these activities. The A.D. would determine payment according to the skills needed and the schedule above.

***Activity passes are issued at the beginning of each school year with the understanding that staff members will complete the assignments in which they have volunteered. If unforeseen circumstances cause a staff member to not fulfill the work required for a pass, the balance of the activity pass costs must be refunded by the staff member to the district through payroll deduction on the June paycheck.***

## APPENDIX D

### GRIEVANCE PROCEDURE

#### A. Definition of Terms.

1. Grievance - a claim of a violation, misinterpretation or misapplication of the negotiated agreement or board policy affecting the terms and conditions of employment.
2. Grievant - any teacher, group of teacher, or the association filing the grievance.
3. Party in Interest - person or persons filing the grievance, and any person who might be required to take action, or against whom action might be taken, in order to resolve the grievance.
4. Days - references to days in this procedure shall be to calendar days with the exception that the eight-day period of December 25 through January 1 shall not be counted in determining time limits under this procedure. If the last day of a time limit falls on a Saturday, Sunday or legal holiday, the time limit shall be extended to the following Monday. The reference to calendar in this section is to the Gregorian calendar, not the school calendar.

#### a. Procedures

##### A. Level I. (Informal)

- a. A teacher who has a grievance should first discuss the matter with his or her department chairman, principal, or supervisor to whom he or she is directly responsible in an effort to resolve the problem.
- b. Grievants may be assisted by representatives of their choice in an effort to resolve the problem informally with the principal, or other appropriate administrators, or supervisors.

##### B. Level II. (Formal).

#### 1. STEP ONE

- a. If an aggrieved person is not satisfied with the disposition of his or her problem, or if no decision has been rendered after seven days through the informal procedure, he or she may submit the claim as a formal grievance, in writing, to the appropriate principal and retain a copy. (Form A)
- b. The principal shall, within ten days, render a decision and reasons therefore in writing to the aggrieved person. (Form B)
- c. A teacher who is not directly responsible to a building principal may submit a form grievance claim to the administrator to whom he or she is directly responsible. Said administrator shall carry out the afore-mentioned responsibilities.

#### 2. STEP TWO

- a. Within seven days after receiving the administrator's decision in Step 1, the grievant may file written appeal with the superintendent of schools.
- b. Within fifteen days after receipt of the written appeal for a hearing, the superintendent shall meet with the grievant. The superintendent shall, within ten days of the hearing, render a decision and reasons therefore, in writing, to the grievant, with a copy to the Association. (Form C)

### 3. STEP THREE

- a. If the grievant is not satisfied with the disposition of his or her grievance at Step Two, or if no decision has been rendered within ten days after the hearing, the grievant may appeal to the Board Education.
- c. Within thirty-five days after receiving the written appeal, the Board of Education, or a committee thereof, shall meet with the aggrieved person and with the representatives of the Association for the purpose of resolving the grievance. The decision of the Board of Education shall be rendered, in writing, within fifteen days. (Form D)

## **C. Right of Teachers to Representation.**

Any party in interest may be represented at all stages of the grievance procedure by himself or herself or by a representative of his or her own choosing.

## **D. Other Considerations.**

1. Decisions rendered at LEVEL II, STEP ONE THROUGH THREE, of the grievance procedure, will be in writing, setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.
2. If the written grievance is not filed within 30 days between August 20 and May 20 after the teacher knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be waived.
3. A grievance may be withdrawn by the grievant at any level without prejudice.

## **E. Advanced Step Filing.**

The grievance may be initiated at the level of the decision giving rise to the grievance.

**APPENDIX E**

**HEALTH INSURANCE CASH OPTION**

As a way to offer additional options to staff in regards to health insurance and to save money, the Crete Board of Education is setting up an option to the district-provided health insurance. If an employee is entitled to health insurance coverage AND can get satisfactory coverage through parent's (if employee is under 26) or spouse's employment or through Tricare, the district will pay you \$6,200.00 per year.

The following rules apply:

1. You must provide us with proof that you can and have obtained health insurance through your spouse or through Tricare by providing a copy of your insurance card.
2. There will be a separate line item for this on your pay schedule. It is not added to base salary so percentage increases are not applied to it.
3. The result of this change must be done at no cost to the district.
4. **I understand that I cannot return to the School District's health insurance package unless there is a qualifying event or open enrollment.**

I have read the statement about and understand the contents of the statement. I agree to drop the health insurance coverage I currently have through the School District of Crete as I have and will maintain health insurance coverage with \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date