

**Conestoga Public Schools  
2016-2018 Negotiated Master Agreement**

**LEAVES**

**I. SICK LEAVE**

Accumulative: At the beginning of each school year, each teacher, subject to his/her full-time equivalency (FTE) ratio, shall be credited with a 10-day sick leave allowance to be used for absences caused by illness or physical ability of the teacher or a member of the teacher's immediate family. The unused portion of such allowance shall accumulate from year to year up to 45 days. (For the purpose of this section, "immediate family" is defined as the teacher's spouse, child, parent, or other person living in the same home as the teacher. Exceptions may be made at the discretion of the superintendent.) The Board shall furnish, upon request, to each teacher, a statement setting forth the total of sick leave credit. Teachers who have accumulated 45 days of sick leave at the end of the school year can bank and carry those days forward to the next school year and start that year with 45 days plus (+) the additional credited 10-day sick leave allowance given (45+10=55 sick leave days). Each year, a teacher will not be able to carry forward more than 45 days.

**II. PERSONAL LEAVE**

At the beginning of each school year, each teacher, subject to his/her full-time equivalency (FTE) ratio, shall be credited with two (2) days of paid personal leave. Notification to the teacher's principal or other immediate supervisor for personal leave shall be made at least (5) days before taking such leave (except in the case of emergencies). Up to two (2) personal days earned from previous years may be carried forward allowing a maximum of four (4) personal leave days per year.

Upon separation of employment (after a minimum ten (10) years of service with Conestoga), a teacher will receive payment of  $\frac{1}{2}$  of the current year substitute teacher pay for unused sick and personal leave. This payment will include any unused accumulative days up to 50 days.

**III. PROFESSIONAL LEAVE**

Professional leave shall be granted at the discretion of the administration. Teachers should make requests for professional leave in writing, to their building principal.

**IV. BEREAVEMENT LEAVE**

Teachers shall be granted bereavement leave in case of death in the immediate family. In this case, immediate family shall include spouse, child, parent, grandparent, grandchild, mother or father-in-law, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law. Normal leave shall be considered to be three (3) days. Bereavement leave for an aunt or uncle shall be one day. In cases of extreme

hardship, the Superintendent shall have the authority to grant additional days. Days used for bereavement leave for a death other than in the immediate family will either be deducted from accumulated personal leave or from the employee's salary.

#### V. EMERGENCY LEAVE

A teacher may be granted, with superintendent approval, three (3) days to be with a family member (defined in the bereavement leave) who is seriously ill and/or in the hospital. These days will be deducted from the accumulated personal leave. In extenuating circumstances requiring more than three (3) days or if the accumulated personal leave has been exhausted, additional leave may be granted.

#### VI. LEAVE OF ABSENCE

After a minimum of three years of service, an extended leave may be granted.

1. Requests for leaves of absence must be submitted in writing to the superintendent and will be acted upon by the Board of Education at its next regular meeting.
2. Leaves may be granted for up to one year. To continue leave beyond one year, the employee must reapply each year, by March 1.
3. During the leave of absence, employees will not receive salary.
4. During the leave of absence, the employee may obtain health insurance coverage through the district group program at their own expense.
5. When an employee wishes to return from leave, he/she shall report this intention in writing to the superintendent on or before March 1 of the year in which the leave is in effect. If no such notice is received on or before March 1, this will be considered a resignation. The school district shall not be responsible to remind an employee of this regulation.
6. An employee cannot be guaranteed that he/she will return to the position held prior to leave of absence. However, an effort will be made to place the employee in a comparable position upon returning to employment.
7. The employee that is granted a leave of absence will resume their previous placement upon the Salary Schedule.

#### **INSURANCE**

The school district will pay an amount not to exceed \$589.50 per month for single teachers or teachers electing to enroll in the group health insurance plan with single coverage. For married teachers, divorced, or single parent with child/children, electing to enroll with family coverage, the district will pay a monthly amount not to exceed \$1,613.94. In the event that the district employs a teacher and spouse, an amount not to exceed \$1,662.26 per month will be paid. Employee with Children rate will not exceed \$1,068.02. Single dental insurance, not to exceed \$26.55 per month will be paid by the district. The 2016-2017 insurance coverage is \$900.00. If the insurance carrier is changed, coverage shall be comparable.

The school district will provide a disability income protection plan for all certificated staff members employed at .5 FTE or greater at a rate not to exceed .0024 of employee's salary per month per employee.

### **CONTRACT DAYS**

The number of contract days will not exceed 185 days, unless the teacher receives compensation in addition to that of the regular pay schedule.

### **ATHLETIC PASSES**

Each teacher will receive a pass to all home athletic contests, which will admit the teacher, spouse, and children through 8<sup>th</sup> grade.

### **SUBSTITUTE TEACHERS**

If the administration is unable to find a substitute teacher at a particular time, it may assign another regular teacher to the vacant position. The regular teacher so assigned will receive compensation of \$15.00 per class for the additional duties performed, if the assignment results in no planning period during the student day. Teachers so assigned shall receive pay for the extra duty only if they are not regularly assigned for the time they serve as a substitute.

### **GRIEVANCE**

Any certificated staff member shall have the right to file grievances regarding the implementation, interpretation or application of the terms of this master contract. Such grievance action shall follow the procedure set forth in Policy 4013. A copy of Policy 4013 shall be given to the local association president each year and to new teachers.

### **PROFESSIONAL GROWTH**

See attached Board Policy 4032.

### **PART TIME TEACHERS**

Any teachers employed on less than a full-time basis shall be entitled to and receive all benefits provided full-time teachers on a pro-rated basis. Pro-rating leave for part-time teachers shall be based upon the number of contract days they serve the district.

### **USE OF SCHOOL DISTRICT COMMUNICATION SYSTEMS**

The Association and each member of the certificated staff, subject to the Negotiated Agreement, as a benefit of employment, shall be allowed to make reasonable use of the School District's computer network and communication systems, including teacher's mailboxes, teacher bulletins, intercom, e-mail, telephones, etc.; provided, however, use of communication systems incurring a special toll charge or additional expenditure of school funds shall not be used without prior administrative approval

and reimbursement to the School District associated with such use. Use of the School District's communication systems shall not cause unnecessary interruption of school programs.

### **REOPENER CLAUSE**

Negotiations may be reopened before the second year of the two-year agreement upon request of either side if any changes are made by the State Legislature dealing with teacher salary or state funding of public school districts. Additionally, if the health insurance premiums increase by more than 7%, negotiations may be reopened for the purpose of discussing the redistribution of the funds agreed to for the 2017-2018 school year.

### **INITIAL PLACEMENT ON THE SALARY SCHEDULE**

Initial placement of a newly hired employee with no teaching experience shall be on Step 1 of the index schedule. For a newly hired employee with previous teaching experience in approved and/or accredited schools, the Board shall credit the employee with each year of previous full-time teaching experience, up to ten years. Base Salary for 2016- 2017 is \$34,100.00 and the base salary for 2017- 2018 is \$34,900.

### **DOCUMENT AUTHORIZATION**

This agreement was made and entered into this 12th day of January 2016, between the Board of Education of the School District #56, Cass County, Nebraska, and the Conestoga Education Association.

\_\_\_\_\_  
Conestoga Education Association  
Head Negotiator

\_\_\_\_\_  
Conestoga Board of Education  
Chair of Negotiations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Memorandum of Understanding 2006 is attached and considered part of this Negotiated Agreement.

\*\*Teachers will move vertically and horizontally on the salary schedule and its limitations.

<b>CATEGORY I</b>	0-17%	1-18%	2-19%	3-20%	4-21%
-------------------	-------	-------	-------	-------	-------

**Athletic Director**

<b>CATEGORY I</b>	0-12%	1-13%	2-14%	3-15%	4-16%
-------------------	-------	-------	-------	-------	-------

Head Football  
 Head Volleyball  
 Head Boys Basketball  
 Head Girls Basketball  
 Head Wrestling  
 Head Boys & Girls Track  
 Head Boys Soccer  
 Head Girls Soccer  
 Head Softball

Co-Head for Category I	0-10%	1-11%	2-12%	3-13%	4-14%
------------------------	-------	-------	-------	-------	-------

<b>CATEGORY II</b>	0-8%	1-9%	2-10%	3-11%	4-12%
--------------------	------	------	-------	-------	-------

Instrumental Music  
 FFA Sponsor  
 Vocal Music

<b>CATEGORY III</b>	0-7%	1-8%	2-9%	3-10%	4-11%
---------------------	------	------	------	-------	-------

Assistant Football  
 Assistant Football  
 Assistant Football  
 Assistant Volleyball  
 Assistant Softball  
 Assistant Boys BB  
 Assistant Girls BB  
 Assistant Wrestling  
 Assistant Track  
 Assistant Track  
 Assistant Track  
 Assistant Track  
 Assistant Girls Soccer  
 Assistant Boys Soccer

<b>CATEGORY IV</b>	0-6%	1-7%	2-8%	3-9%	4-10%
--------------------	------	------	------	------	-------

Cheerleading Sponsor  
 Drill Team Sponsor

<b>CATEGORY V</b>	0-5%	1-6%	2-7%
-------------------	------	------	------

Head Jr Hi Football  
 Head Jr Hi Volleyball  
 Head Jr Hi Boys BB  
 Head Jr Hi Girls BB  
 Head Jr Hi Wrestling  
 Play  
 One Act Play  
 Annual

FCCLA Eliminated 10-11  
 FBLA  
 HAL Sponsor Eliminated 11-12



**CATEGORY VI**                    0-3%                    1-4%                    2-5%

Assistant Jr Hi Football  
 Assistant Jr Hi Volleyball  
 Assistant Jr Hi BBB  
 Assistant Jr Hi GBB



**CATEGORY VII**                    0-3%                    1-4%

11th Grade Sponsor  
 11th Grade Sponsor  
 10th Grade Sponsor  
 K-6 Head Teacher  
 7-12 Head Teacher  
 Student Council

Asst. Musical                    **None 10-11**

Asst. Speech  
 7-12 SCIP Team  
 7-12 SCIP Team  
 7-12 SCIP Team  
 7-12 SCIP Team  
 7-12 SCIP Team  
 7-12 SCIP Team  
 7-12 SCIP Team  
 ES SAP Team  
 ES SAP Team  
 ES SAP Team  
 ES SAP Team  
 ES SAP Team  
 ES SAP Team



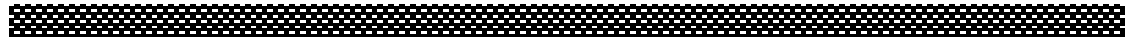
**CATEGORY VIII**                    0-2%                    1-3%

Alt School Head Tchr



**CATEGORY IX**                    0-1%                    1-2%

Honor Society  
 12th Grade Sponsor  
 QuizBowl



**CATEGORY X**                    0-1%

Initial placement will be step 0.

All experience will be allowed from previous school when sponsoring the same activity.

Asst. Coach moving up to Head Coach will receive 1 years credit for every two years as assistant. SCIP & SAP members will be placed at Step 1. When training is completed movement will take place the next year.

When assigning Co-Head coaches for any sport or activity, the coach/sponsor's placement on the head coaching/sponsor scale and the coaches/sponsor's placement on the assistant

coaching/sponsor scale will be added together then divided by two to determine coaching/sponsor salary. Each year as a co-head coach/sponsor will be considered a year of head coaching/sponsorship for future placement. If the Co-Head coaching/sponsorship formula results in a lower salary than the coach/sponsor had been earning the coach will continue to earn the higher salary until their years of experience result in a higher salary.