

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF SEAMAN USD NO. 345
AND SEAMAN EDUCATION ASSOCIATION
FOR THE
2023-24 SCHOOL YEAR

Table of Contents

<u>Item</u>	<u>Description</u>	<u>Page</u>
1.	Recognition	2
2.	Effectiveness and Board Rights.....	2
3.	Liquidated Damages	2
4.	Job Vacancies	2
5.	Reduction in Force	3
6.	File Accessibility	4
7.	Payroll Deductions	4
8.	Extra Pay Duties	4
9.	Additional Compensation	5
10.	Classroom Substitute Compensation	5
11.	District Benefits	6
12.	Retirement Benefits	7
13.	Longevity Pay	7
14.	Grievance Procedure	7
15.	Representation	8
16.	Complaints	8
17.	Leaves - Temporary Leaves from Duty.....	9
18.	Recording of Leaves	13
19.	Identification Badges for Employees	14
20.	Political Activity by Certified Staff Members.....	14
21.	Duty Free Lunch	14
22.	Pre-payment for Professional Growth Conferences	14
23.	Tuition Incentive	15
24.	Salary Schedule Rules - Professional Development Credit for Lateral Salary Schedule Movement.....	15
25.	Extended Contracts	16
26.	Days on Duty/ Length of Duty Day	17
27.	Holidays	17
28.	Committee Service	17
29.	Employee Evaluation Procedure	17
30.	Preparation Time	17
31.	Association Right to Conduct Business in the District	18
32.	Supplemental Salaries	18
33.	Pay for National Board Certification	18
34.	Due Process	18
35.	Inclement Weather.....	19
36.	Successor Agreement	20
	Signature page	20
	Salary Schedule	21
	Non-Academic Extra Duty	21
	USD 345 Professional Guidelines and Procedures	See Attached
	Supplemental Salary Schedule	See Attached

ITEM 1. RECOGNITION: Pursuant to the provisions of the resolution adopted by the board on January 14, 1974, the board recognizes Seaman Education Association, an affiliate of the National Education Association and the Kansas National Education Association, and hereinafter referenced as the Association, as the exclusive representative for the purpose of professional negotiation for all professional employees under contract with USD 345 requiring a teaching license to qualify for such employment with the exclusion of administrators. Certain licensed special education positions shall also be included in this group at the option of the licensed employee. These licensed positions shall include Speech Pathologists, Social Workers, Audiologists, Occupation Therapists, and Physical Therapists. Once a licensed employee has declared his/her employment status, he/she must retain that status throughout his/her employment with Seaman USD 345.

ITEM 2. EFFECTIVENESS AND BOARD RIGHTS: The Association acknowledges that the Board and the Superintendent have certain exclusive statutory rights and responsibilities which they may not surrender and that except as expressly provided otherwise by this agreement or by law, the final adoption of school policy, the administration and the operation of the schools, and the direction of the employees are vested exclusively in the Board and the Superintendent. The agreement set forth herein is the entire agreement between the parties and the Board and the Superintendent shall have unfettered discretion over all other matters.

The Board acknowledges that the Association has a valuable perspective and point-of-view on matters pertaining to Board policy and business decisions. The Board shall grant the president of the Association, or his or her designee, an opportunity to speak on any matter at any time during a Board meeting, upon recognition by the President of the Board.

ITEM 3. LIQUIDATED DAMAGES: The Board of Education understands that an employee may find himself or herself in a situation that causes them to terminate their contract after the statutory teacher notice date. However, any employee electing to terminate their employment after the statutory teacher notice date shall be released from their contract and shall be assessed the following damages. The Board of Education shall have the discretion to waive or reduce the liquidated damage amounts listed below.

1 to 30 days after statutory teacher notice date	\$1,000.00
31 to 60 days after statutory teacher notice date	\$1,500.00
61 to 90 days after statutory teacher notice date	\$1,750.00
91 days after statutory teacher notice date	\$2,000.00

- The liquidated damages will be deducted from the employee's final paycheck.

ITEM 4. JOB VACANCIES: The superintendent shall cause to be posted in each school, positions that will be vacated at the end of the school year. The filling of such vacancy shall be delayed for five working days after posting, permitting persons in the district who are interested in transfers, promotions or changes of assignments to notify the Central Office in writing of their wish to change and of the reason for their request. Open vacancies will be listed on the district employment site.

Any teacher desiring to be considered for vacancies occurring during the school year shall notify the superintendent in writing stating the type of position or change desired. (Example, from middle school math to senior high math or from part time to full time). The superintendent will acknowledge receipt of such notification in writing and keep that notification on file for consideration the remainder of that school year. The above acknowledgement by the superintendent shall not guarantee that the requested position, or change of position, will occur.

ITEM 5. REDUCTION IN FORCE: The Board of Education has the sole authority to reduce the number of licensed personnel due to, but not limited to: program elimination or reduction; insufficient enrollment in subject areas, grade levels, or teaching fields; declining enrollment; decreased in revenue; reorganization of the district; or consolidation or modification of programs.

The District Administration will provide a recommendation to the Board of Education concerning any and all licensed positions to be reduced. The Board of Education shall accomplish the reduction of licensed staff in the following priority order:

1. Normal attrition
2. Probationary teachers (dependent on licensed qualifications)
3. Non-Probationary teachers (in priority order as listed below)
 - a. Instructional training, skills, and licensure relevant to retained positions
 - b. Qualifications to teach, according to KSDE licensing requirements
 - c. Consecutive years of teaching experience in USD 345
 - d. Consecutive years of teaching experience

Teachers subject to reduction in force shall be notified as provided by Kansas Statutes.

Teachers who have been discharged due to the provisions of this item shall be eligible for recall to district employment until September 15th of the third school year following the discharge, in the following priority order:

1. Non-Probationary teachers (in priority order as listed below)
 - a. Instructional training, skills and licensure relevant to retained positions
 - b. Qualifications to teach, according to KSDE licensing requirements
 - c. Consecutive years of teaching experience in USD #345
 - d. Consecutive years of teaching experience
2. Probationary teachers (dependent of licensed qualifications)

The Board will annually provide the Association a current list of employees who are eligible for recall.

Teacher recall rights shall cease immediately upon one of the following, as determined by the superintendent:

1. Refusal of reinstatement offer
2. Failure to notify the Board of Education of a change of address and/or phone number.

Any teacher re-employed as a result of recall within the defined recall period following a reduction in force discharge shall have all benefits reinstated at the levels earned before the discharge, including, but not limited to, accumulated sick leave, accumulated personal leave, years of experience, Professional Development Plan points, credit hours, and other relevant benefits earned prior to the reduction in force. In addition, such teacher shall receive salary schedule credit for all verifiable teaching experience during the reduction in force period, as determined by the superintendent.

An individual who feels his or her recall rights have been violated may appeal to the Board of Education within, and 10 days beyond the termination of, the defined recall period.

ITEM 6. FILE ACCESSIBILITY: All references and information originating on the basis of confidentially for employment or promotion shall not be available for inspection by the employee. All other materials placed in an employee's file shall be available for inspection at the employee's request to the principal or central office administrator and shall be considered confidential.

Material which is or might be derogatory to an employee shall not be placed in the official central office file unless the employee has had an opportunity to read the material. The employee will acknowledge that such material has been read by signing the copy to be filed. Such a signature does not necessarily indicate agreement with the content of such material, ONLY that the employee has read it and the employee shall have the right to answer any material filed. The employee answer shall be attached to the official copy.

ITEM 7. PAYROLL DEDUCTIONS: Licensed employees may request and will be granted payroll deductions for the district sponsored insurance programs, 457 (b) and 403 (b)tax advantaged deferred compensation plans on a twelve-month basis.

Licensed employees who are members of the Kansas National Education Association (KNEA) may request and will be granted 10 monthly payroll deductions for the dues of KNEA and Seaman Education Association. The payroll deductions will begin with the September paycheck and continue through the June paycheck. Written authorization for such deductions shall remain in effect until modified or revoked in writing by the Association or the employee, or until the employee's contract is terminated. The enrollment period for the employees requesting this option will be before August 31 of each year, with the exception of first-time enrollees, who may enroll during the year and have their deductions pro-rated from enrollment until the June paycheck.

Employees who cancel payroll deductions must provide written notification to KNEA, the Seaman USD 345 business office, and Seaman Education Association before the last day of the month. Employees who cancel must wait until the next contract year for re-enrollment.

Item 8. EXTRA PAY DUTIES:

Section 1: Extra Duty Assignments

1. All certified employees from the district, upon application, may be considered for extra duties.

2. Extra duties may be assigned by the principal or building administrator when sufficient employees do not volunteer for extra duty activities.

Section 2: Athletic Extra Duty Pay

1. Events that qualify for athletic extra duty pay are those that occur outside of normal school hours and in which paid admissions are collected as approved by the Superintendent.
 - a. Extra duty pay will be paid each month in the standard paycheck.
 - b. Athletic extra duty pay will be at the rate of \$15.50 per hour.

Section 3: Academic Extra Duty Pay

1. Activities that qualify for academic extra duty pay include the following when held outside of the duty day with approval from the building principal and Superintendent:
 - a. Individual Education Plan (IEP) meetings
 - b. One elementary musical program
 - c. Open House (non-structured evening for students, parents, and faculty to meet that requires teacher preparation and supervision)
 - d. New teacher orientation
 - e. At-risk intervention with students (ASAP, LASSO, BOOST, Before or After School Tutoring Program)
 - f. Kansas Assessment work
 - g. Weekend discipline program (Friday School, Saturday School)
 - h. Student Enrollment
 - i. Additional reasonable academic activities as assigned by the building principal and approved by the Superintendent.
 - j. Special education pre-assessments
 - k. Student Improvement Team (SIT)
 - l. Parent Orientation (structured evening for parents and faculty to interact as professionals and learn about the teacher, policies, and expectations)
 - m. "Title I Nights" at Title I schools.
 - n. Lunchroom supervision
2. Activities that qualify for academic extra duty pay or Professional Development Plan (PDP) points, but not both, include the following when held outside of the duty day with approval from the building principal and Superintendent:
 - a. Grade level meetings
 - b. Departmental and Professional Learning Community meetings
 - c. Curriculum development work
3. All academic extra duty will be paid at \$22.00 per hour.
4. Extra duty pay will be paid each month in the standard paycheck.

ITEM 9. ADDITIONAL COMPENSATION: Compensation for all summer school, drivers education, night school, and alternative education programs shall be paid at the rate of \$30.00 per hour.

ITEM 10. CLASSROOM SUBSTITUTE COMPENSATION: A staff member will only be asked to substitute for a teacher when hiring a substitute is not possible or not feasible, in the judgment of the building principal. Any licensed staff member substituting for a teacher or

assuming supervision responsibilities for another teacher's students will be paid at the rate of \$22.00 per hour. The following three conditions are required for secondary staff members: 1) Secondary staff members must be in the classroom or supervise additional students for a minimum of 26 minutes 2) All licensed staff must be assigned by an administrator before compensation can be awarded. 3) The staff member must be assigned to substitute during the time reserved for his/her planning period. The following two conditions are required for elementary staff members: 1) Elementary staff members must be in the classroom or supervise additional students for a minimum of 26 minutes 2) All licensed staff must be assigned by an administrator before compensation can be awarded.

In the event that multiple staff members are asked to substitute for a teacher or supervise additional students meeting the above criteria then they will share the additional compensation at rate equal to the percent of students they supervise.

Classroom coverage will not be assigned as a regular duty period. A staff member will not be assigned to classroom coverage more than twice per month during his/her duty period in the case of secondary staff members, unless the staff member requests that he/she be assigned additional coverage opportunities.

ITEM 11. DISTRICT BENEFITS: Each licensed employee may participate in a district sponsored IRS Section 125 cafeteria style fringe benefit salary reduction plan. The benefits shall include, but not be limited to, term life insurance, health insurance, cancer insurance, salary protection, dependent care reimbursement, un-reimbursed medical and stand-alone dental coverage. The option(s) selected by the licensed employee shall be made known to the central office in writing.

The health insurance option shall include a payment from the district of \$490.00 per month toward the premium amount of any district sponsored health insurance plan. Only employees enrolled in one of the district health insurance plans are eligible for this payment. No cash option is provided as part of this payment.

In the event that the spouse of the employee is also an employee of the district, and if only one of the above employees is enrolled in a district sponsored family health insurance plan, and if the spouse is covered under the above plan, the district payment shall be \$980.00 per month toward the premium of the health insurance.

No changes are allowed after the plan year sign-up date unless they are in accordance with Internal Revenue Service guidelines.

Any health insurance premium refunds shall be returned to both Seaman USD 345 and individual policy-holders in proportion to the amount of money contributed by each toward the annual premium cost of each policy.

ITEM 12. RETIREMENT BENEFITS: Teachers who notify the district of their intent to retire at the end of the current contract year, shall receive additional compensation based on the following schedule:

- Notification before November 1 - \$1,200
- Notification before December 1 - \$1,000
- Notification before January 1 - \$750
- Notification before February 1 - \$500

ITEM 13. LONGEVITY PAY: Licensed staff members will be eligible for longevity payments according to the following rate: \$100 for each year of continuous service after 15 consecutive years of service.

Payment will begin on the issuance of regular annual contract. The longevity amounts shall be cumulative.

ITEM 14: GRIEVANCE PROCEDURE: Definition: A grievance is a complaint by a licensed employee or group of employees based on an alleged violation, misinterpretation or misapplication by a school administrator, of a law, a state regulation having the effect of a law, a written contract, board policy or administrative regulation. The term "employee" may include a group of employees who are similarly affected by a grievance.

A. GENERAL RULES

1. It is the policy of the Board of Education to assure every employee the opportunity to have the unobstructed use of this grievance procedure without fear of reprisal of prejudice in any manner.
2. The purpose of these proceedings is to secure, at the lowest possible level, just and fair settlement of grievances by licensed employees.
3. Since the resolving of grievances shall be expedited as much as possible, the time limits at each level shall be regarded as the maximum number of days. Time limits, however, may be extended by mutual agreement when circumstances justify doing so.

At any level of this procedure, either party may have another employee of the Board of Education or an Association representative accompany them and serve as their representative. At levels two and three all parties may have legal counsel, another employee of the Board of Education, or an Association representative.

All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the files of any of the participants.

B. LEVEL ONE - In the event that a licensed staff member feels there is a misunderstanding according to the definition of grievance stated in this item, the employee shall first discuss the complaint on an informal basis with the building principal. A written summary of this discussion

shall be completed by the principal. The employee may also prepare a written summary of this discussion at the employee's option. This meeting shall take place not more than three working days after the employee notifies the principal of the grievance.

C. LEVEL TWO - If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five working days of the Level One conference, the employee may transmit the employee's grievance at Level Two. A written statement outlining the grievance shall be filed with the superintendent. Copies of the written statements involved through Level Two must accompany the grievance statement to the superintendent. Copies of the grievance filed with the superintendent will be sent to the principal and to the Executive Board of Seaman Education Association. Within ten working days after receipt of the written grievance, the superintendent or designee will meet with the aggrieved person. Both parties may request other staff members to be present to give evidence. The superintendent or designee must make a ruling in writing within five working days. A copy of the superintendent's ruling will be sent to the aggrieved person and the principal.

D. LEVEL THREE- If the aggrieved person is not satisfied with the disposition of the grievance by the superintendent or designee, or if no disposition has been made within five working days of such meeting, the grievance may be transmitted to the Board of Education by filing a written copy thereof with the Clerk of the Board. This copy must be filed within ten days of the Level Two conference. The Board, not later than its next regular meeting, or two calendar weeks, whichever shall be later, shall hold a hearing on the grievance. The decision of the Board is binding on all parties.

ITEM 15: REPRESENTATION - If an administrator calls a conference for a professional concern, the teacher has the right to terminate the conference and reschedule, within five working days, with an Association representative present.

This item shall not apply in the following situations:

- A. The initial evaluation conference between any teacher and the supervisor, provided that a second conference with a representative present shall be scheduled if requested by the teacher;
- B. Any instruction or directive by the supervisor to express to the teacher an item of immediate concern relating to classroom instructional issues.

ITEM 16: COMPLAINTS: When a supervisor receives a signed, written complaint from a third party, the employee shall be informed of the nature of the complaint and the complainant by the end of the following working day in writing. When a member of the Board of Education or an administrator receives an oral complaint, the complainant shall be informed that, to be considered, the complaint must be in writing, signed, and processed under this article. Complaints may be used in the evaluation process only if received within 60 days of the incident or one month after the end of the school year in which the incident occurred, whichever occurs later, and if previously disclosed to the employee. If the complaint occurs after the last scheduled evaluation, as per Item 29 and the appended Seaman USD 345 Professional Guidelines and Procedures, of this agreement, the supervisor shall have the option of scheduling an additional evaluation conference with the employee. The employee shall attach a written statement to the

complaint that explains the employee's position regarding the complaint. If the complaint is placed in the personnel file, it shall be removed after two years unless the complaint has been used by the principal in the evaluation process.

ITEM 17: LEAVES – TEMPORARY LEAVES FROM DUTY:

- A. Sick leave: Sick leave may be used for a licensed staff member’s own illness or illness or death in the licensed staff member's family. Disability due to pregnancy shall be treated in the same manner as any other sick leave and shall be subject to all federal and state laws which apply. Each licensed employee shall be granted twelve days discretionary leave per year available at the beginning of each year. A total of one hundred twenty days sick leave may be accumulated. Any staff member with over 120 days as of July 1, 2022 would have that accumulation remain and available for their use and be grandfathered in, once they drop below the 120 day threshold their limit would become 120 days.

Employees who are in the military, and/or their spouses, who are under orders to attend certain military meetings, shall be granted reasonable time off with pay upon approval by the Director of Human Resources. In addition, an employee whose spouse is in the military shall be granted reasonable time off to greet a spouse returning from a six-month or more deployment overseas. Such time shall not be charged against the employee’s personal leave days.

All licensed employees upon accumulation of 30 days sick leave, (a) may choose to place the remaining annual leave days for the current year into the individual's sick leave accumulation, or (b) may cash the remaining annual leave days for the current year at the rate of 70% of the substitute teacher pay per day and (c) must maintain a minimum of 30 days sick leave to be eligible for (a) or (b).

A combination of choices (a) and (b) may be made. The choice must be determined before June 1 of each year and cannot be changed.

Licensed employees shall be paid for all accumulated unused sick leave days, according to the calculations below, at the time of the employee’s retirement from Seaman USD 345 or death while employed by Seaman USD 345.

1. For each qualifying employee, determine an amount of money equal to the product of \$50 multiplied by all accumulated sick leave days, with a 50-day maximum. This amount shall be called the Base Amount.
2. For each qualifying employee, determine an 80% Amount of money equal to the product of 80% of the current substitute full-day rate multiplied by all accumulated sick leave days, with a 100-day maximum. Then, subtract the Base Amount from the 80% Amount. This amount shall be called the Add-On Amount.

3. Determine the District Add-On Total by adding together all of the individual Add-On Amounts calculated in (2) above.
4. If the District Add-On Total is less than, or equal to, \$22,000, each qualifying employee shall receive the Base Amount plus the Add-On Amount. The calculation is complete.

If the District Add-On Total is more than \$22,000, each qualifying employee shall receive the amount calculated below.

5. Calculate the result of \$22,000 divided by the District Add-On Total and carry the decimal out to 4 places. This number shall be called the Proration Factor. Go to (6) below.
6. Calculate each individual Add-On Amount multiplied by the Proration Factor, this shall be called the Prorated Add-On Amount. Each qualifying employee shall receive the Base Amount plus the Prorated Add-On Amount.

B. Physical Injury from Assault: Whenever an employee is absent from employment as a result of personal injury sustained from physical violence while performing assigned duties and is unable to perform said duties in the opinion of a physician selected by the Board, the employee will be paid full salary until released to return to work by the physician less the amount of any workers compensation received due to such injury until the termination of the current employment contract. Such absence shall not be charged against any accumulated sick leave.

C. Sick Leave Sharing Plan -- Any eligible (full or part-time employee eligible to receive sick leave benefits) certified employee may participate in the Sick Leave Sharing Plan as a recipient or donor with others in the certified employee group. The days will be administered by the USD 345 Human Resources Department.

1. Recipient of Sick Leave Sharing Plan Days

- a. Must meet the following guidelines:

- i. Have a physician statement attached to the appropriate district form (Sick Leave Sharing Plan Request form) which indicates why the employee will need sick leave.
- ii. All sick and discretionary leave must be exhausted before a request can be made for Sick Leave Sharing Plan Days.
- iii. A sick Leave Sharing Plan requests is signed by the recipient or his/her representative indicating acceptance of the donated days.

- iv. A recipient of Sick Leave Sharing Plan days cannot donate Sick Leave Sharing Plan days to another employee.
 - b. Donor of Sick Leave Sharing Plan Days guidelines:
 - i. Shall not be pressured into donating to the Sick Leave Sharing Plan.
 - ii. The donor will complete the Sick Leave Sharing Plan donor's form.
 - iii. The sick leave days shall not be donated in less than the .5 day units.
 - iv. The donated day cannot be recovered by the donor.
 - v. The donor must have 10 sick/discretionary leave days accumulated before the donor is allowed to donate.
 - c. Conditions of Use
 - i. A recipient is limited to a total of thirty (30) Sick Leave Sharing Plan days per event.
 - ii. Certified employees across the district may donate sick leave days to any other benefit eligible certified employee.
 - iii. The donated Sick Leave Sharing Plan days will become effective when all eligibility requirements are met as substantiated by the required forms.
 - iv. Employees cannot save or carry over donated Sick Leave Sharing Plan days for a future occurrence.
 - v. Extraordinary circumstances will be considered on a case-by-case situation by Human Resources.
- D. It is understood that the decision to become a Sick leave Sharing Plan donor or recipient is voluntary on the part of the certified employee(s) and neither the Board of Education nor USD 345 will be held responsible should a donor be sought, but no donor comes forward.
- E. Extended Leave: Licensed staff members may request, subject to approval of the board, an extended leave of absence for study, foreign teaching, foreign travel, health, military service, professional activities and professional related employment. Request for extended leaves, except for health reasons, should be made prior to March 15.

This leave shall be limited to one year. A written request for an extension of this leave must be submitted prior to March 15.

A licensed staff member intending to return to the district following an extended leave shall request such return in writing prior to April 1. A staff member returning to the district following an extended leave will be employed if a position is open for which he/she is licensed. In the case where more than one such position is open; the

administration shall determine which position will be offered to the returning staff member.

Length and conditions of any leave under section D will be agreed upon at the time the leave is considered for approval. If approved by the board, no leave of absence under section D shall be considered a termination of employment. Leaves under section D shall be subject to the following provisions: a licensed staff member shall (1) receive no salary from USD 345 while on leave; (2) retain accumulated sick leave; (3) return to the experience level on the salary schedule that had been attained at the time the leave of absence began.

Licensed employees also may request, subject to approval of the board, a short term leave of absence consisting of five or fewer days. Requests for short term leaves must be made at least one month prior to the actual leave except in justified emergencies and shall not be granted for consecutive years except in justified emergencies.

The rate for docking licensed employees' pay, where not otherwise provided for in the agreement, shall be at the short-term substitute rate or pro-ration thereof. The maximum number of days covered under this provision is two per year per licensed employee.

- F. Civic Leave: A licensed employee shall be granted temporary leave with pay to serve when called for jury duty. This leave will be granted unless there are unusual circumstances; court summons will be included in this provision except for those received due to the employee's personal violation of the law.
- G. Administrative Leave: Licensed employees may be granted temporary leave from their assignments without loss of sick leave for the following reasons:
 - 1. Attending conventions and conferences related to assigned duty with prior approval by the superintendent.
 - 2. Subject to the approval of the building principal, a teacher may arrange to observe teaching at another school or within that employee's own school.
- H. Association Business: The board shall give released time, without loss of salary or sick leave for licensed staff members to attend meetings on behalf of Seaman Education Association. This shall be no more than a total of ten days per school year.
- I. Discretionary Leave: The Board shall provide twelve days per contract year for discretionary leave for each licensed employee.
 - 1. This leave may be requested for any reason.
 - 2. Each employee shall determine and request usage of three or more days of this leave through the principal or designated building

administrator at least five days in advance of the date of leave unless the leave is requested due to an emergency.

3. Discretionary leave shall not be taken immediately before or after a school holiday.
 4. No more than 3 of the teaching faculty at any elementary school may use discretionary leave on any given day. No more than 5 of the teaching faculty at any secondary school may use discretionary leave on any given day.
 5. Each licensed employee must place unused discretionary leave for the current year into their sick leave accumulation.
- J. Adoptive Leave: Adoptive leave may be taken for up to five days. This leave will be deducted from accumulated sick leave.
- K. Bereavement Leave for Death in the immediate family: Each employee may take a maximum of three (3) days bereavement leave per occurrence, this leave will not be counted against a staff members sick or discretionary leave if taken for immediate family. Immediate family shall mean spouse, children, siblings, spouse's parents, spouse's siblings, parents, grandparents, and grandchildren of employee. Bereavement leave for other individuals may be granted by administrative supervisor and deducted from the employee's sick leave.
- L. When an employee is absent due to an injury covered by the district's workers compensation insurance, such absence shall not be charged against any accumulated sick leave. District pay procedures shall be adjusted so that any compensation received by the employee during this time period shall equal the compensation that would have been received had the injury never occurred.
- M. The following exceptions to these regulations may be granted by the superintendent or his/her designee on a case-by-case basis:
- (A) Sick Leave for illness or death of individuals outside of the staff member's family.
 - (I) Discretionary leave taken immediately before or after a school holiday, and
 - (K) Bereavement leave may be increased up to a maximum of 10 days

ITEM 18. RECORDING OF LEAVES: An individual record sheet will be kept in the office of each school for each teacher showing their temporary leaves, the category of leave to which the absences tentatively have been charged, and the name of the substitute. If an employee does not agree to the category that the principal assigns, the employee shall submit in writing within five days of their return to school, the reason for their disagreement. This written notice will be submitted to the superintendent for final determination of the category to be charged. The final ruling will be made within five days of the receiving of each disagreement by the superintendent.

Upon request, a copy of the absences will be given to the teacher by the building principal.

ITEM 19. IDENTIFICATION BADGES FOR EMPLOYEES: At the beginning of each school year, the district will issue identification badges to all licensed employees and their spouses. Each badge will entitle the holder and their immediate family to attend athletic events sponsored by schools in District 345 free of charge, unless prohibited by law or an admission charge is specified by an outside, controlling agency. Children of licensed employees must be accompanied by either parent in order to be admitted free of charge.

ITEM 20. POLITICAL ACTIVITY BY LICENSED STAFF MEMBERS:

- A. Citizenship Rights and Responsibilities - The Board of Education recognizes the right of licensed employees to participate in political governmental affairs in a manner afforded other citizens.
- B. Outside of Classroom and School Hours: Political activities of any licensed staff members seeking or holding office will be conducted outside the classroom and school premises. Licensed employees shall not exploit pupils in any way for political purposes for himself or for any party or candidate.
- C. Use of School Facilities: It is expected that licensed employees engaged in political activities, such as seeking or holding office, will use outside stenographic help, duplication and mailing services and toll phone calls. Licensed employees who are seeking public office should refrain from seeking advice, counsel and assistance from other employees during working hours.
- D. Board, State and Federal Regulation: All licensed employees will be expected to abide by all local, state and federal laws and regulations relating to the subject of employee political activity.

ITEM 21. DUTY FREE LUNCH: Each employee shall be entitled to daily minimum of 25 continuous minutes of time free from supervising and/or teaching duties unless an unavoidable emergency arises as determined by the building administrator. This duty-free time shall be allotted during the normally scheduled lunch period and/or concurring activity or play periods shall be rotated with licensed employees. An individual building administrator and staff may propose an alternate plan which is more workable for that building. Alternate plans will be submitted to the superintendent for final approval or disapproval. Reasons for disapproval will be communicated to the principal and the principal will communicate these to the staff.

ITEM 22. PREPAYMENT FOR PROFESSIONAL GROWTH CONFERENCES: The district shall prepay the registration fee and the travel expenses (i.e., registration, non-refundable travel, lodging) for all approved professional development conferences. If an employee does not attend the prepaid conference, the district, by operation of this contract, will have the authority to deduct from the employee's following two paychecks the total amount of all actual cancellation costs for the conference.

ITEM 23. TUITION INCENTIVE: The district shall reimburse up to seventy-five percent (75%) or one hundred fifty dollars (\$150) per hour, whichever is less, of the tuition for up to six semester hours per school year for each teacher to attend a college of his/her choice, provided that the total annual combined reimbursement for all teachers does not exceed \$15,000 and the regulations below are followed.

1. All hours taken must relate to the original licensure, a masters, specialist, or doctorate degree in education.
2. Hours taken must be graduate level hours approved by the superintendent, with the exception that the superintendent may approve undergraduate hours in advance for justifiable reasons. Undergraduate hours not approved in advance shall not be eligible for reimbursement.
3. All hours taken must receive a final grade of "A" or "B", unless the superintendent approves a "pass/fail" option.
4. In the event the total combined reimbursement for all teachers exceeds \$15,000 the actual reimbursement will be pro-rated on a per-hour basis so that the total does not exceed \$15,000.
5. The paperwork for the tuition incentive must be submitted to the Education Center by June 1 and the employee must be under contract with USD 345 for the following school year.

ITEM 24: SALARY SCHEDULE RULES --PROFESSIONAL DEVELOPMENT

CREDIT FOR LATERAL SALARY SCHEDULE MOVEMENT: The salary schedule shall contain 8 columns, titled Bachelors, Bachelors plus 12 hours, Bachelors plus 24 hours, Masters, Masters plus 15 hours, Masters plus 30 hours, Masters plus 45 hours, Masters plus 60 hours respectively. When lateral movement is earned on the salary schedule, no more than one experience step will be allowed per year. Hours taken for lateral movement across the bachelor's degree columns shall be graduate hours in the field of education and shall count only if taken after the granting of the bachelor's degree. Hours taken for lateral movement across the master's degree columns shall be graduate hours in the field of education and shall count only if taken after the granting of the master's degree. Lateral movement shall be limited to one column per school year, with the exception of movement from any Bachelors column to the Masters column. This limitation will be effective beginning in the 2010 – 2011 school year. Requests for lateral movement must be submitted by June 1 to be considered for the next school year.

Licensed employees shall advance one vertical step per year as long as there is a step in which to move. Teachers new to the district will be placed on a step that does not exceed their years of teaching experience.

For the 2010-11 school year, the Board and the Association agreed to the following exception to the above paragraph:

1. Teachers who have earned a master's degree during the past year shall remain on the experience step, but shall be moved to the Master's column.
2. All other teachers shall remain in the same cell as during the 2009-10 school year.

- A. Earned professional development credit for license renewal and graduate level college credit shall apply to lateral movement on the salary schedule. Adjustments shall be made during the period when salary schedule adjustments are regularly scheduled.
- B. Professional development credit received in another school district will not be recognized for salary schedule advancement in Seaman District. However, participants may include professional development credit from other school districts for license renewal with the Kansas State Department of Education (KSDE).
- C. Professional development points for salary lateral movement for teachers with BA + 24 cannot be used to receive MA.
- D. Lateral movement requires 240 points for bachelor columns and 300 points for masters' columns. Requests to the Superintendent must be made during the month of August.
- E. One clock hour of approved professional development = 1 professional development credit point. 1 semester hour of college/university credit = 20 professional development credit points.
- F. The Seaman District Professional Development Plan as currently approved and on file with the KSDE shall be included by reference as if set forth word for word. All parties agree the Seaman District Professional Development Council (PDC) may amend the plan during the school year.
- G. In order to receive this professional development credit, the employee must have a Professional Development Plan approved by the Seaman District PDC.

ITEM 25. EXTENDED CONTRACTS: The secondary counselors shall be contracted to work additional duty days beyond the number of days defined in item 26 of this agreement according to the schedule below:

- A. Senior High School and Freshman Counselors shall have a pool of up to 60 days beyond the number referenced in Item 26, to be divided among the counselors. These days shall be assigned by the Board of Education.
- B. Middle School Counselors shall have a pool of up to 26 days beyond the number referenced in Item 26. These days shall be assigned by the Board of Education.

These counselors shall be paid for the additional duty days at their respective daily wage rate. The Seaman Board of Education reserves the right to change the number of contract days for any counselor.

Item 26. DAYS ON DUTY/LENGTH OF DUTY DAY: The number of contracted duty days for each full-time licensed employee shall be 186 days as assigned by the Board of Education.

The length of each contracted duty day for each full-time licensed employee shall be 7 hours and 15 minutes, excluding lunch, as assigned by the Board of Education.

For the purposes of parent-teacher conferences only, the number of days and hours per day of an individual school may vary, provided that the principal and a majority of the staff supports a different schedule and that the total hours are equivalent to the hours outlined above.

There shall be a one-half day teacher work period at the end of each of the quarters. Any time normally set aside for collaboration/PLC meetings during the last full week of school will be given to the teachers to work on final grade cards. Teachers that have completed their duties regarding end of quarter work days beforehand, may have that assigned work time be flexed, allowing said teacher to leave prior to the end of the work day. Teachers will sign out through the building principal if they choose to take advantage of the flex.

ITEM 27. HOLIDAYS The holidays shall include, but are not limited to:

Labor Day

Thanksgiving Day and the following day

Memorial Day in the event the school year extends past Memorial Day

The Winter Break shall be from 24 December through 1 January

23 December shall be included in the Winter Break if it falls on a Monday

2 January shall be included in the Winter Break if it falls on a Friday

Dr. Martin Luther King Day

Spring Break shall be five days, Monday through Friday, during the month of March, as determined by the Board of Education.

ITEM 28. COMMITTEE SERVICE: Committee assignments are voluntary. Licensed staff members are free to decline any assignment with impunity.

ITEM 29. EMPLOYEE EVALUATION PROCEDURE: The entire item is replaced with a new evaluation procedure. Because of the length of the document, it is published separately as: Seaman USD 345 Professional Guidelines and Procedures, July 2009. It shall be considered a part of the Negotiated Agreement, with all the legal rights, privileges and responsibilities appertaining thereto.

ITEM 30. PREPARATION TIME: All Full-Time licensed teachers will be granted not less than 40 minutes and not more than 50 minutes per each full day for purposes of preparation. In the event it is not administratively possible to structure planning time so that there is one period of at least 40 continuous minutes, the time shall be structured to provide two periods of at least 20 continuous minutes. Teachers traveling between buildings will not have travel time count in the calculation of plan time. Such time shall be free of all other activities or assignments (including but not limited to: Professional Learning Communities meetings, grade-level meetings, enrichment meetings, and Individual Education Plan meetings) unless an unavoidable emergency arises as reasonably determined by the building administrator.

ITEM 31. ASSOCIATION RIGHT TO CONDUCT BUSINESS IN THE DISTRICT: Duly authorized representatives of the Association shall be permitted to transact official Association business on school property, provided that classroom activities are not interrupted, and use school buildings for meetings at times other than classroom hours at the discretion of the superintendent and/or his/her designee. Use shall not be unreasonably denied. The Association may have such reasonable use of the word processing copying equipment, e-mail, and web hosting as is pre-approved by the superintendent and/or his/her designee.

ITEM 32. SUPPLEMENTAL SALARIES: It is permissible for a supplemental position to be filled with two or more staff members as long as the principal and the staff members mutually agree on the conditions of the division. Each staff member shall be paid a prorated share of the position salary based on that staff member's experience at that position.

ITEM 33. PAY FOR NATIONAL BOARD CERTIFICATION: Licensed USD 345 employees who achieve the National Board for Professional Teaching Standards Certification shall receive an annual stipend of \$1,000 for the duration of their certification, including renewals. The stipend shall be paid in a lump sum by separate check in September to all eligible teachers. Evidence of certification shall be presented to the Superintendent during the period when salary schedule adjustments are regularly scheduled.

ITEM 34. DUE PROCESS: Teachers with less than four (4) consecutive years of employment in the district may be non-renewed without cause and are not included in the provisions below.

Teachers who have completed not less than four (4) consecutive years of employment, and been offered a fifth (5) contract, in the school district will be afforded a hearing under the following guidelines;

Whenever a teacher is given written notice of intention by the board to non-renew or terminate the contract of the teacher, the written notice of the proposed nonrenewal or termination shall include: (1) A statement of the reasons for the proposed nonrenewal or termination; and (2) a statement that the teacher may have the matter heard by the Board of Education, upon written request filed with the clerk of the board of education within 10 calendar days from the date of such notice of nonrenewal or termination. Said hearing will take place in executive session followed by a formal public vote to uphold or deny the termination or non-renewal. The decision of the Board of Education is final.

Teachers who were employed and earned due process from the district during or prior to the 2013-14 school year are grandfathered in and eligible for due process as outlined above.

ITEM 35. INCLEMENT WEATHER: In the case where school is cancelled due to inclement weather, the first and second days missed will not be made up. The third and fourth days missed due to inclement weather will be made up utilizing the snow days built into the district calendar. Subsequent days missed due to inclement weather will not be made up unless the district does not meet the statutory requirement for annual hours of school.

ITEM 36. SUCCESSOR AGREEMENT: The Board of Education and Seaman Education Association agree that this agreement shall continue in full force and effect and shall be binding on both the Board and the individual licensed employee from 1 July, 2023 until it is changed as per K.S.A. 72-5412, et seq.

This agreement was ratified by the majority of the members of the bargaining unit on August 11 2023, and a majority of the members of the board at a meeting on August 14, 2023. The effective date of this agreement is July 1, 2023.

Certified by:

Michelle Caudill
Michelle Caudill, President, Seaman USD 345 Board of Education

Mary Beck
Mary Beck, President, Seaman Education Association

Attest:

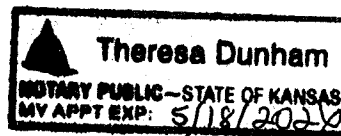
Candace LeDuc
Candace LeDuc, Clerk of the Board

State of Kansas
County of Shawnee

Signed before me on Sept. 1, 202~~2~~³ by Michelle Caudill and Mary Beck

Theresa Dunham
Notary

My appointment expires: 5/18/2026



**Salary Placement Schedule
For the
2023-24 School Year**

Step	<u>BA</u>	<u>BA+12</u>	<u>BA+24</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>	<u>MA+60</u>
A	44700	45200	45850	46750	47850	49150	50550	52022
B	45000	45550	46275	47275	48475	49900	51450	52949
C	45300	45900	46700	47800	49100	50650	52350	53876
D	45600	46250	47125	48325	49725	51400	53250	54803
E	45900	46600	47550	48850	50350	52150	54150	55730
F	46375	47150	48175	49625	51175	53050	55250	56863
G	46850	47700	48800	50400	52000	53950	56350	57996
H	47325	48250	49425	51175	52825	54850	57450	59129
I	47800	48800	50050	51950	53650	55750	58550	60262
J	48275	49350	50675	52725	54475	56650	59650	61395
K	48750	49900	51300	53500	55300	57550	60750	62528
L	49225	50450	51925	54275	56125	58450	61850	63661
M	49700	51000	52550	55050	56950	59350	62950	64794
N	50175	51550	53175	55825	57775	60250	64050	65927
Z	50750	52200	53900	56700	58700	61250	65250	67163

The Gray Zone is only for those teachers placed in the following cells for 2005-06
 BA Column, Steps J through Z
 BA+12 Column, Steps L through Z
 BA+24 Column, Steps N through Z

For 1991-92 and thereafter, teachers working half-time or more for a full year or full-time for at least one-half the year will be advanced on the schedule one full step for each year of experience and then paid a prorated salary equal to the percentage of the full contract they are working.

Teachers on Step BA+24, who are within 15 hours of receiving their master’s degree, as determined by the superintendent, shall receive an additional \$300 per year for up to two consecutive years or until the teacher earns their master’s degree, whichever comes first.

For 2018-19 and thereafter, teachers who have been in the MA+45 Step Z cell for two or more years shall receive an additional \$1,000.

For 2019-20, teachers who did not receive at least a \$1,000 raise in the salary schedule will receive the difference of their raise and \$1,000 as a hold harmless amount. They will receive the hold harmless amount until they resign or retire from the district.

The USD 345 Board of Education and Seaman Education Association agree to add at least an additional \$1500 per cell in Column MA+60 for the 2024-25 school year.

2023-24 School Year – Extra Duty Pay

\$15.50 for all non-academic extra duty pay

Football – Varsity	Announcer Pass Gate	Ticket Seller Scoreboard Operator Clock Operator Chain Gang Filmer	Ticket Taker
Football – Sub-Varsity/Jr High		Ticket Seller Clock/Scoreboard Operator Announcer Chain Gang	
Soccer – Varsity/JV	Scoreboard Op./Announcer	Ticket Seller	
Volleyball – Varsity	Clock Operator Scorekeeper	Ticket Seller	NW Door Line Judge
Volleyball – Sub-Varsity/JR High		Clock Operator Scorekeeper	NW Door Line Judge
Cross Country Meets/Invitational	Scorer/Computer Operator	Meet Director Timer	Finish Line Attendant
Basketball – Varsity	Clock Operator Scorekeeper Announcer	Ticket Seller	NW Door
Basketball – Sub-Varsity/JR High		Ticket Seller Clock Operator Scorekeeper	NW Door
Baseball/Softball – Varsity/JV/Freshman		Ticket Seller Scorekeeper Announcer	
Wrestling – Varsity	Scorekeeper Clock Operator/Announcer	Ticket Seller	NW Door
Wrestling – Sub-Varsity/JR High		Ticket Seller Scorekeeper Clock Operator/Announcer	NW Door
Track – Varsity Meet	Announcer Clerk Scorer/Computer Operator	Timer/Picker Ticket Seller Bull Pen Clock Operator Head Official for each Field Event	Curve Judge Hurdle Official
Track – JV/Freshman/Jr High		Announcer Clerk Timer/Picker Ticket Seller Scorer/Computer Operator Bull Pen Clock Operator Head Official for each Field Event	Curve Judge Hurdle Official
Intramurals Elem. and Secondary	Facilitator		

The Superintendent shall determine additional positions and pay after consultation with Seaman Education Association

