

Master Agreement

Between

The Jefferson School District

And

Jefferson Administrator's Association

July 1, 2016 – July 31, 2018

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2. Hire all employees subject to the provisions of law and this agreement and to determine their qualification and the conditions for their continued employment, their placement or their dismissal, suspension, lay-off or demotion and to promote and transfer all such employees.
 3. Establish levels and courses of instruction including special programs and to provide for athletic, recreational and social events for students as deemed necessary or advisable by the Board.
 4. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature. Recommendations of the building and/or district committee(s) curriculum committees shall be heard by the Board.
 5. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules and standards of operation; the means methods and processes of carrying on the work including automation or contracting thereof or changes therein and the institution of new and/or improved methods or changes therein.
 6. Adopt rules and regulations.
 7. Determine the number and locations or relocation of its facilities, including the establishment and/or relocations of new school buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities thereof.
 8. Determine the size of the management organization, its functions, authority, amount of supervision and table love organization, provided that the Board shall not abridge any rights from employees as specifically provided in this Agreement.
 9. Determine the policy affecting the selection of employees, providing that such selection shall be based upon lawful criteria.
- B. Nothing in this Agreement shall be construed to limit the powers and responsibilities conferred upon the Board or the Superintendent under the laws or constitution of the State of Michigan. Specifically, the right and responsibilities as conferred under the Revised School Code and Tenure Laws are preserved.
- C. The listing of specific management rights in the Agreement is not intended to, nor shall be restrictive of, or a waiver of any rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Board in the past

1 **Article III**
2 **Administrative Rights and Responsibilities**
3

4 A. Fair Practices
5

6 The Board agrees to continue its policy of not illegally discriminating against
7 any administrator on the basis of race, creed, color, national origin, marital
8 status, gender, disability, or labor organization membership.
9

10 B. Handling of Complaints Against Administrators-**Policy #9130**
11

12 When complaints or charges are made against an administrator, the
13 administrator shall be promptly notified and if the complaint is in writing,
14 the administrator shall be given a copy of the complaint. The administrator
15 shall be permitted to answer the complaint in writing or to request a hearing
16 before the Superintendent or Board. Any request involving a hearing on the
17 matter which comes from the Superintendent or Board shall permit the
18 administrator to have representation of his/her choice and at his/her own
19 expense. Personnel matters raised either by a Board member or members
20 of the audience at a Board Meeting shall be referred to a Board executive
21 session if so requested by the affected Administrator, subject to the
22 conditions of the Open Meetings Act.
23

24 C. Right to Representation
25

26 In the event a Complaint and Summons is lodged against an administrator
27 who is named defendant for actions taken by him/her in his/her
28 representative capacity in keeping with his/her official responsibilities, job
29 description and within the policies of the Board as an administrator for the
30 Board, the Board shall, upon request, provide legal assistance and/or
31 counsel: provided that a copy of the Complaint and Summons is transmitted
32 to the Superintendent's office immediately upon service of the defendant
33 administrator. A letter from the member requesting legal assistance will be
34 necessary if assistance is to be derived through Board Counsel. Nothing
35 herein prevents the Board from providing legal counsel without a request
36 from the administrative unit in the event it deems it appropriate.
37

38 D. Administrator's Personnel File
39

- 40 1. An Administrator will have the right to review the contents of his/her
41 personnel file originating after original employment and to have a
42 representative of the Jefferson Administrators Association accompany
43 him/her in such review.
44
45 2. Defamatory or negative material originating after the effective date of this
46 contract will not be placed in his/her personnel file unless the
47 Administrator has had an opportunity to review the material, sign and
48 date same. The Administrator may submit a written notation regarding

1 any material and the same shall be attached to the file copy of the
2 material in question. When the Administrator is asked to sign material
3 placed in his/her file, such signature shall be understood to indicate
4 his/her awareness of the material in no instance shall said signature be
5 interpreted to mean agreement with the content of the material. Copies
6 of all material placed in the personnel file shall be forwarded to the
7 appropriate Administrator.
8

9 E. Budget Allocations

10
11 Establish program priorities including program revisions within each school
12 or department shall be the responsibility of the Administrator in charge in
13 cooperation with, and under the direction of the Superintendent and
14 his/her designee and within financial resources as provided by the Board of
15 Education.
16

17 F. Discipline – **Policy #3139**

18
19 1. Administrators have a high standard of duty, responsibility, and
20 performance. Also, they have an obligation to the full and proper
21 performance and conduct of their duties and functions. In the event and
22 administrator fails to maintain the necessary standard of such
23 performance or conduct, he/she may be subject to disciplinary action by
24 the Superintendent. No administrator shall be disciplined or deprived of
25 any professional advantage for reasons that are arbitrary or capricious.
26 Any such discipline, reprimand or reduction in rank, compensation or
27 advantage shall be subject to the professional grievance procedure
28 hereinafter set forth. When an administrator is found to be in violation
29 of this contract, discipline, when necessary, will be applied according to
30 a progressive scale of severity. Discipline may be initiated at any place
31 of the scale depending on the severity of the offense and the employee's
32 previous record.
33

34 a. Step 1 – Verbal Warning

35
36 To protect the Board, the Administrator, and the Association,
37 signatures to a statement written by the Superintendent attesting to
38 the fact that a verbal warning has been given will be exchanged.
39

40 b. Step 2 - Written Reprimand by the Superintendent of Schools or
41 Designee.

42
43 c. Step 3 – Temporary Suspension with pay determined by the
44 Superintendent of Schools or Designee.

45
46 d. Step 4 – Temporary Suspension without pay determined by
47 Superintendent of Schools or Designee, up to maximum allowable
48 days under the Michigan Tenure Act.

1
2 e. Step 5 – Temporary Suspension with pay, and a formal hearing by
3 the Board at which time further actions may be decided. The
4 administrator may have witnesses and counsel of his/her choosing at
5 this hearing.
6

7 **Article IV**
8 **Leaves: Illness, Disability, Personal Business**
9

10 A. Sick Leave Allowance
11

12 1. All administrators shall be credited with fifteen (15) days each July 1st to
13 be used for personal illness, or disability, injury, or disability incurred in
14 the course of employment, deaths of family and friends, family illness
15 and any other emergencies, with leave for such emergencies to be
16 approved by the Superintendent of Schools. The unused portion of such
17 allowance shall accumulate to a maximum of sixty five (65) days. Unused
18 portion above 65 days shall be paid at year-end at a 50% per diem rate
19 of the days accumulated on the last non-pay day in June. Sick leave days
20 shall be prorated for late hires or for personnel terminating employment
21 at times other than June 30th.
22

23 For employees having less than ten (10) years of seniority with the district
24 as of July 1, 2007, accumulated sick days will be paid upon termination
25 of employment with the district for any reason, except dismissal.
26 Payment will be made at the following rate:
27

- 28 • For employees with less than ten (10) years seniority – half (50%)
29 of the per diem rate
- 30 • For employees with ten (10) or more years seniority – full per
31 diem rate
32

33 Administrators having ten (10) or more years of seniority with the district
34 as of July 1, 2007 will not receive payment for accumulated sick days
35 upon termination of district employment.
36

37 2. Any Personal illness or disability leave extending beyond five (5) work
38 days may require, at the option of the Board of Education, verification by
39 a doctor.
40

41 2. Any other leave covered by sick leave allowance other than personal
42 illness or disability shall be for a maximum of five (5) days unless
43 the Superintendent of Schools approves more.
44
45
46
47
48

1 B. Paid Personal Days

2
3 1. The parties agree there may be personal conditions or circumstances
4 which may require unit member absenteeism for other reasons than
5 heretofore mentioned.

6
7 a. Days Granted. All unit members are granted an allocation of five (5)
8 paid personal days during the school year to be used at the
9 administrators' discretion, pending approval of the Superintendent.
10 This allocation replaces previously allowed personal and vacation
11 days that were included in the prior contract that expired June 30,
12 2007. Unused paid personal days cannot be accumulated, but will be
13 compensated at the per diem rate on the last pay date in June.

14
15 b. Request Procedure. Unit members desiring to use paid personal days
16 will submit their requests on the application at least three (3) days in
17 advance of the anticipated absence except in cases of emergency; in
18 such case, the unit member shall apply as soon as possible. This
19 form must be filed with the Superintendent.

20
21 c. Authorization. The request form shall be signed by the
22 Superintendent or authorized agent and returned to the unit member
23 requesting the leave at least one (1) day prior to the requested date.
24 Approval or rejection will be so indicated on the form.

25
26 2. Additional Leave. The Superintendent may grant two (2) additional
27 personal days if an emergency exists that is chargeable to sick leave. All
28 requests shall be channeled through the Superintendent.

29
30 3. Violation, Consequences, and Penalties. A unit member violating the
31 provisions of this article shall be subject to a deduction of salary for days
32 improperly used, and may be subject to disciplinary action.

33
34 C. Funeral Leave

35
36 All unit members covered by this Agreement shall be granted funeral leave,
37 with earned compensation for days the unit member was scheduled to work.
38 The days must be consecutive with and include the day of the funeral.

39
40 Funeral leave shall be granted as follows:

41
42 1. A maximum of five (5) consecutive work days in the event of the death
43 of the unit member's spouse, children, step-children, mother, father,
44 step-mother, step-father, brother, sister, son-in-law, or daughter-in-
45 law.

1 2. A maximum of three (3) consecutive work days in the event of the death
2 of the unit member's mother-in-law, father-in-law, grandparents, or
3 grandchildren.

4
5 3. One (1) work day in the event of the death of the unit member's aunt,
6 uncle, sister-in-law, or brother-in-law.

7
8 In the event of the death of an employee of the Board, funeral leave shall
9 be restricted to a representative number of unit members, to attend the
10 funeral, with that number to be mutually agreed upon between the
11 Superintendent of Schools and the Chief Negotiator. Funeral leave will
12 not be deducted from sick leave.

13
14 Additional time, up to a maximum of five (5) work days, when required,
15 shall be granted and such additional time shall be charged to the unit
16 member's earned allowable sick leave.

17
18 D. Judicial Leave

19
20 A unit member called for jury duty or to give testimony in a court of law
21 shall be compensated in the amount of the difference between regular pay
22 and pay received for the performance of such obligation. Such leave shall
23 not be charged to sick leave.

24
25
26 **Article V**
27 **Grievance Procedure**

28
29 **Definition:**

30
31 A grievance is a complaint by either a member of the bargaining unit or by the
32 group on its own behalf, alleging violation, misapplication, or misinterpretation
33 of any provision of this Agreement or any cause of inequitable treatment in the
34 application or enforcement of this Agreement. Every administrator has the right
35 to fair and equitable treatment with due process and accordingly will not be acted
36 against except for just cause.

37
38 **Step 1**

39 Any Association member with a grievance shall meet with the Superintendent
40 within five (5) work days of the occurrence or event which caused the grievance
41 in an attempt to resolve the matter. If the matter is not resolved, the
42 administrator, provided the Jefferson Administrator Association approval is
43 granted, may appeal the grievance by reducing it to writing and filing it with the
44 Board of Education within five (5) work days of the above meeting. The Jefferson
45 Administrators Association, on its own behalf, may file a grievance within five (5)
46 work days of the occurrence. The group may appeal to the Board of Education
47 within five (5) work days of the above meeting if the matter is not resolved.

1 **Step 2**

2 Within ten (10) work days of receipt of the grievance, or at the next regularly
3 scheduled Board meeting, (whichever is later), the Board shall meet with the
4 administrator or the group for a hearing on the matter. Within five (5) work days
5 of this hearing, the Board shall communicate its decision in writing to the
6 member or the group. The decision of the Board shall be final.
7

8 **Article VI**
9 **Negotiation Procedures**
10

- 11 A. It is contemplated that terms and conditions of employment provided in this
12 agreement shall remain in effect until altered by mutual agreement in
13 writing between the parties. Nevertheless, because of the special nature of
14 the public educational process, it is likewise recognized that matters may
15 from time to time arise of vital mutual concern to the parties which have not
16 been fully or adequately negotiated between them. It is in the public interest
17 that the opportunity for mutual discussion of such matters be provided. The
18 parties accordingly undertake to cooperate in arranging meetings, selecting
19 representatives for discussion, furnishing information and otherwise
20 constructively considering and resolving any such matters. Agreements
21 reached shall be reduced to writing and shall be signed by the
22 representatives of the Association and Board.
23
- 24 B. At least sixty (60) days prior to the termination of this Agreement, upon
25 written request of either party, negotiations will be undertaken for the
26 purpose of arriving at a new agreement for the ensuing schools year(s).
27
- 28 C. Neither party in any negotiations shall have control over the selection of the
29 negotiations or bargaining representatives of the other party and party may
30 select its representatives from within or outside the school district. While
31 no final agreement shall be executed without ratification by both parties,
32 the parties mutually pledge that their representatives will be clothed will
33 necessary power and authority to make proposals, consider proposals and
34 make concessions in the course of negotiations.
35
- 36 D. If the parties fail to reach an agreement in any such negotiations, either
37 party may invoke the mediation machinery of the Michigan Employment
38 Relations Commission or take any other lawful measures it may deem
39 appropriate.
40
41

42 **Article VII**
43 **Assignments and Reassignments – Appointment and Reduction in Force**
44

45 A. Pupil Assignments
46

47 Each building principal shall have the responsibility to make a
48 determination regarding each pupil's assignment within his/her building in

1 conformance with the School Board Policy regarding placement and subject
2 to the Superintendent's review and approval.

3
4 B. Staff Assignment

5
6 The Jefferson Administrators Association stipulates that all positions shall
7 be staffed by the most competent and qualified persons who can be procured
8 for such assignments.

9 1. Each administrator shall make recommendations to the Superintendent
10 concerning the filling of vacant assignments in his/her building.

11
12 2. Each administrator shall be informed concerning all personnel being
13 considered for reassignment to his/her building or department and shall
14 have input into such decisions.

15
16 3. Each administrator shall have the right to make each staff member's
17 assignment within his/her unit. In respect to their unit or other
18 department employees, guidelines established by the appropriate
19 division will be observed. Such assignments shall be subject to review
20 by the Superintendent of Schools.

21
22 C. Appointment of Administrative Positions:

23
24 1. A notice of an administrative vacancy will be publicized in the district by
25 posting such notice in each school and Central Administration Office for
26 a period of seven (7) days.

27
28 2. Any bargaining member may apply in writing for vacancies for which
29 he/she is qualified and certified. During the summer months when
30 school is not in session, notice of vacancy will be emailed by the Central
31 Office to each unit member.

32
33 3. Temporary appointments may be made by the Superintendent on
34 emergency or interim basis. The temporary appointee shall be
35 considered for continuing appointment only in the same manner and on
36 the same basis as other applicants for continuing appointment.

37
38 4. Only one administrative probationary period of two (2) years shall be
39 served by an administrator for any administrative position covered by
40 this agreement.

41
42 D. Reassignments: - **Policy #3130**

43
44 1. In recognition of the commitment by the Jefferson Administrators
45 Association to the principle of total involvement in seeking solutions to
46 educational problems, it is acknowledged that the Board retains the right
47 to reassign administrators covered by this Agreement from one position
48 to another, when in the judgment of the Board, such reassignment will

1 better able the Board to fulfill its obligation to provide the type of
2 leadership necessary to work toward solving District problems.

3
4 2. Provide further, the Jefferson Administrators Association and the
5 affected administrator shall be notified promptly of the Board's
6 contemplated intention to effectuate a reassignment under this
7 paragraph and shall be given an opportunity promptly to respond
8 thereto. In the event the employee disagrees with the contemplated
9 Board decision, a committee composed of Board, Superintendent and
10 Jefferson Administrators Association representatives shall review the
11 matter. The affected administrator shall have the right to be present at
12 such a review meeting.

13
14 3. An administrator who elects to return to a non-administrative position
15 may be granted approval and all benefits. In compliance with the teacher
16 tenure law, where applicable, and all units' master contracts, all
17 administrative experience and teaching experience in and outside of the
18 Jefferson Schools District shall apply to years on the JEA salary
19 schedule, and seniority shall be awarded for years served in the district,
20 in a teaching or administrative position.

21
22 E. Layoff and Recall

23
24 It is specifically recognized that it is within the sole discretion of the Board
25 to reduce its educational program, curriculum, staff, and number of
26 positions. Layoffs necessitated by such reductions shall not be made on the
27 basis of seniority alone but rather on certification and qualifications. Any
28 unit member affected by such a reduction may replace a less senior unit
29 member providing he/she possesses the certification and qualifications
30 necessary to perform the job to which he/she is asking to be assigned.
31 Seniority is defined as Unit Seniority only. This article shall in no way limit
32 any of the rights the member may have under the Tenure Law.

33
34
35 **Article VIII**
36 **Evaluation**

37
38 A. Instruments

39
40 It is understood that each administrator will be evaluated according to the
41 job description approved by the Board of Education. The job description
42 shall be designed by the Board of Education with input from the
43 administrative team.

44
45 B. Process – **Policy #1420**

46
47 The Superintendent of School shall be responsible for evaluating Building
48 Principals. Unit Members who report to Building Principals shall be

1 evaluated by the Building Principal. Unit members reporting to Central
2 Administration shall be evaluated by same. The Superintendent shall
3 review the final evaluation(s) and shall make reference to the evaluation in
4 his summative evaluation, if one is to be completed. Each unit member
5 shall be required to complete a self-evaluation report based on the member's
6 job description. The report shall be submitted to the individual's supervisor
7 and shall become part of the total evaluation. Such evaluations shall be
8 completed prior to the issuance of new contracts by the Board of Education.
9

10 C. When the administrator is determined to be performing at a less than
11 satisfactory level, the Board shall offer reasonable assistance and counsel
12 to the administrator to help correct his/her performance inadequacies.
13

14 D. In the event that an annual evaluation is not written, the employee shall be
15 considered to be performing at least satisfactorily in all areas.
16
17
18

19 **Article IX**
20 **Committee Responsibilities**
21

22 A. The Board may, time to time, establish committees which are necessary for
23 the study, review, or initiation of outcomes and subsequent
24 recommendations.
25

26 B. When committees are formulated, it is hereby expressly understood that an
27 administrator shall be a member as requested by the Board. The Board
28 shall not make unreasonable assignments to committee positions.
29 Furthermore, it is understood that the administrator shall not be
30 individually held accountable for committee decisions.
31
32

33 **Article X**
34 **Professional Improvement**
35

36 The Jefferson Administrative Association contends that conferences, workshops,
37 conventions, and visitation day offer valuable in-service opportunities to
38 administrators; therefore, administrators within the limitation of budget
39 appropriations shall be allowed to attend the same.
40

41 A. Educational and Professional Meetings
42

43 1. Administrative requests to attend meetings are to be submitted to the
44 Superintendent of Schools for approval.
45

46 2. With the approval of the Superintendent of Schools, administrators may
47 attend educational conferences of their choosing, supported by the
48 conference account and within budget limitations.

1
2 3. Expenses for educational and professional meetings and events will be
3 reimbursed in accordance with approved District travel guidelines.
4 Administrators shall be reimbursed at the IRS established rate for school
5 related travel outside of Monroe County.
6

7 B. The Board shall pay tuition of an administrator who attend an in-service
8 class, workshop, seminar or training session, when such attendance has
9 been suggested by the Board.
10

11 C. Administrative certification where mandated by State Law, and issued by
12 the State, shall be the responsibility of the individual member.
13
14

15 **Article XI**
16 **Miscellaneous Provisions**
17

18 A. Each administrator in the bargaining unit, who is not on the Probationary
19 Status, shall be issued a three (3) year contracts by the Board of Education,
20 renewable annually
21

22 B. During each of the first two (2) years of employment in the initial
23 administrative position, the administrator may be on probation. During the
24 probationary period administrators may be given a one (1) or two (2) year
25 contract.
26

27 C. The Board shall notify each administrator prior to March 1st of his/her
28 employment status for the next contract year or years.
29

30 D. By mutual agreement of both the Board of Education and the Jefferson
31 Administrators Association, this contract may be re-opened for negotiations.
32

33 E. The Board shall make the same payroll deductions available to
34 administrators as are made for other employees.
35

36 F. Administrators shall be covered under the District's Comprehensive Liability
37 Policy
38

39 G. Professional organization dues for membership in the State and National
40 organizations shall be paid by the Board for each Association Member.
41

42 H. Members of the Association shall not acquire Tenure in any position covered
43 by this contract to which they may be assigned.
44
45
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Article XII
Compensation – Fringe Benefits

A. Health Insurance

1. The Board will provide for the administrator and eligible family members a policy at least equal to M.E.S.S.A.–Choices II, toward which employees shall contribute a minimum of \$75.00 per month pre-tax. Such plan includes health, dental vision, life insurance, and long term disability programs. If the administrator is covered by another basic policy he/she shall choose Plan B and - \$150.00 per month toward insurance/annuity options, or cash.

Choices II is listed below:

Health Choices 2

Long Term Disability - 70%

90 Calendar Days Modified Fill

Maternity Coverage

Freeze on Offsets

Pre-Existing Condition Waiver

Alcoholism/Drug – same as any other illness

Mental/Nervous – same as any other illness

Cost of Living Benefit

Negotiated Life \$40,000 with AD&D

Vision VSP 3 Plus

Dental 100:90 / 90 / 80: \$3,000

Plan Month – July (\$1,000 Class I & II Maximum)

2. The monthly amount paid by the Board for medical plan premiums and deductibles shall adjust annually on July 1 to the maximum amount permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act. The remaining monthly cost for the employee's elected medical plan premiums and deductibles shall be paid by the employee. On January 1st, the Board will contribute fifty percent (50%) of the health savings account deductible to the employee's health savings account. On July 1st and October 1st the Board will contribute twenty-five (25%) of the health savings account deductible into the employee's health savings account.

The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from each paycheck through a qualified Section 125 Plan, and as such, will not be subject to withholding. The Board's qualified

1 Section 125 Plan shall include any and all provisions necessary for pre-tax
2 contributions to employee's Health Savings Accounts if applicable.
3 Employees may contribute, through payroll deduction and electronic
4 transfer, additional money towards their HSA up to the maximum amounts
5 allowed by Federal law.

6
7 In addition to the above, the Board will provide the following:
8

9 B. Life Insurance:

10
11 The Board will provide a separate term life insurance policy in the amount
12 of fifty-thousand dollars \$50,000 for each administrator. This shall be
13 decreasing value term life insurance.
14

15 C. Worker's Compensation:

16
17 Administrators incurring service connected illness or injury will be provided
18 workers' compensation benefits in accordance with the Workers'
19 Compensation Act of Michigan as amended. No days will be deducted from
20 sick leave for such illness or disability. There shall be no loss of salary
21 during required waiting period.
22

23 D. Work Year:

24
25 The administrator will work from the second Tuesday in August through the
26 third Friday in June. Administrators shall be paid per diem for workdays
27 which fall outside the yearly calendar, as assigned by the Superintendent.
28 The Director of Athletics and Recreation shall work 20 additional days which
29 fall outside the yearly calendar with no additional compensation.
30 Scheduling of the additional days will be determined in consultation
31 between the Director of Athletics and Recreation, the High School Principal,
32 and the Superintendent.
33

34 E. Work Week

35
36 In order to attain ultimate efficiency in the operation of the District's schools
37 and to provide the best possible educational program to the pupils served,
38 thereby, it is essential for administrators to work a schedule which permits
39 the reasonable flexibility necessary for the achievement of such goals. Such
40 a schedule will, at times, involve work in and out of the school building and
41 frequently outside of the regular school day. The administrator will be
42 permitted reasonable discretion in scheduling his/her hours of work,
43 provided such discretion is exercised in a manner consistent with school
44 and/or district programs and aims.
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1 F. Holidays:

2
3 Administrators shall be given the same Christmas and Easter vacation as
4 that given to the teachers. Also, administrators shall be granted those
5 holidays that are recognized by the Board of Education. In addition,
6 administrators shall be granted those non-holidays that are granted to other
7 district employees.
8

9 G. Additional Compensation

10
11 Unit members shall receive additional compensation the following
12 conditions:
13

- 14 1. Members assigned to duties of another unit member whose position has
15 been eliminated or assigned duties previously handled by other
16 administrative personnel shall receive compensation at a level to be
17 negotiated by the parties. Such compensation shall be in the form of a
18 supplemental contract with termination of such contract to be at the
19 discretion of the Board.
20
- 21 2. Member required to be on the job when school is closed shall receive
22 compensation time to be used with the approval of the Superintendent.
23

24 H. Vacations

25
26 All previously accrued vacation days prior to July 1, 2007 will be capped at
27 fifty (50) days. At retirement or separation the Administrator will be paid
28 the cap amount of accrued vacation days per diem at current salary
29 schedule. Vacation days may be used from an administrator's capped
30 amount upon approval of the superintendent of schools.
31

32 I. Retirement Benefits

- 33
34 1. The following employees shall, upon retirement/resignation, receive the
35 following one-time payment as indicated on the chart:
36

37
38 Millie Grow and S. Michael Petty
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1		
2	Years of Service (District)	Percentage of Current Base Salary
3	10 Yrs.	20%
4	11	22
5	12	24
6	13	26
7	14	28
8	15	30
9	16	32
10	17	34
11	18	36
12	19	38
13	20	40
14	21	42
15	22	44
16	23	46
17	24	48
18	25	50
19	26	52
20	27	54
21	28	56
22	29	58
23	30 or over	60
24		

25 Administrators currently covered under this agreement who have ten (10)
 26 years seniority with the district as of July 1, 2007 are eligible to receive
 27 this one-time retirement benefit payment.

28
 29 Administrators hired after July 1, 2007 and/or do not have ten (10) years
 30 seniority covered under this most agreement, are not eligible to receive
 31 this one-time retirement benefit payment.

- 32
 33 2. Waiver and Release: All payments made under this article shall require
 34 the signing of the WAIVER AND RELEASE form found in the main office.
 35
 36 3. The payment of this severance benefit shall be allowable only if the
 37 administrator terminates his/her employment while still in the
 38 employment of the Jefferson Schools Board of Education.
 39
 40 4. The severance benefit shall be made within thirty (30) days of the
 41 administrator's resignation date.
 42

Article XIII
Salary Schedule A

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<u>Position</u>	<u>2016-2017</u>	<u>2017-2018 TBD*</u>
High School Principal	\$105,105	TBD
Middle School Principal	101,951	TBD
Elementary Principal	97,659	TBD
Assistant Principal	93,343	TBD
Director of Athletics/Recreation	93,343	TBD

2016-2017 0% increase
2016-2017 Steps granted
2017-2018 Not less than base amount of the 2016-2017 contract year.

~~In the event the Jefferson Education Association (J.E.A.) members receive a percentage increase in 2014-2016, the salaries in Schedule A will automatically increase by the same percentage. In the event J.E.A. members receive a percentage off schedule payment, Association members will receive the corresponding percentage off schedule payment. Furthermore, if J.E.A. members receive a step increase in 2014-2016, a step increase will be provided to qualifying J.A.A. members.~~

~~An additional \$5,000 shall be added to the salary to cover the cost of administration of the summer school program and child accounting. This stipend will be added to the base salary and paid in 26 pay periods throughout the school year.~~

~~Salaries of the positions of Administrative Assistant for Elementary Education, Assistant Director of Custodial Maintenance and/or Assistant Director of Recreation of Athletics shall be negotiable, if these positions are reinstated by the district.~~

The salaries listed above are the maximum for each position. None of the unit administrative positions shall be awarded overtime pay. Employees hired after July 1, 2011 may be paid based on the following scale based on experience and/or special circumstances.

Year 1: 92%
Year 2: 94%
Year 3: 96%
Year 4: 98%
Year 5: 100%

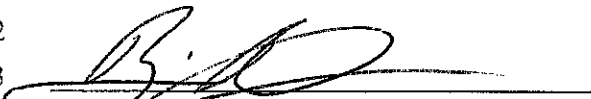
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Article XV
Duration of Contract

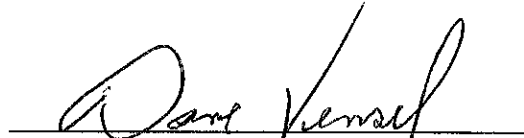
This agreement shall be effective as of July 1, 2016 and will continue in effect through July 31, 2018. The agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Jefferson Schools

For the Association



Brian Russell, President



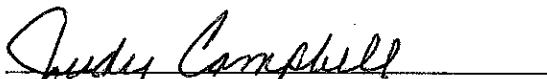
Dave Vensel



Keith Williams, Vice-President



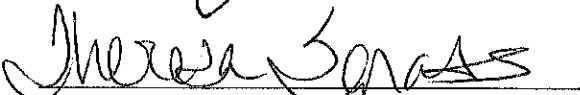
Millie Grow



Judy Campbell, Treasurer




Cory McLaughlin, Secretary



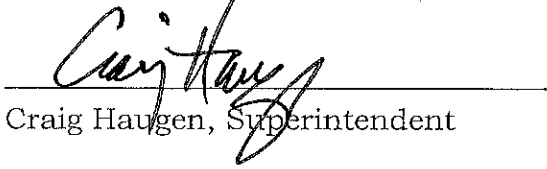
Theresa Sonoras, Parliamentarian



Russ Terrasi, Trustee



Rick Kull, Trustee



Craig Haugen, Superintendent