

Master Agreement

Between

The Jefferson School District

And

Jefferson Administrator's Association

July 1, 2010 – June 30, 2012

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1 **Master Agreement between the Jefferson Board of Education and the**
2 **Jefferson Administrators Association**

3
4 This agreement is made by and between the Board of Education and the
5 Jefferson Administrators Association. Any changes on this agreement shall be
6 made in writing, signed by both parties, and done by mutual consent
7

8 Any individual contract between the Board and anyone covered by this
9 agreement shall be made subject to and consistent with the terms of this or
10 subsequent agreements to be executed. If an individual contract contains any
11 language inconsistent with this agreement, this agreement during its duration,
12 shall be controlling, and shall become part of the established personnel policies
13 of the Board affecting administrators.
14

15
16 Any portion of this agreement shown to be contrary to State and / or Federal
17 Law shall be void and inoperative. At the option of either party, the provision
18 voided shall be immediately subject to negotiation. All other provisions of this
19 agreement shall continue in effect.
20

21 **Article I**
22 **Recognition**

23
24 The Board recognizes the Jefferson Administrators Association, as the
25 exclusive collective bargaining representative of all Building Principals,
26 Assistant Principals, Directors, and Supervisors, which are known as
27 Administrator(s) in this agreement. The Board agrees not to negotiate with any
28 individual member for the duration of this agreement.
29

30
31 **Article II**
32 **Rights of the Board**

- 33
34 A. It is expressly agreed that all rights which ordinarily vest in and have been
35 exercised by the Board, except those which are expressly relinquished
36 herein by the Board, shall continue to vest exclusively in and be exercised
37 exclusively by the Board including the right to:
38
- 39 1. The executive management and administrative control of the school
40 system and its properties, facilities, equipment and the activities of its
41 employees during working hours.
42
 - 43 2. Hire all employees subject to the provisions of law and this agreement
44 and to determine their qualification and the conditions for their
45 continued employment, their placement or their dismissal, suspension,
46 lay-off or demotion and to promote and transfer all such employees.
47
- 48

- 1
- 2
- 3 3. Establish levels and courses of instruction including special programs
- 4 and to provide for athletic, recreational and social events for students
- 5 as deemed necessary or advisable by the Board.
- 6
- 7 4. Decide upon the means and methods of instruction, the selection of
- 8 textbooks and other teaching materials and the use of teaching aids of
- 9 every kind and nature. Recommendations of the building and/or
- 10 district committee(s) curriculum committees shall be heard by the
- 11 Board.
- 12
- 13 5. Determine the services, supplies, and equipment necessary to continue
- 14 its operation and to determine all methods and means of distributing,
- 15 disseminating and/or selling its services, methods, schedules and
- 16 standards of operation; the means methods and processes of carrying
- 17 on the work including automation or contracting thereof or changes
- 18 therein and the institution of new and/or improved methods or changes
- 19 therein.
- 20
- 21 6. Adopt rules and regulations.
- 22
- 23 7. Determine the number and locations or relocation of its facilities,
- 24 including the establishment and/or relocations of new school buildings,
- 25 departments, divisions or subdivisions thereof and the relocation or
- 26 closing of offices, departments, divisions or subdivisions, buildings or
- 27 other facilities thereof.
- 28
- 29 8. Determine the size of the management organization, its functions,
- 30 authority, amount of supervision and table love organization, provided
- 31 that the Board shall not abridge any rights from employees as
- 32 specifically provided in this Agreement.
- 33
- 34 9. Determine the policy affecting the selection of employees, providing that
- 35 such selection shall be based upon lawful criteria.
- 36
- 37 B. Nothing in this Agreement shall be construed to limit the powers and
- 38 responsibilities conferred upon the Board or the Superintendent under the
- 39 laws or constitution of the State of Michigan. Specifically, the right and
- 40 responsibilities as conferred under the Revised School Code and Tenure
- 41 Laws are preserved.
- 42
- 43 C. The listing of specific management rights in the Agreement is not intended
- 44 to, nor shall be restrictive of, or a waiver of any rights of management not
- 45 listed and specifically surrendered herein whether or not such rights have
- 46 been exercised by the Board in the past.
- 47
- 48

1
2
3
4 **Article III**
5 **Administrative Rights and Responsibilities**
6

7 A. Fair Practices
8

9 The Board agrees to continue its policy of not illegally discriminating
10 against any administrator on the basis of race, creed, color, national
11 origin, marital status, gender, disability, or labor organization
12 membership.
13

14 B. Handling of Complaints Against Administrators
15

16 When complaints or charges are made against an administrator, the
17 administrator shall be promptly notified and if the complaint is in writing,
18 the administrator shall be given a copy of the complaint. The
19 administrator shall be permitted to answer the complaint in writing or to
20 request a hearing before the Superintendent or Board. Any request
21 involving a hearing on the matter which comes from the Superintendent or
22 Board shall permit the administrator to have representation of his/her
23 choice and at his/her own expense. Personnel matters raised either by a
24 Board member or members of the audience at a Board Meeting shall be
25 referred to a Board executive session if so requested by the affected
26 Administrator, subject to the conditions of the Open Meetings Act.
27

28 C. Right to Representation
29

30 In the event a Complaint and Summons is lodged against an administrator
31 who is named defendant for actions taken by him/her in his/her
32 representative capacity in keeping with his/her official responsibilities, job
33 description and within the policies of the Board as an administrator for the
34 Board, the Board shall, upon request, provide legal assistance and/or
35 counsel: provided that a copy of the Complaint and Summons is
36 transmitted to the Superintendent's office immediately upon service of the
37 defendant administrator. A letter from the member requesting legal
38 assistance will be necessary if assistance is to be derived through Board
39 Counsel. Nothing herein prevents the Board from providing legal counsel
40 without a request from the administrative unit in the event it deems it
41 appropriate.
42

43 D. Administrator's Personnel File
44

45 1. An Administrator will have the right to review the contents of his/her
46 personnel file originating after original employment and to have a
47 representative of the Jefferson Administrators Association accompany
48 him/her in such review.

1
2 2. No defamatory or negative material originating after the effective date of
3 this contract will be placed in his/her personnel file unless the
4 Administrator has had an opportunity to review the material, sign and
5 date same. The Administrator may submit a written notation regarding
6 any material and the same shall be attached to the file copy of the
7 material in question. When the Administrator is asked to sign material
8 placed in his/her file, such signature shall be understood to indicate
9 his/her awareness of the material in no instance shall said signature
10 be interpreted to mean agreement with the content of the material.
11 Copies of all material placed in the personnel file shall be forwarded to
12 the appropriate Administrator.
13

14 E. Budget Allocations

15
16 Establish program priorities including program revisions within each
17 school or department shall be the responsibility of the Administrator in
18 charge in cooperation with, and under the direction of the Superintendent
19 and his/her designee and within financial resources as provided by the
20 Board of Education.
21

22 F. Discipline

23
24 1. Administrators have a high standard of duty, responsibility, and
25 performance. Also, they have an obligation to the full and proper
26 performance and conduct of their duties and functions. In the event
27 and administrator fails to maintain the necessary standard of such
28 performance or conduct, he/she may be subject to disciplinary action
29 by the Superintendent. No administrator shall be disciplined or
30 deprived of any professional advantage without just cause and due
31 process. Any such discipline, reprimand or reduction in rank,
32 compensation or advantage shall be subject to the professional
33 grievance procedure hereinafter set forth. When an administrator is
34 found to be in violation of this contract, discipline, when necessary, will
35 be applied according to a progressive scale of severity. Discipline may
36 be initiated at any place of the scale depending on the severity of the
37 offense and the employee's previous record.
38

39 a. Step 1 – Verbal Warning

40
41 To protect the Board, the Administrator, and the Association,
42 signatures to a statement written by the Superintendent attesting to
43 the fact that a verbal warning has been given will be exchanged.
44

45 b. Step 2 - Written Reprimand by the Superintendent of Schools or
46 Designee.
47

- 1 c. Step 3 – Temporary Suspension With Pay determined by the
2 Superintendent of Schools or Designee.
3
4 d. Step 4 – Temporary Suspension without pay determined by
5 Superintendent of Schools or Designee, up to maximum allowable
6 days under the Michigan Tenure Act.
7
8 e. Step 5 – Temporary Suspension with pay, and a formal hearing by
9 the Board at which time further actions may be decided. The
10 administrator may have witnesses and counsel of his/her choosing
11 at this hearing.
12

13 **Article IV**

14 **Leaves: Illness, Disability, Personal Business**

15 A. Sick Leave Allowance

- 16
17
18 1. All administrators shall be credited with fifteen (15) days each July 1st
19 to be used for personal illness, or disability, injury, or disability
20 incurred in the course of employment, deaths of family and friends,
21 family illness and any other emergencies, with leave for such
22 emergencies to be approved by the Superintendent of Schools. The
23 unused portion of such allowance shall accumulate to a maximum of
24 sixty five (65) days. Unused portion above 65 days shall be paid at
25 year-end at a 50% per diem rate (based on 260 days) of the days
26 accumulated on the last non-pay day in June.
27

28 For employees having less than ten (10) years of seniority with the
29 district as of July 1, 2007, accumulated sick days will be paid upon
30 termination of employment with the district for any reason, except
31 dismissal. Payment will be made at the following rate:
32

- 33 • For employees with less than ten (10) years seniority – half
34 (50%) of the per diem rate
- 35 • For employees with ten (10) or more years seniority – full per
36 diem rate
37

38 Administrators having ten (10) or more years of seniority with the
39 district as of July 1, 2007 will not receive payment for accumulated sick
40 days upon termination of district employment.
41

- 42 2. Any Personal illness or disability leave extending beyond five (5) work
43 days may require, at the option of the Board of Education, verification
44 by a doctor.
45
46 3. Any other leave covered by sick leave allowance other than personal
47 illness or disability shall be for a maximum of five (5) days unless the
48 Superintendent of Schools approves more.

1
2 B. Paid Personal Days
3

4 1. The parties agree there may be personal conditions or circumstances
5 which may require unit member absenteeism for other reasons than
6 heretofore mentioned.
7

8 a. Days Granted. All unit members are granted an allocation of five (5)
9 paid personal days during the school year to be used at the
10 administrators' discretion, pending approval of the Superintendent.
11 This allocation replaces previously allowed personal and vacation
12 days that were included in the prior contract that expired June 30,
13 2007. Unused paid personal days cannot be accumulated, but will
14 be compensated at the per diem rate on the last pay date in June.
15

16 b. Request Procedure. Unit members desiring to use paid personal
17 days will submit their requests on the application at least three (3)
18 days in advance of the anticipated absence except in cases of
19 emergency; in such case, the unit member shall apply as soon as
20 possible. This form must be filed with the Superintendent.
21

22 c. Authorization. The request form shall be signed by the
23 Superintendent or authorized agent and returned to the unit
24 member requesting the leave at least one (1) day prior to the
25 requested date. Approval or rejection will be so indicated on the
26 form.
27

28 2. Additional Leave. The Superintendent may grant two (2) additional
29 personal days if an emergency exists that is chargeable to sick leave.
30 All requests shall be channeled through the Superintendent.
31

32 3. Violation, Consequences, and Penalties. A unit member violating the
33 provisions of this article shall be subject to a deduction of salary for
34 days improperly used, and may be subject to disciplinary action.
35

36 C. Funeral Leave
37

38 All unit members covered by this Agreement shall be granted funeral leave,
39 with earned compensation for days the unit member was scheduled to
40 work. The days must be consecutive with and include the day of the
41 funeral.
42

43 Funeral leave shall be granted as follows:
44

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

- 1
2 2. A maximum of three (3) consecutive work days in the event of the
3 death of the unit member's mother-in-law, father-in-law,
4 grandparents, or grandchildren.
5
6 3. One (1) work day in the event of the death of the unit member's aunt,
7 uncle, sister-in-law, or brother-in-law.
8

9 In the event of the death of an employee of the Board, funeral leave
10 shall be restricted to a representative number of unit members, to
11 attend the funeral, with that number to be mutually agreed upon
12 between the Superintendent of Schools and the Chief Negotiator.
13 Funeral leave will not be deducted from sick leave.
14

15 Additional time, up to a maximum of five (5) work days, when required,
16 shall be granted and such additional time shall be charged to the unit
17 member's earned allowable sick leave.
18

19 D. Judicial Leave
20

21 A unit member called for jury duty or to give testimony in a court of law
22 shall be compensated in the amount of the difference between regular pay
23 and pay received for the performance of such obligation. Such leave shall
24 not be charged to sick leave.
25

26
27 **Article V**
28 **Grievance Procedure**
29

30 **Definition:**
31

32 A grievance is a complaint by either a member of the bargaining unit or by the
33 group on its own behalf, alleging violation, misapplication, or misinterpretation
34 of any provision of this Agreement or any cause of inequitable treatment in the
35 application or enforcement of this Agreement. Every administrator has the
36 right to fair and equitable treatment with due process and accordingly will not
37 be acted against except for just cause.
38

39 **Step 1**

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

1 of Education within five (5) work days of the above meeting if the matter is not
2 resolved.

3
4 **Step 2**

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

10
11 **Article VI**
12 **Negotiation Procedures**
13

- 14 A. It is contemplated that terms and conditions of employment provided in
15 this agreement shall remain in effect until altered by mutual agreement in
16 writing between the parties. Nevertheless, because of the special nature of
17 the public educational process, it is likewise recognized that matters may
18 from time to time arise of vital mutual concern to the parties which have
19 not been fully or adequately negotiated between them. It is in the public
20 interest that the opportunity for mutual discussion of such matters be
21 provided. The parties accordingly undertake to cooperate in arranging
22 meetings, selecting representatives for discussion, furnishing information
23 and otherwise constructively considering and resolving any such matters.
24 Agreements reached shall be reduced to writing and shall be signed by the
25 representatives of the Association and Board.
26
- 27 B. At least sixty (60) days prior to the termination of this Agreement, upon
28 written request of either party, negotiations will be undertaken for the
29 purpose of arriving at a new agreement for the ensuing schools year(s).
30
- 31 C. Neither party in any negotiations shall have control over the selection of
32 the negotiations or bargaining representatives of the other party and party
33 may select its representatives from within or outside the school district.
34 While no final agreement shall be executed without ratification by both
35 parties, the parties mutually pledge that their representatives will be
36 clothed with necessary power and authority to make proposals, consider
37 proposals and make concessions in the course of negotiations.
38
- 39 D. If the parties fail to reach an agreement in any such negotiations, either
40 party may invoke the mediation machinery of the State Labor Mediation
41 Board or take any other lawful measures it may deem appropriate.
42
43

44 **Article VII**
45 **Assignments and Reassignments – Appointment and Reduction in Force**
46

- 47 A. Pupil Assignments
48

1 Each building principal shall have the responsibility to make a
2 determination regarding each pupil's assignment within his/her building
3 in conformance with the School Board Policy regarding placement and
4 subject to the Superintendent's review and approval.
5

6 B. Staff Assignment
7

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

- 11 1. Each administrator shall make recommendations to the
12 Superintendent concerning the filling of vacant assignments in his/her
13 building.
14
- 15 2. Each administrator shall be informed concerning all personnel being
16 considered for reassignment to his/her building or department and
17 shall have input into such decisions.
18
- 19 3. Each administrator shall have the right to make each staff member's
20 assignment within his/her unit. In respect to their unit or other
21 department employees, guidelines established by the appropriate
22 division will be observed. Such assignments shall be subject to review
23 by the Superintendent of Schools.
24

25 C. Appointment of Administrative Positions:
26

- 27 1. A notice of an administrative vacancy will be publicized in the district
28 by posting such notice in each school and Central Administration Office
29 for a period of seven (7) days.
30
- 31 2. Any bargaining member may apply in writing for vacancies for which
32 he/she is qualified and certified. During the summer months when
33 school is not in session, notice of vacancy will be mailed by the Central
34 Office to each unit member.
35
- 36 3. Temporary appointments may be made by the Superintendent on
37 emergency or interim basis. The temporary appointee shall be
38 considered for continuing appointment only in the same manner and
39 on the same basis as other applicants for continuing appointment.
40
- 41 4. Only one administrative probationary period of two (2) years shall be
42 served by an administrator for any administrative position covered by
43 this agreement.
44

45 D. Reassignments:
46

- 47 1. In recognition of the commitment by the Jefferson Administrators
48 Association to the principle of total involvement in seeking solutions to

1 educational problems, it is acknowledged that the Board retains the
2 right to reassign administrators covered by this Agreement from one
3 position to another, when in the judgment of the Board, such
4 reassignment will better able the Board to fulfill its obligation to provide
5 the type of leadership necessary to work toward solving District
6 problems.
7

8 2. Provide further, the Jefferson Administrators Association and the
9 affected administrator shall be notified promptly of the Board's
10 contemplated intention to effectuate a reassignment under this
11 paragraph and shall be given an opportunity promptly to respond
12 thereto. In the event the employee disagrees with the contemplated
13 Board decision, a committee composed of Board, Superintendent and
14 Jefferson Administrators Association representatives shall review the
15 matter. The affected administrator shall have the right to be present at
16 such a review meeting.
17

18 3. An administrator who elects to return to a non-administrative position
19 may be granted approval and all benefits. In compliance with the
20 teacher tenure law, where applicable, and all units' master contracts,
21 all administrative experience and teaching experience in and outside of
22 the Jefferson Schools District shall apply to years on the JEA salary
23 schedule, and seniority shall be awarded for years served in the
24 district, in a teaching or administrative position.
25

26 E. Layoff and Recall

27

28 It is specifically recognized that it is within the sole discretion of the Board
29 to reduce its educational program, curriculum, staff, and number of
30 positions. Layoffs necessitated by such reductions shall not be made on
31 the basis of seniority alone but rather on certification and qualifications.
32 Any unit member affected by such a reduction may replace a less senior
33 unit member providing he/she possesses the certification and
34 qualifications necessary to perform the job to which he/she is asking to be
35 assigned. Seniority is defined as Unit Seniority only. This article shall in
36 no way limit any of the rights the member may have under the Tenure
37 Law.
38

39 **Article VIII**

40 **Evaluation**

41 A. Instruments

42

43 It is understood that each administrator will be evaluated according to the
44 job description approved by the Board of Education. The job description
45 shall be designed by the Board of Education with input from the
46 administrative team.
47
48

1
2
3 B. Process
4

5 The Superintendent of School shall be responsible for evaluating Building
6 Principals. Unit Members who report to Building Principals shall be
7 evaluated by the Building Principal. Unit members reporting to Central
8 Administration shall be evaluated by same. The Superintendent shall
9 review the final evaluation(s) and shall make reference to the evaluation in
10 his summative evaluation, if one is to be completed. Each unit member
11 shall be required to complete a self-evaluation report based on the
12 member's job description. The report shall be submitted to the
13 individual's supervisor and shall become part of the total evaluation. Such
14 evaluations shall be completed prior to the issuance of new contracts by
15 the Board of Education.
16

17 C. When the administrator is determined to be performing at a less than
18 satisfactory level, the Board shall offer reasonable assistance and counsel
19 to the administrator to help correct his/her performance inadequacies
20

21 D. In the event that an annual evaluation is not written, the employee shall
22 be considered to be performing at least satisfactorily in all areas.
23
24
25

26 **Article IX**
27 **Committee Responsibilities**
28

29 A. The Board may, time to time, establish committees which are necessary
30 for the study, review, or initiation of outcomes and subsequent
31 recommendations.
32

33 B. When committees are formulated, it is hereby expressly understood that
34 an administrator shall be a member as requested by the Board. The
35 Board shall not make unreasonable assignments to committee positions.
36 Furthermore, it is understood that the administrator shall not be
37 individually held accountable for committee decisions.
38
39

40 **Article X**
41 **Professional Improvement**
42

43 The Jefferson Administrative Association contends that conferences,
44 workshops, conventions, and visitation day offer valuable in-service
45 opportunities to administrators; therefore, administrators within the limitation
46 of budget appropriations shall be allowed to attend the same.
47
48

1
2
3 A. Educational and Professional Meetings
4

5 1. Administrative requests to attend meetings are to be submitted to the
6 Superintendent of Schools for approval.
7

8 2. With the approval of the Superintendent of Schools, administrators
9 may attend educational conferences of their choosing, supported by the
10 conference account and within budget limitations.
11

12 3. Expenses for educational and professional meetings and events will be
13 reimbursed in accordance with approved District travel guidelines.
14 Administrators shall be reimbursed at the IRS established rate for
15 school related travel outside of Monroe County.
16

17 B. The Board shall pay tuition of an administrator who attend an in-service
18 class, workshop, seminar or training session, when such attendance has
19 been suggested by the Board.
20

21 C. Administrative certification where mandated by State Law, and issued by
22 the State, shall be the responsibility of the individual member.
23

24 **Article XI**
25 **Miscellaneous Provisions**
26

27 A. Each administrator in the bargaining unit, who is not on the Probationary
28 Status, shall be issued a three (3) year contracts by the Board of
29 Education, renewable annually
30

31 B. During each of the first two (2) years of employment in the initial
32 administrative position, the administrator may be on probation. During
33 the probationary period administrators may be given a one (1) or two (2)
34 year contract.
35

36 C. The Board shall notify each administrator prior to March 1st of his/her
37 employment status for the next contract year or years.
38

39 D. No administrator shall be removed without just cause and due process.
40

41 E. By mutual agreement of both the Board of Education and the Jefferson
42 Administrators Association, this contract may be re-opened for
43 negotiations.
44

45 F. The Board shall make the same payroll deductions available to
46 administrators as are made for other employees.
47

- 1 G. Administrators shall be covered under the District's Comprehensive
2 Liability Policy
3
4 H. Professional organization dues for membership in the State and National
5 organizations shall be paid by the Board for each Association Member.
6
7 I. Members of the Association shall not acquire Tenure in any position
8 covered by this contract to which they may be assigned.
9
10
11
12

13 **Article XII**
14 **Compensation – Fringe Benefits**
15

16 A. Health Insurance
17

18 1. The Board will provide for the administrator and eligible family
19 members a policy at least equal to M.E.S.S.A.–Choices II, toward which
20 employees shall contribute \$75.00 per month pre-tax. Such plan includes
21 health, dental vision, life insurance, and long term disability programs. If
22 the administrator is covered by another basic policy he/she shall choose
23 Plan B and - \$150.00 per month toward insurance/annuity options, or
24 cash.
25

26 Choices II is listed below:
27

28 Health Choices 2
29

30 Long Term Disability - 70%

31 90 Calendar Days Modified Fill

32 Maternity Coverage

33 Freeze on Offsets

34 Pre-Existing Condition Waiver

35 Alcoholism/Drug – same as any other illness

36 Mental/Nervous – same as any other illness

37 Cost of Living Benefit
38

39 Negotiated Life \$40,000 with AD&D
40

41 Vision VSP 3 Plus
42

43 Dental 100:90 / 90 / 80: \$3,000
44

45 Plan Month – July (\$1,000 Class I & II Maximum)
46

1 2. Any changes negotiated by the JEA regarding the district's health
2 insurance plan during this contract period will also apply to
3 administrators covered under this agreement.
4

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

8 B. Life Insurance:
9

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

14 C. Worker's Compensation:
15

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

22 D. Work Year:
23

24 The administrator will work from the second Tuesday in August through
25 the third Friday in June. Administrators shall be paid per diem for
26 workdays which fall outside the yearly calendar, as assigned by the
27 Superintendent.
28

29 E. Work Week
30

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

41 F. Holidays:
42

43 Administrators shall be given the same Christmas and Easter vacation as
44 that given to the teachers. Also, administrators shall be granted those
45 holidays that are recognized by the Board of Education. In addition,
46 administrators shall be granted those non-holidays that are granted to
47 other district employees.
48

1 G. Additional Compensation

2
3 Unit members shall receive additional compensation the following
4 conditions:

- 5
6 1. Members assigned to duties of another unit member whose position
7 has been eliminated or assigned duties previously handled by other
8 administrative personnel shall receive compensation at a level to be
9 negotiated by the parties. Such compensation shall be in the form of a
10 supplemental contract with termination of such contract to be at the
11 discretion of the Board.
12
13 2. Member required to be on the job when school is closed shall receive
14 compensation time to be used with the approval of the Superintendent.
15

16
17 H. Vacations

18
19 All previously accrued vacation days prior to July 1, 2007 will be capped
20 at fifty (50) days. At retirement or separation the Administrator will be
21 paid the cap amount of accrued vacation days per diem at current salary
22 schedule. Vacation days may be used from an administrator's capped
23 amount upon approval of the superintendent of schools.
24

25
26 G. Retirement Benefits

- 27
28 1. The following members covered by this agreement shall, upon
29 retirement/resignation, receive the following one-time payment as
30 indicated on the chart:

31
32 Millie Grow, Stephen Kinsland, and S. Michael Petty
33
34
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| | Years of Service (District) | Percentage of Current Base Salary |
|----|-----------------------------|-----------------------------------|
| 1 | | |
| 2 | 10 Yrs. | 20% |
| 3 | 11 | 22 |
| 4 | 12 | 24 |
| 5 | 13 | 26 |
| 6 | 14 | 28 |
| 7 | 15 | 30 |
| 8 | 16 | 32 |
| 9 | 17 | 34 |
| 10 | 18 | 36 |
| 11 | 19 | 38 |
| 12 | 20 | 40 |
| 13 | 21 | 42 |
| 14 | 22 | 44 |
| 15 | 23 | 46 |
| 16 | 24 | 48 |
| 17 | 25 | 50 |
| 18 | 26 | 52 |
| 19 | 27 | 54 |
| 20 | 28 | 56 |
| 21 | 29 | 58 |
| 22 | 30 or over | 60 |

23
24 Administrators currently covered under this agreement who have ten
25 (10) years seniority with the district as of July 1, 2007 are eligible to
26 receive this one-time retirement benefit payment.

27
28 Administrators hired after July 1, 2007 and/or do not have ten (10)
29 years seniority covered under this mast agreement, are not eligible to
30 receive this one-time retirement benefit payment.

- 31
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
35 office.
36
37 3. The payment of this severance benefit shall be allowable only if the
38 administrator terminates his/her employment why still in the
39 employment of the Jefferson Schools Board of Education.
40
41 4. The severance benefit shall be made within thirty (30) days of the
42 administrator's resignation date.
43

Article XIII
Salary Schedule A

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| <u>Position</u> | <u>2010-2011</u> | <u>2011-2012*</u> |
|----------------------------------|------------------|-------------------|
| High School Principal | \$99,064 | \$105,105 |
| Middle School Principal | 95,942 | 101,951 |
| 5/6 Principal | 93,845 | a/ |
| Elementary Principal | 91,692 | 97,659 |
| Assistant Principal | 87,419 | 93,343 |
| Director of Athletics/Recreation | 80,135 | 93,343 |

*Beginning in 2011-2012, two (2) \$2,500 extra duty stipends previously included in Article XII (G) are rolled into the base salary of each administrator covered by this agreement.

a/Beginning in 2011-2012, the 5/6 Principal will be paid at the Elementary Principal rate.

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%

Article XV
Duration of Contract

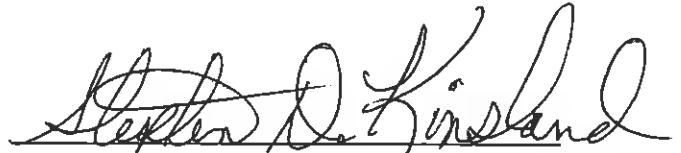
This agreement shall be effective as of the 2010-2011 school year and will continue in effect through June 30, 2012. The agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

Jefferson Schools


For the Association



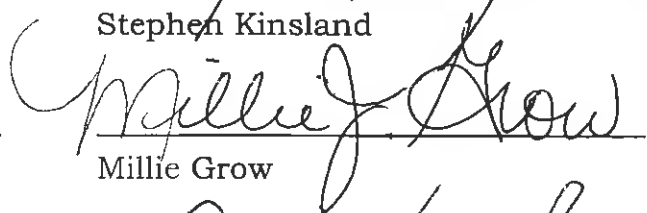
Mark Wahlie, President




Stephen Kinsland



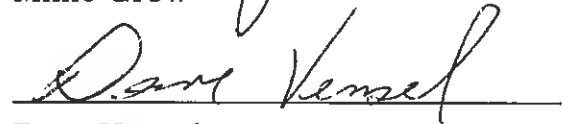
Rick Kull, Vice-President



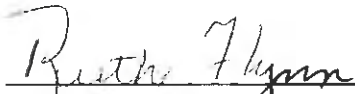
Millie Grow



Judy Campbell, Treasurer



Dave Vensel



Ruth Flynn, Secretary



Dail Prucka, Parliamentarian



Brian Russell, Trustee



Russ Terrasi, Trustee



Craig Haugen, Superintendent