

## ARTICLE 18 COMPENSATION

(See Appendix A)

### A. Salary Placement for Employees New to the District

1. New employees (including rehired retirees) shall be placed on the salary schedule based on one step for each year of teaching experience completed to a maximum of eighteen (18) years. For example, a teacher entering the sixth (6) year of teaching shall be placed on Step six (6).
2. A new employee shall be given credit for one year of public elementary or secondary school licensed experience in an accredited institution if the employee worked half time or more for 135 of the days in that school year.
3. Experience, other than public elementary or secondary school licensed experience, may be counted if, in the judgment of the administration, it is directly related to the assignment of the employee.
4. Vocational and/or non-teaching professional experience will be counted at a 3:1 ratio when the employee worked half-time or more for 135 days of the year if, in the judgment of the administration, such experience is directly related to the Career and Technical Education (CTE) assignment of the employee.
5. As a part of the work year, teachers new to the profession hired on Step 1 may be required to work five additional days prior to the school year. New to the District teachers hired on steps 2-4 may be required to work two additional days prior to the school year.

### B. Basic Salaries

1. Schedules -- See Appendix A

**The basic salaries for the normal 193-day work year for year 2021-2022 shall be as set forth in Appendix A, which is attached to and incorporated into this Agreement.**

The basic salaries for the normal ~~193~~ **194**-day work year for year ~~2019-2020~~ **2022-2023** and ~~2020-2021~~ **2023-2024** shall be as set forth in Appendix A, which is attached to and incorporated into this Agreement.

**Cost of living increases and recognition retention bonuses:**

- **2021- 2022: ~~Three percent (3.0%)~~ **Six percent (6%) cost of living increase and a ~~\$500~~ \$2500 recognition bonus retroactive to July 1, 2021.****
- **2022- 2023: ~~Three percent (3.0%)~~ **Five percent (5%) cost of living increase and \$2000 retention bonus to be paid as follows:****

  - **Any employee who has been hired by October 31, 2022, shall receive one thousand dollars (\$1000) on the next payroll date.**
  - **Any employee who has been hired by March 31, 2023, shall receive one thousand dollars (\$1000) on the next payroll date.**

- **2023-2024 school year: ~~Three percent (3.0%)~~ **Five percent (5%) cost of living increase****

## 2. Pro-ration of Salary

Employees who are employed for more or ~~less~~ **fewer** days than specified in Article 11 shall have their salaries pro-rated. Any adjustment in the length of the work year as defined in Article 11 will result in the corresponding pro-rated adjustment in yearly salary (excluding snow days).

## 3. Step Increment Eligibility

a. Calculation - Annual salaries shall be calculated based upon each employee being advanced one step each year of the contract.

b. Advancement - The following categories of employees, under contract, shall be advanced the agreed upon step increment on the appropriate salary column (until the stated maximum has been reached except as provided elsewhere in this Agreement):

- 1) Those who are employed full time for 135 days or more during the regular work year.
- 2) Those who are employed half time or more but less than full time provided such employment is for at least 135 days during the regular work year.
- 3) Where an employee is employed during a given school year on a schedule involving some full time employment and some half time or more employment, and where such service during the school year is interrupted by an approved leave of absence, eligibility for a step increment the following school year shall be met where the days worked with the District in that school year are 135 days or more.

4) Service in the District equals 135 regular work year days. Such movement on the salary column shall be effective the next school year following such attainment.

5) A temporary employee who previously taught as a long term substitute in the same assignment at the same school during the same school year may count his/her long term substituting time in that assignment toward acquiring the required 135 days.

c. **Grandfathered** Employees

Beginning December 17, 1994, employees who were already at Level A of the salary schedule at the start of the 1994-95 contract year, shall receive an additional six percent (6%) increase above the top step of the regular salary schedule.

4. ~~Withholding of Salary Increment for Permanent Employees~~

~~Under the following conditions the District may withhold a salary increment (as defined in Section 3 above) which the permanent employee would have been eligible to receive:~~

~~a. The employee must have been placed on a program of assistance for improvement through the District's licensed evaluation process prior to the beginning of the school year in which the employee would have been eligible to receive the increment. The employee and the Association shall be notified by June 1 of the District's intent to deny the employee a salary increment for the ensuing year.~~

~~b. The District may not withhold such increment for a period of time exceeding two (2) consecutive school years. If at the end of a maximum of two (2) years of increment withholding the employee has not been terminated, the employee shall resume normal eligibility for increment movement on the salary schedule (but not recover increments lost during the preceding years).~~

5. Master's Degree Change Deadline

a. The District shall place on the proper column, retroactively to the first working day of the school year, any employees who have completed a Master's Degree prior to September 1. The employee must submit appropriate proof of completed degree to the Human Resource Department by October 1 to be eligible for movement, or contact the Human Resource Department to explain the nature of the delay.

b. A second window will be open each year for employees who have completed a Master's Degree prior to February 1. The employee must submit proof of the completed degree to the Human Resource Department by March 1 to be eligible for salary schedule movement retroactive to February 1.

## 6. Salary Schedule Misplacement

- a. Correction of errors or omissions made by the District resulting in misplacement on the salary schedule to the disadvantage of an employee shall be fully retroactive.
- b. Errors or omissions made by an employee which result in misplacement on the salary schedule to the disadvantage of the employee shall be retroactive to the beginning of the school year in which the error or omission is discovered and reported to the Human Resource Department.
- c. Errors or omissions made by the District which result in misplacement on the salary schedule to the disadvantage of the District shall be retroactive to the beginning of the school year and shall be settled by negotiations with the employee so as not to cause undue hardship on the employee.
- d. Errors or omissions made by an employee which result in misplacement on the salary schedule to the disadvantage of the District shall be retroactive to the beginning of the school year in which the error or omission is discovered and reported to the Human Resource Department. The pay back schedule shall be settled by negotiations with the employee so as not to cause undue hardship on the employee.
- e. Any employee whose paycheck is less than normal due to an error or omission by the District shall receive an advance in the amount of the proper adjustment within two (2) working days of a written request by the employee on the form provided by the District.

## C. Extended Work

In order to maintain instructional continuity and quality throughout the student school year, and to reduce the inconvenience of arranging for large numbers of substitute teachers, the parties agree to the following modifications in curriculum and related work.

District or school-related work which normally could have been scheduled during student instructional days will be scheduled at other times whenever possible.

Voluntary District or school-related work (curriculum work, team planning, scheduling and similar projects) will be paid at not less than the current substitute rate (BA + experience). Such days shall be based on a six-hour work day.

Required work shall continue to be paid at the prorated per diem rate in accordance with Article 18-B-2. The pay parameters for extended work are detailed in the "Pay Parameters" document found on the District's Intranet.

#### D. Outdoor School

In addition to their regular compensation, employees working at Outdoor School shall be paid a stipend equal to one-half percent (.5%) of the maximum bachelor's salary rate for each session of Outdoor School attended during the school year. The stipend shall be pro-rated for time less than the scheduled session. If this funding is reduced or eliminated or if stipend costs exceed the funding, the District and Association shall meet to discuss options.

#### E. Mileage Allowance

1. The District shall reimburse any employee for all reasonable miles driven on behalf of the District required either as part of regularly assigned duties or any special assignment.

a. Travel to and from classes at a college or university will be excluded unless the employee receives prior written approval.

b. Occasional travel to a District meeting or in-service will be excluded unless the meeting or in- service class meets more than three (3) times in any fiscal year.

c. Travel to and from a District work site and an employee's own residence will be excluded.

2. The employee shall submit a request for reimbursement on the District's form to the employee's immediate supervisor who shall review the request to verify the travel and shall forward the request to the Business Office. Verification means the miles driven were necessary and the employee completed the travel. Reimbursement shall be made by the Business Office within fourteen (14) working days after the voucher has been received.

3. Mileage shall be reimbursed based on the District's mileage chart or, if not listed, at the actual miles driven. The employee shall receive the IRS allowed rate.

#### F. Elementary Activities

Elementary employees, with prior approval of the building principal, may conduct activities for students in addition to the regular school program.

1. Activity stipends shall be mutually agreeable between principal and employee with the concurrence of the Association.

2. Examples of activities include intramurals, choir, and clubs.

3. The parties shall form a joint committee to study and make recommendations if elementary activities are included in Appendix C-2 Classification for Activity Extended Responsibility Assignments.

#### G. Extended Work for Specialists

~~When there is a demonstrated need for additional workdays to complete assigned work for specialists in these categories, the specialist or supervisor may request:~~ **Specialists will be guaranteed access to the following days. The specialist will choose whether to access these days as extended contract pay or substitute days.**

- ~~Psychologists: Up to 10 days~~
- ~~Counselors: Up to 10 days~~
- ~~Special education teachers, nurses and SLPs: Up to 5 days~~
- **Nurses: 15 days**
- ~~ELL teachers: Up to 5 days~~
- ~~Media specialists:~~ **Library Information Technology Teacher (LITT):** Up to 5 days

The specialist ~~and/or supervisor~~ will present a written statement of additional work needed ~~ing~~ to be accomplished, **the number of days needed, and whether they are taking extended contract or substitute days to their direct supervisor.** If such work needs to be accomplished during summer break, the statement shall be presented by May 15. ~~The supervisor (with consultation and agreement with the cost center administrator) will either authorize extra days (which may be in the form of an extended contract or substitute days) or provide direction as to how the work shall be adjusted so that it can be completed within the regular work day/year. The supervisor shall complete a form if approval is indicated.~~ Extended contracts will be paid out of the authorized cost center budget at the per diem rate of the specialist involved, ~~and shall be subject to mutual agreement of the specialist and the supervisor.~~ During a specialist's paperwork day at a school site, an appropriate location will be made available so the staff member can work independently of other responsibilities.

#### H. Miscellaneous

##### 1. Payroll Deductions

The District agrees to payroll deductions for the following:

- a. Disability Income plans currently in effect
- b. District approved Tax Sheltered Annuities

c. District approved Custodial Accounts

2. Payroll will be distributed by direct deposit.

3. Substituting for Colleagues - When there is a shortage of substitutes the administration may request that a teacher cover additional classes or supervisory duties within the workday. Teachers who consent to such coverage will be compensated at the hourly long-term substitute rate (based on 1/2 hour increments) for the time worked. Teachers are responsible for submitting the appropriate reimbursement forms by the last student day of the school year.

I. Professional Enhancement (Contingent upon reallocation of funding)

The purpose of the Professional Enhancement Program is to improve instruction of students, to attract, retain, and motivate outstanding employees, to permit and provide additional compensation for employees.

1. The BEA and the District both agree that Staff Development programs that are professionally enhancing for staff members, essential to the implementation of District programs and meeting the needs of students, must be a continued commitment.

2. The BEA and the District will appoint a joint task force to redesign PEP to reflect the implementation of staff development needs of staff and reflects the goals and priorities of the District.

3. The District agrees to budget \$160,000 each year to fund staff development under Appendix E.

J. Continuing Professional Development

Teachers are required by TSPC to have either an Individual Professional Growth Plan or follow the District CPD plan, which meets TSPC guidelines. Teachers are required to document their own continuing professional development units for license renewal. One (1) clock hour equals one (1) unit (PDU); one (1) quarter hour university credit equals 20 PDUs; one (1) semester hour equals 30 PDUs. For the purpose of record keeping, forms are available on the BSD website.

K. Nurses Who Earn 60 Credit Hours

Nurses who earn 60 credit hours beyond their Bachelor's degree, which are relevant to their field and approved by the Human Resource Department, shall be moved to the Masters schedule.

L. IEP Meetings Outside the Work Day

If the District facilitator schedules an IEP/IDEA meeting outside of the regular workday without the consent of the case manager, the members shall be paid at their per diem rate.

### **M. Differentials**

**Starting with the 2022 - 2023 school year, individuals in the following positions shall receive a salary differential equal to five percent (5%) of the MA Step 1 salary:**

**School Psychologists**

**Nurses**

**Speech and Language pathologists**

**Bilingual Educators\*** ~~shall receive a one-time annual stipend of \$1,200.~~

~~*\*Educators who have proficiency in English as well as a language spoken in the households of at least 5% of the student population. Proficiency in a language other than English will be as measured by a District determined assessment.*~~ **are assigned to work in a bilingual setting in which a second language is a requirement or educators who are requested to use their linguistic expertise as a part of their regular work duties.**