

# Moore Public Schools

2024 - 2025

NEGOTIATED CONTRACT

AND

PROCEDURAL AGREEMENT

Between

**THE EDUCATION ASSOCIATION  
OF MOORE and the  
MOORE BOARD OF EDUCATION**



IT IS THE POLICY OF THE MOORE SCHOOL DISTRICT TO PROVIDE EQUAL OPPORTUNITIES FOR EMPLOYMENT, RETENTION, TRANSFER, REASSIGNMENT, ADVANCEMENT, AND REHIRE OF ALL PERSONS REGARDLESS OF AGE, GENDER, RACE, COLOR, CREED, NATIONAL ORIGIN, POLITICAL AFFILIATION, PHYSICAL/MENTAL DISABILITY OR RELIGION. THE DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO OTHERWISE QUALIFIED EMPLOYEES AND APPLICANTS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).

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**X. PROCEDURAL AGREEMENT**

## **I. SCOPE OF CONTRACT**

### **1.01 RECOGNITION**

The Moore School Board, hereinafter Board, hereby recognizes The Education Association of Moore (TEAM), hereinafter Association, as the exclusive representative for all the Members of the Bargaining Unit whether under contract, on leave, full or part-time, for the purpose of collective bargaining on all matters affecting wages, hours, fringe benefits, and other terms and conditions of employment.

No agreement, understanding, consideration, or interpretation which alters, varies, waives, or modifies any of the terms or conditions contained herein shall be made with any employee or group of employees by the employer or any of its agents or representatives, unless it has been made, ratified, and agreed to in writing by the Association and the Board. Any such agreement shall not constitute a precedent in the future enforcement of any terms contained herein.

Unless otherwise indicated, the term, Member of the Bargaining Unit, (when used hereinafter in this Negotiated Contract), shall refer to all employees represented by the Association in the Bargaining Unit defined as all certified professional personnel of the Moore School District, excluding administrators, directors, coordinators, supervisors, and any newly created positions which are principally supervisory or administrative.

The Association or its Members shall not strike or threaten to strike as a means of resolving differences. If the Association or its Members engage in a strike, then the organization shall cease to be recognized as representative of the professional educators and the school district shall be relieved of the duty to negotiate with such organization or its representatives as outlined in current Oklahoma School Law (70 O.S. § 509.8).

#### **BOARD RIGHTS**

The Board retains all rights and authority it possesses by law. This Contract shall not impair the rights provided by law either to the Board or the Association. Policies, regulations, and by-laws heretofore and hereafter adopted by the Board, and not the subject of an agreement between the parties, shall remain in full force and effect. The Policies affecting the terms and conditions of employment may be subject to negotiations in accordance with subsequent paragraphs of this Article.

#### **DURATION**

The 2024-2025 Negotiated Contract shall take effect at 12:01 a.m. on July 1, 2024 and shall be in full force and effect until June 30, 2025. If a successor contract has not been negotiated by June 30, 2025, the Association and the Board agree to the continuation of those provisions allowed by state law of the expired contract.

If the Association or the Board desires to propose changes to this agreement, they shall do so in accordance with the Procedural Agreement. (1999-2021 per annum)

### **1.02 SEVERABILITY**

If any provision(s) of this Contract or any application of the provisions of this Contract to any person(s) is found, by a court of competent jurisdiction, to be in conflict with any federal or state law, regulation, ruling or order, now or hereinafter enacted or issued, such provision or application shall be inoperative, but the remaining provisions hereof shall continue in effect. Upon request of the Association or the Board, within ten (10) days after such finding(s), the parties shall meet solely for the purpose of negotiating the provision(s) affected.

### **1.03 DEFINITIONS**

Temporary Contract - A contract with a definite starting and concluding date. All certified personnel will be initially hired on a temporary contract. Any certified employee recommended for re-employment for a second school year will be re-hired on a temporary contract. This second-year contract will advance to a continuing contract if the employee has demonstrated effective performance through the evaluation process for that school year. Effective performance is defined as reaching at least a 2.8 cumulative numerical rating for evaluations using the TLE Qualitative Evaluation Model. Pursuant to meeting this effective rating, the employee's contract status will be advanced to continuing status for re-hiring consideration by May 1st of that school year.

Part-Time Contract - A continuous contract in which Members of the Bargaining Unit shall have all benefits including career status.

Probationary teacher - A duly certified or licensed teacher who has completed less than four (4) consecutive complete school years of teaching in the Moore School District under a written teaching contract and has not been determined to have attained career status pursuant to TLE, as provided by law.

Career teacher - A duly certified teacher who has completed four (4) or more consecutive complete school years of teaching service in one school district in Oklahoma under a written teaching contract and/or has been determined to have attained career status pursuant to TLE, as provided by law.

### TLE – Teacher and Leader Effectiveness

Transfer - A change of job to another site(s).

Assignment - A change of job within a site.

Seniority - The longevity with the District based on continuous, full time, contractual employment commencing with the signing of a Conditional Offer of Employment Form by the Member with the Moore School District. In cases of the same signing date, the date and time when the member was conditionally offered his/her job by the head of Human Resources will determine seniority status. Seniority shall not be broken, nor shall it continue to accrue when a person is on authorized leave or on layoff. Members shall be required to update their certification no later than June 30th of each year.

Grievance - For the purpose of this document is an alleged violation of the terms within the Contract. Two or more Members affected by the same issue may file a consolidated or joint grievance. Signatures of each grievant will be attached to the initial grievance.

Grievant – A Member who grieves an alleged violation of the terms within the Contract; may also refer to the Association when a violation of items within the Contract are procedural in nature. In the event the grievant is the Association, the signature shall be that of the Association president.

Days – When this Contract refers to a timeline or deadline of days, that shall refer to school days, except when a grievance is submitted less than ten (10) days before the close of school or during the summer. The time limits shall consist of working weekdays, excluding holidays.

Immediate Family member - Member's spouse, parents of member or spouse, child(ren), and/or stepchild(ren), siblings, grandparents, grandchildren, or a household member.

Disability - A condition depriving the employee of the ability to perform one's assignment because of physical or mental impairment.

## **II. EMPLOYMENT PROVISIONS**

### **2.01 PART-TIME CONTRACT**

Part-Time Contract - A continuous contract in which Members of the Bargaining Unit shall have all benefits including career status. If the position becomes a full time position, the Member may be offered said position. The Member shall be notified by May 1<sup>st</sup> if the position is to be non-renewed.

When a Member has taught in a part-time position for three or more years, he/she shall be offered the position if his/her current position is made full time. (1999, 2015)

### **2.02 NONDISCRIMINATION POLICY**

There shall be no discrimination against any Member of the Bargaining Unit covered by this contract in a manner, which would violate any applicable laws on the basis of race, color, creed, national origin, age, gender, marital

status, sexual orientation, or disability as defined by the Americans with Disabilities Act in the evaluation, employment, transfer, or promotion of personnel. (2013)

### 2.03 TEACHER

The Moore School District, employing a teacher who has previously held career status within the State of Oklahoma, may grant career status upon renewal of the teacher's contract following the first year in the District and shall grant career status upon completion of the second year in Moore unless:

- A. There has been a break in service greater than one (1) year.
- B. Out of state experience greater than one (1) year shall be considered a break in career status.
- C. The Member of the Bargaining Unit has been placed on Conditional Employment Status.
- D. At the end of the first year, the Member of the Bargaining Unit who has completed four (4) or more years in one school district under a written teaching contract and has met the requirements of subparagraph A, B, or C may request his/her principal submit a petition to the superintendent requesting that the Member be granted career status.

Upon written request, the Member shall receive written notification that he/she has achieved career status in the Moore School District (2012, 2015).

### 2.04 PROFESSIONAL EVALUATION

A. Definitions:

1. Formal Evaluation for a Probationary Teacher - A process for improving the education of pupils through Member professional growth and as criteria for Member contract renewal. Evaluation is an ongoing process encompassing the entire educational experience. The formal evaluation in compliance with the state-adopted Tulsa Model framework must include each of the following steps:
  - a. Pre-observation conference (upon request of evaluating administrator or Member)
  - b. First individual classroom observation – completed during the first quarter of the school year
  - c. First observation conference (within 5 school days of first observation)
  - d. Second individual classroom observation – completed during the second quarter of the school year
  - e. Second observation conference (within 5 school days of second observation)
  - f. Third individual classroom observation – completed during the third quarter of the school year
  - g. Third observation conference (within 5 school days of second observation)
  - h. Written formal evaluation – to be completed by Spring Break
  - i. Evaluation conference (may be combined with the third observation conference)
2. Formal Evaluation for a Career Teacher – A process for improving the education of pupils through Member professional growth and as criteria for Member contract renewal. Evaluation is an ongoing process encompassing the entire educational experience. The formal evaluation in compliance with the state-adopted Tulsa Model framework must include each of the following steps:
  - a. Pre-observation conference (upon request of evaluating administrator or Member)
  - b. First individual classroom observation – completed during the first semester of the school year
  - c. First observation conference (within 5 school days of first observation)
  - d. Second individual classroom observation – completed during the second semester of the school year
  - e. Second observation conference (within 5 school days of second observation)
  - f. Written formal evaluation – to be completed by Spring Break
  - g. Evaluation conference (may be combined with the second observation conference)
3. Member Evaluation Forms - The purpose of Member evaluation forms as provided in Article 9.02, is to provide consistency throughout the District in reporting information through established criteria for formal evaluation through the Tulsa Model framework. The District may utilize a software program to store and report evaluation data to the Member and State Department of Education as required by law. Any areas

of needed improvements shall be noted, and a corresponding plan of improvement provided as specified in Section C of this Article.

B. Procedures:

The building principal or the assistant principal have the sole responsibility for evaluation.

Formal evaluation shall be made of probationary Members a minimum of once during the school year prior to spring break. Formal evaluation shall be made of career Members a minimum of once every school year prior to spring break. Career members who received an overall ranking of "Highly Effective" or "Superior" on the prior year's evaluation may be evaluated once every three years. In this case, the career Member's overall ranking on the Tulsa Model qualitative rubric will be carried over and stand during the non- evaluation years. The following scale is in accordance with the Tulsa Model and shall be used for the rankings:

From	To	Ranking
Less than 1.8		Ineffective
Equal to or greater than 1.8	Less than 2.8	Needs Improvement
Equal to or greater than 2.8	Less than 3.8	Effective
Equal to or greater than 3.8	Less than 4.8	Highly Effective
Equal to or greater than 4.8		Superior

Step 1: Pre-observation Conference - A pre-observation conference may be requested by the evaluating administrator or Member to be evaluated. The purpose of this conference shall be to schedule a window for observation and review lesson plans and objectives. This conference may also serve as a time to collaboratively review artifacts as evidence of effectiveness for various Tulsa Model rubric indicators. No written forms shall be required for pre-observation.

Step 2: Observations and Observation Conferences

Probationary Teachers – The evaluating administrator shall conduct a minimum of three individual classroom observations of not less than thirty (30) minutes each. The evaluating administrator will provide a maximum window of time of five (5) instructional days in which each observation shall occur. If the observation does not occur within the specified time, the evaluating administrator must confer with the teacher and reschedule, observing the same notice time frame. Observations shall not be conducted on the day immediately following any extended break in the instructional calendar (whether scheduled or unexpected). Observation conferences must be held after each of the three observations and timely feedback shall be given to the Member following each of the observations. The evaluating administrator may suggest a fourth observation and conference prior to completing the written evaluation in order to provide additional time for improvement, but this must be approved by the Member. The Member also has the right to request a fourth observation and conference. The Member and evaluating administrator shall review and sign a Member observation form for each observation. A copy of each observation form must be given to the Member and kept in the Member's site personnel file.

Career Teachers – The evaluating administrator shall conduct a minimum of two individual classroom observations of not less than thirty (30) minutes each. The evaluating administrator will provide a maximum window of time of five (5) instructional days in which each observation shall occur. If the observation does not occur within the specified time, the evaluating administrator must confer with the teacher and reschedule, observing the same notice time frame. Observations shall not be conducted on the day immediately following any extended break in the instructional calendar (whether scheduled or unexpected). Observation conferences must be held after each of the two observations and timely feedback shall be given to the Member following each of the observations. The evaluating administrator may suggest a third observation and conference prior to completing the written evaluation in order to provide additional time for improvement, but this must be approved by the Member. The Member also has the right to request a third observation and conference. The Member and evaluating administrator shall review and sign a Member observation form for each observation. A copy of each observation form must be given to the Member and kept in the Member's site personnel file.

Step 3: Evaluation and Evaluation Conference - The evaluating administrator shall complete the written evaluation and hold an evaluation conference with the Member. The evaluation conference may be combined with the second (for career teachers) or third (for probationary teachers) observation conference. The Member and evaluating administrator shall review and sign the Member evaluation form.

The signature of the Member does not indicate agreement with the evaluation. A copy of the evaluation form must be given to the Member, kept in the Member's site personnel file, and sent to ASC to be kept in the Member's official personnel file. The Member shall have the right to place in his/her site and official personnel file a response/rebuttal to any written evaluation within ten (10) work days of receipt of the evaluation. The response/rebuttal will be attached to the written evaluation. Any adverse evaluation of a Member's performance placed in the Member's site or official personnel file may be subject to the grievance procedure in accordance with Article 3.05: GRIEVANCE PROCEDURE, of the Contract.

C. Assistance for Suggested Areas in Need of Improvement:

These plans for improvement fall under the guidelines set up in ARTICLE 2.06: CONDITIONAL EMPLOYMENT, of this contract. Administrators are encouraged, as the performance issues may dictate, to communicate informally with a Member before issuing a detailed written plan of improvement. When the evaluation process of a Member indicates the need to improve professional skills, the evaluating administrator shall provide a detailed plan to eliminate difficulties noted on the observation and/or evaluation through a Goal Setting Form and/or Personal Development Plan.

Goal Setting Form - The Goal Setting Form is intended for collaborative use between an evaluating administrator and Member needing further development. The Goal Setting Form may be used after any observation or after an evaluation in lieu of a Personal Development Plan if all the following conditions apply:

- The Member has no more than 2 ratings of "needs improvement."
- The Member has no ratings of "ineffective."
- The evaluating administrator does not anticipate exiting the Member.

The Goal Setting Form shall be developed collaboratively between the Member and evaluating administrator, confined to 2 indicators or fewer, and time-bound within a maximum window of twenty (20) school days. The goals and actions within the Goal Setting Form must reflect and reference relevant dimensions and indicators of the Tulsa Model rubric. It does require follow-up at a post conference. (This post conference may be included as part of an observation conference or evaluation conference.) The Goal Setting Form shall be signed by the Member and evaluating administrator when the form is first developed and again at the post conference. If use of the Goal Setting Form is not successful at the evaluation stage, then a Personal Development Plan is warranted. The Goal Setting Form including follow-up documentation shall be attached to the final evaluation and a copy must be given to the Member and kept in the Member's site personnel file.

Personal Development Plan - A Personal Development Plan may be issued to a Member in response to areas rated below effective during an observation. A Personal Development Plan shall be issued to a Member who receives a rating of "ineffective" or "needs improvement" on any indicator of the evaluation (unless a Goal Setting Form will be used in lieu of a Personal Development Plan). The goals and actions within the Personal Development Plan must reflect and reference relevant dimensions and indicators of the Tulsa Model rubric. The Personal Development Plan may be developed collaboratively between the Member and evaluating administrator. It shall be confined to a maximum of 4 indicators and time-bound within a maximum window of two (2) months. It does require follow-up at a post conference. This post conference may be included as part of an observation conference or evaluation conference. The Personal Development Plan shall be signed by the Member and evaluating administrator when the form is first developed and again at the post conference. The Personal Development Plan including follow-up documentation shall be attached to the final evaluation and a copy must be given to the Member and kept in the Member's site and official personnel file.

If the current evaluation model, forms, or process need to be revised, it shall be done by a committee composed of three building principals or other administrators as selected by the Superintendent and three Members selected by TEAM. Refer to the evaluation forms attached hereto as Appendix 9.02. (2011, 2012, 2013, 2014, 2016)

## **2.05 EMPLOYMENT RECOMMENDATION**

Recommendations regarding employment shall be made yearly by the principal to the Superintendent. The evaluating administrator shall complete a "Professional Educators Employment Status Form" for each Member of the Bargaining Unit, and a copy shall be given to the Member prior to May 1st of each year. Members who wish to resign or not continue employment must notify the head of Human Resources no later than fifteen (15) days following the first Monday in June. Members who are recommended as non-reemployed or placed on conditional



status, shall be notified as specified in ARTICLES 2.04: PROFESSIONAL EVALUATION; 2.06: CONDITIONAL EMPLOYMENT; 2.07: SUSPENSION/DISMISSAL; 2.11: REDUCTION IN STAFF of this Contract.

## **2.06 CONDITIONAL EMPLOYMENT**

When the evaluating administrator determines that a Member of the Bargaining Unit is performing unsatisfactorily in any area, the Member shall be notified in writing. The areas of unsatisfactory performance shall be identified and written suggestions for improvement shall be listed and the evaluating administrator should make a reasonable effort to assist the Member to correct whatever appears to be the cause for potential dismissal or non-reemployment. A reasonable time for improvement, which time shall not exceed two (2) months shall be given. At the evaluating administrator's discretion, the time for improvement may be extended. The nature and gravity of the Member's conduct shall be considered in determining what length of time would be reasonable.

When the plan of improvement has been completed, the Member shall be notified in writing that the plan has expired or been extended. If the Member does not correct the cause for potential dismissal or non-reemployment within a reasonable length of time, the principal shall make a recommendation to the Superintendent of the school district for the dismissal or non-reemployment of the Member. Upon the recommendation of the principal, the Member may be placed on conditional employment status.

## **2.07 SUSPENSION/DISMISSAL**

### SUSPENSION

The Superintendent may suspend a Member of the Bargaining Unit with pay and benefits without notice or hearing, if he/she determines that the best interests and welfare of the students in the school district require such action, pending final determination by the Board of a career/probationary Member's dismissal or non-reemployment.

### GROUND FOR DISMISSAL

Subject to the provisions of the Teacher Due Process Act of 1990, a probationary Member may be dismissed or not reemployed for cause.

A career Member may be dismissed or not reemployed for the following statutory grounds:

- A. Willful neglect of duty;
- B. Repeated negligence in performance of duty;
- C. Mental or physical abuse to a child;
- D. Incompetency;
- E. Instructional ineffectiveness;
- F. Unsatisfactory teaching performance;
- G. Commission of an act involving moral turpitude; or
- H. Abandonment of contract.

A Member convicted of a felony shall be dismissed or not reemployed. A Member may be dismissed or not reemployed after a finding by a court of competent jurisdiction that such Member has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the Member's performance. (2006)

### DISMISSAL

Before a Member may be dismissed or not reemployed, the Board shall send a copy of the Superintendent's recommendation to the Member by certified mail, restricted delivery, return receipt requested, by personal delivery to the Member with a signed acknowledgement of receipt, or by delivery by a process server. By the

same manner, the Board shall notify the Member of said Member's right to a hearing before the Board and the date, time, and place set by the Board for the hearing, which shall be held not sooner than twenty (20) days or later than sixty (60) days after the Member's receipt of notice. At said hearing the Member shall be entitled to all rights guaranteed under such circumstances by the U.S. Constitution and the Constitution of Oklahoma.

Notice to a probationary Member shall specify the cause upon which the recommendation is based. Said notice shall also specify the underlying facts supporting the recommendation. The Board shall notify the probationary Member of its decision, including the basis for the decision, by certified mail, restricted delivery, return receipt requested, by personal delivery to the Member with a signed acknowledgement of receipt, or by delivery by a process server. The Board's decision regarding a Member shall be final.

Notice to a career Member shall specify the statutory grounds upon which the recommendation is based. Said notice shall also specify the underlying facts supporting the recommendation. The Board shall notify the career Member of its decision, including the basis for the decision, by certified mail, restricted delivery, return receipt requested, by personal delivery to the Member with a signed acknowledgement of receipt, or by delivery by a process server.

The Member shall receive any compensation and benefits to which said Member is otherwise entitled until such time as the Board's decision becomes final. Provided, however, if the hearing for a Member is for non-reemployment of the Member, such compensation and benefits may be continued only until the end of said Member's current contract. (2011)

## **2.08 ASSIGNMENT**

Members of the Bargaining Unit shall be placed in positions for which they are qualified as determined by law and/or the State Department of Education of Oklahoma.

Assignment of personnel within the building shall be the responsibility of the building principal. Assignment decisions shall be made on the basis of the following criteria, which are listed in order of priority:

1. Needs of the district as specified by the site administrator.
2. All qualifications of all candidates for the position including degree level in subject area/grade level.
3. Ability to meet the specified needs of the assignment.
4. Expressed desire of the Member regarding assignment.
5. Length of service in Moore.
6. Length of service at site(s).

The site administrator shall provide written rationale to demonstrate consideration of the above stated criteria, if requested.

### VOLUNTARY ASSIGNMENT CHANGES

Members of the Bargaining Unit who desire an assignment change, i.e. grade level/subject area, in the same building for the following school year may file a written statement with the building principal. Members may request to be assigned to posted positions at any time in accordance with the provisions of the posting. When a Member is denied an assignment change, he/she may request a conference to discuss the reason(s) for the denial.

### INVOLUNTARY ASSIGNMENT CHANGES

When an involuntary assignment change is deemed necessary, within the same building, a conference shall be held with the Member(s) affected by the change to discuss the reason(s) for the involuntary assignment. This conference shall be held as soon as possible after the need is recognized and at least two (2) weeks prior to assignment change. During the first three (3) student weeks of each semester, involuntary changes in assignment may be made as justified by enrollment with less than two (2) weeks notification. (1999, 2001, 2002, 2004, 2006, 2007)

## 2.09 TRANSFERS

Transfers of Members of the Bargaining Unit to positions at other sites within the District shall be made on the basis of the following criteria, which are listed in order of priority:

1. Individual school personnel increase or decrease.
2. All qualifications of all candidates for the position including degree level in subject area/grade level.
3. Ability to meet the specified needs of the transfer.
4. Expressed desire of the Member regarding the transfer.
5. Length of service in Moore.
6. Length of service at site.

### VOLUNTARY TRANSFERS

A Member of the bargaining unit who desires transfer to another site must make application for posted positions at any time in accordance with provisions of the posting using the online current opening procedures.

Any member may request a conference with the head of Human Resources concerning assignments and/or transfers.

As job openings occur, notice of these openings shall be posted on available electronic media a minimum of five (5) workdays prior to the closing date by the superintendent or designee. Such notice shall specify the time limit for submitting application for the vacancy. Those applicants interviewed but not selected shall be notified within ten (10) workdays after the selection has been made. Notice of certified openings shall be electronically sent to the Association.

Any Member may request a conference with the head of Human Resources concerning assignments and/or transfers.

### ADMINISTRATIVE TRANSFERS

When administration determines the need to fill a vacancy with a teacher from another site (before any member is involuntarily transferred) the administrator at the sending site will ask for transfer volunteers qualified for the position to make the transfer to fill the vacancy. If more than one person applies for the transfer position, the receiving principal will interview the applicants for the position and make a selection. A time frame for application will be determined by the administration. (2017)

### INVOLUNTARY TRANSFERS

When an involuntary transfer is deemed necessary, a conference shall be held with the Member(s) of the Bargaining Unit who shall be affected by the change to discuss the reason(s) for the involuntary transfer. This conference shall be held as soon as possible after the need is recognized and at least two (2) weeks prior to final placement. During the first three (3) student weeks of each semester, transfers may be made as justified by enrollment with less than two (2) weeks notification.

Final recommendations for a transfer shall be made jointly by the principals and the Superintendent or designee. (1999, 2006, 2007, 2009, 2015)

## 2.10 SUPPLEMENTAL ASSIGNMENT

Definition:

Supplemental Assignment: Any professional assignment voluntarily accepted by a Member of the Bargaining Unit in addition to that Member's primary teaching responsibility. (Refer to SUPPLEMENTAL COMPENSATION INDEX attached hereto as APPENDIX 9.03.)

A Member who voluntarily accepts assignments supplemental to his/her primary teaching assignment shall be compensated in accordance with ARTICLE 8.05 - SUPPLEMENTAL COMPENSATION.

Contracted Supplemental Assignments shall have the same leave benefits as regular teaching assignments.

Supplemental Assignments listed in the "Professional" category of Appendix 9.03 are appointed annually and require the submission of a Plan of Action in Leadership (PAL) for consideration prior to appointment. This PAL will include:

1. a candidate's qualification for the expectations of the role as determined through discussions with the appropriate Coordinator or Administrative Leader,
2. specific goals and objectives for the coming year with a plan for determining if goals and objectives were met and to what degree.

For each Supplemental Assignment at each site, a separate file of all PALS submitted per year will be held for a period of 3 years.

If and when a Member is relieved of his/her Supplemental Assignment(s) either voluntarily or involuntarily, his/her employment status and/or career status shall not be affected.

Before a Member is relieved of his/her Supplemental Assignment, the Member must be informed in writing of the reasons in a timely manner.

In the event a supplemental assignment must be filled outside of the bargaining unit, the district will notify the Association. (2008, 2014)

## **2.11 REDUCTION IN STAFF**

When due to declining student enrollment in a given program area and/or the District, school closure, or financial shortfall it becomes necessary to reduce the number of Members in a given program area or to eliminate or consolidate positions, the Board shall follow the procedure listed below:

- A. Normal attrition throughout the District. In the event that a Member's position has been shown to be in excess, said Member shall be transferred to a vacant position within the school system for which he/she is certified.
- B. If normal attrition does not sufficiently reduce the certified staff, the TLE score shall be the primary consideration in the reduction process. If TLE scores are the same, the following items shall be considered in the reduction process in the order they are listed:
  1. Probationary Members shall be released before career Members who are legally qualified to hold positions currently held by Probationary Members.
  2. Seniority in the District;
  3. Length of service in current assignment;
  4. Academic and professional preparation beyond minimum certification requirements; and
  5. Total number of years teaching experience.

The prime consideration in executing the reduction in force using the criteria listed above is to assure the retention of fully qualified Members to replace and perform all the needed duties of the terminated Members. The Board shall follow the requirements of the continuing contract law in terminating Members in order to reduce staff. However, if a Member whose position has been eliminated refuses the offer of a position for which he/she qualifies, he/she shall be dismissed.

### NOTICE TO INDIVIDUAL MEMBER

After all determination selections have been exercised, the Board shall give written notice of that fact by certified mail, return receipt requested, to the Member to be terminated. The notice shall include a statement of the conditions requiring termination of employment. The Member's address as it appears on the District's record shall be deemed to be the correct address. It shall be the Member's responsibility to see that the District has his/her current address on file.

## OBLIGATION WITH RESPECT TO REEMPLOYMENT OR OTHER EMPLOYMENT

- A. For one (1) year after the effective date of termination pursuant to this procedure's provisions, the Board shall offer to a Member who has been terminated all positions that become available for which he/she is certified. Every possible effort shall be made to return said Member to the position held immediately prior to layoff or to a substantially equivalent position. If several former Members are certified for a position, the position shall be offered to the certified Member who had the most seniority when laid off. The offer shall be made by certified mail, return receipt requested, and the Member shall be notified that he/she must submit acceptance within ten (10) calendar days. Acceptance shall be in writing.
- B. A Member who is recalled within one (1) year shall have restored all benefits accrued on the effective date of the termination, and for payroll purposes shall be given credit for all previous teaching experience to which he/she would be entitled under this Contract.
- C. A Member who is laid off shall remain on the recall list for one (1) year after the effective date of layoff unless the Member:
  - 1. Waives recall right in writing;
  - 2. Resigns; or
  - 3. Fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position. (2001, 2012)

### **2.12 SUMMER SCHOOL**

A notice of summer school to be held in the Moore Public Schools shall be posted as soon as the needs for summer school have been established. This notice shall include location, application procedure for teachers, session dates, anticipated teaching positions available and compensation.

Employment for summer school teaching positions shall be based on the following criteria listed in order of priority:

- A. Need;
- B. Qualification as compared to all applicants; and
- C. Length of service experience in Moore summer school.

Refer to Article 8.04 (N): COMPENSATION for the rate of pay.

In the event a summer school assignment must be filled outside of the bargaining unit, the district will notify the Association. (2008)

### **2.13 NIGHT ALTERNATIVE SCHOOL**

A notice of night alternative school positions available in Moore Public Schools shall be posted in accordance with paragraph two, Voluntary Transfer, Article 2.09 TRANSFERS.

Night alternative school teaching positions shall be filled on the basis of the following criteria listed in order of priority:

- A. Need;
- B. Qualification as compared to all other applicants; and
- C. Length of service in Moore Public Schools.

Refer to Article 8.04 (N): COMPENSATION for the rate of pay.

In the event a night alternative school assignment must be filled outside of the bargaining unit, the district will notify the Association. (2008, 2009)

## **2.14 INTERNET-BASED INSTRUCTION**

A notice of internet-based instruction positions available in Moore Public Schools shall be posted in accordance with paragraph two, Voluntary Transfer, Article 2.09 TRANSFERS.

Internet-based instruction teaching positions shall be filled on the basis of the following criteria listed in order of priority:

- A. Need;
- B. Qualification as compared to all other applicants; and
- C. Length of service in Moore Public Schools.

Refer to Article 8.04 (O): COMPENSATION for the rate of pay.

In the event a night alternative school assignment must be filled outside of the bargaining unit, the district will notify the Association. (2015)

## **III. INDIVIDUAL RIGHTS**

### **3.01 PERSONNEL FILE**

There shall be one (1) central personnel file for each Member of the Bargaining Unit, which shall be maintained at the Administrative Service Center. Principals may keep working files, but material not maintained in the central personnel file shall not provide the basis for discipline against a Member. No other personnel files shall be kept.

No material shall be placed in his/her personnel file(s) unless the Member has had an opportunity to review the material.

Incidents that result in disciplinary action must be documented within ten (10) work days in which the affected Member is present at work after the Administrator has been made aware of said incident. The Member shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.

After the original document is signed by the Member, it must be placed in the Member's personnel file within five (5) workdays. With concurrence of the affected principal, documentation dated prior to May 10th of the current school year may be removed upon recommendation of a committee consisting of the affected Member, an Association Representative and the affected principal or the head of Human Resources unless the Member has been placed on conditional employment status for the following school year.

The Member shall have the right to submit a written answer and/or rebuttal to such material and to have it attached to the file copy. Such a rebuttal must be submitted to the evaluating administrator within ten (10) workdays of the date the document to be rebutted is signed by the affected Member. In the event the Member believes the material to be inaccurate, untrue, or unfair, he/she may grieve the matter.

Inspection - Upon request, a Member may inspect his/her personnel file(s) subject to the following:

- A. Inspection shall occur during the Member's non-working hours (including duty free lunch time) and scheduled preparation time. Said inspection shall be at a time and in a manner mutually acceptable to the Member, the Superintendent or designee. A Member may have a representative present while inspecting his/her file(s).
- B. Copies of material(s) in a Member's personnel file(s) shall be provided to the Member upon request. The Member shall bear the cost of the duplication.

- C. Pre-employment information, e.g. reference checks and responses or information provided the Board with the specific request that it remain confidential, shall not be subject to inspection or copying. (2001)

### **3.02 RIGHT TO REPRESENTATION**

Members of the Bargaining Unit shall have the right to be accompanied by a Member of the Association at all conferences with Administrators and/or the Board of Education which deal with issues of performance. Prior to the conference, the Member shall notify the affected Administrator and/or the Board of Education of his/her intention to be accompanied by a Member of the Association. When a member retains an attorney for representation, the member must immediately notify the MPS attorney in writing so that scheduling includes both attorneys.

When a conference dealing with issues of performance is scheduled, the Administrator shall, in writing:

- A. Give, at least, twenty-four (24) hour notice of the scheduled conference(s) except in those instances where, in the judgment of the Administrator, the seriousness of the situation requires immediate attention.
- B. Inform Member of the specific nature of the subject to be discussed.
- C. Inform Member of his/her right to representation. (1999)

### **3.03 STAFF RELATIONS**

The Board expects that the worth, dignity, and rights of the individual shall be a priority in all administrator/teacher relationships.

Members of the Bargaining Unit and administrators shall treat each other as professionals at all times. Their honor and integrity as educators shall receive the highest value and respect. (1999, 2002)

### **3.04 MEMBER RIGHTS**

No Member of the Bargaining Unit shall be harassed or discriminated against by the Board of Education, Superintendent or any other administrative officer of the District or by any employee organization, its officers or any member thereof because of his/her exercise or non-exercise of rights under this Contract. It shall be prohibited for an employee organization, employee or employer to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed by state law or this Contract.

Members shall be provided electronic access at every site to a current state law book as compiled by the State Board of Education, the negotiated Contract, Board policies, and administrative directives which affect their employment in the Moore School District. (2001, 2012)

### **3.05 GRIEVANCE PROCEDURE**

#### PURPOSE

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim of the grievant.

#### STRUCTURE AND TIME LIMITS

- A. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse.
- B. If any of the time limits outlined herein are not met by the affected administrator, in any step, the grievant may proceed to the next higher step.
- C. All documents, communications, or records dealing with the grievance shall be filed separately from the personnel file of the grievant.
- D. Both parties agree that the written records pertaining to the grievance shall be kept confidential.

- E. The grievant must be present at all stages and shall be afforded the right to representation at any conference or hearing relating to the grievance. Options for representation afforded the grievant shall include but not be limited to:
1. Association Member Rights Representative in the grievant's building;
  2. Association Member in the grievant's building;
  3. Association Member Rights Team Member;
  4. Non-association Member colleague in grievant's building;
  5. Other representation of grievant's choice; or
  6. No representation.
- F. Steps shall be followed in sequence, subject to being discontinued by grievant at any point in this procedure.

#### Informal Procedure

Within twenty (20) working days after the discovery of the occurrence or the act of omission giving rise to the grievance, the Member shall (a) promptly notify the Member's immediate administrator of the alleged violation, stating that a grievance may exist; (b) discuss the alleged grievance with the administrator; and (c) attempt to resolve the issue. Any written record of a complaint shall be destroyed if the grievance does not go beyond Step 1.

#### Level One

- A. If the grievance is not resolved through discussion, the grievant may submit a level one grievance form to the immediate administrator within five (5) days after the initial discussion.
- B. The immediate administrator shall convene a hearing with the grievant within five (5) days of receipt of the level one grievance.
- C. The immediate administrator shall reply on the level one form to the grievant within five (5) days of the hearing.

#### Level Two

- A. If the grievant is not satisfied with the level one decision, the grievant may submit the level two grievance form to the Superintendent/Designee within five (5) days of receiving the level one decision.
- B. The Superintendent/Designee shall convene a hearing with the grievant within five (5) days of receipt of the level two grievance.
- C. The Superintendent/Designee shall reply on the level two grievance form to the grievant within five (5) days of the hearing.

#### Level Three

- A. If the grievant is not satisfied with the level two decision, the grievant may submit the level three grievance form to the Clerk of the Board within five (5) days of receiving the level two decision.
- B. The Board shall convene a hearing with the grievant at the next regular board meeting unless said meeting will occur in less than ten (10) days. The hearing shall then be scheduled for the next succeeding board meeting or for a special board meeting.

Note: A copy of each completed Grievance Report Form shall be received by the head of Human Resources, affected administrator, grievant, and TEAM Member Rights Team. (Refer to the form attached hereto as APPENDIX 9.01.) (2012)



### **3.06 PROTECTION OF MEMBERS**

Members shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority, such as the Oklahoma State and Federal Departments of Health and Human Services, OSHA, local police and fire departments. Member concerns shall be reported in writing to his/her principal and the report shall be forwarded to the Superintendent or designee.

Any Member who is threatened with harm while performing his/her duties shall notify the building principal. The principal shall notify the proper authorities, if necessary, and shall provide such assistance, advice and moral support as required. When a member has been physically assaulted by a student, a site administrator will communicate with the member the plan for the student's return prior to the student's return.

Any member who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from

1. Assault by a pupil, relative of a pupil or person of the pupil's household; or
2. Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she was injured.

Nothing in this article should be construed to limit a Member's right to contact law enforcement when warranted or to seek additional legal recourse, such as filing criminal charges or pursuing other criminal or civil law remedies available to the Member. (2002, 2014)

### **3.07 MEMBER'S RIGHT TO DUE PROCESS**

The Association and the Board agree to abide by the provisions of the "Teacher Due Process Act of 1990" (70 O.S. section 6-101.20 *et. seq.*).

When an issue regarding a Member is being investigated, the Member shall be given the opportunity to respond to allegations during the fact-finding process and prior to the conclusion of the investigation and/or any resulting disciplinary action being determined.

When a complaint is made about a Member, the administrator will attempt to schedule a meeting with the Member and the complainant. Generally, anonymous complaints shall be disregarded. Disciplinary action shall not be taken on unsubstantiated anonymous complaints.

#### DISCIPLINE PROCEDURE (MEMBERS)

The steps that will normally be followed in disciplining Members shall include:

1. Verbal reminder- the immediate administrator shall hold a conference with the Member to discuss issues of performance. No formal written documentation will be kept.
2. Verbal reprimand - a brief notation of time, date and incident signed by the Member shall be placed only in the immediate administrator's working file at the site and a copy shall be given to the Member.
3. Written reprimand - in accordance with Article 3.01 Personnel File
4. Suspension - in accordance with Article 2.07 Suspension/Dismissal
5. Dismissal- in accordance with Article 2.07 Suspension/Dismissal

\*Discipline may be initiated at any step of this procedure depending upon the severity of the incident. (1999, 2002)

### **3.08 DRUG TESTING**

No Member of the Bargaining Unit, other than Bus Drivers subject to Department of Transportation regulations, shall be required to be tested for the use of any drug or alcohol unless a reasonable suspicion, as defined by state law, exists.

## **IV. ASSOCIATION RIGHTS AND PRIVILEGES**

### **4.01 ASSOCIATION LEAVE**

A pool of sixty (60) days shall be provided to the Association for the purpose of legislative visits, Association-related professional meetings, and Association business. No more than seven (7) days shall be used from this pool on a given day except for Delegate Assembly. No individual Member, other than the TEAM Vice-President(s), Treasurer, Legislative Chairperson, and Media Chairperson shall use more than four (4) days from the pool during the school year. Days from the pool may not be approved for use by individual Members who have exhausted all other sources of leave. Association leave may be granted on an hourly basis.

Written request for use of Association leave shall be made to the Superintendent or designee through the President of the Association twenty-four (24) hours in advance of the anticipated absence.

Substitutes shall be provided by the District where needed. (2008,2010)

### **4.02 USE OF SCHOOL BUILDINGS / MAIL**

The Association shall have the right to use school buildings for Association meetings and/or business upon arrangement with the building administrator. Association meetings may be called during the time immediately preceding or following the students' school day.

The Association shall have the right to place Association identification on the mailboxes of all Members of the Association and to place notices, circulars, and other material in the mailboxes of all Members of the Bargaining Unit.

Electronic communication may be used for Association business in accordance with Board policy.

### **4.03 AVAILABILITY OF INFORMATION**

Pursuant to state law, the Board Clerk shall make available the official agenda and/or addenda and minutes for each meeting of the Moore Board of Education online.

Upon written request to the District's Public Information Access Officer or Designee, access to public documents shall be provided to the Association in a timely manner in accordance with the Oklahoma Open Records Act.

### **4.04 PUBLICATION/DISTRIBUTION OF NEGOTIATED CONTRACT**

Within ten (10) days of ratification, the Bargaining Teams representing the Board and Association will be provided draft copies by the Board to proofread and mark for corrections. Within fifteen (15) days of ratification, the spokesperson for the Board and the Association shall sign off on a final corrected copy. The Board shall be responsible for typing and preparing the contract for publishing. The Board shall be responsible for publishing the contract on the District Internet site, within twenty (20) days following the signing of the final corrected copy. The cost of printing this negotiated contract shall be shared equally by the Association and the Board. The contract shall be printed in the school facilities, provided that timelines can be met. The contract will be printed in sufficient quantity to provide up to one hundred (100) copies each for the Board and the Association. The Board and/or the Association may request additional copies at their own expense. Printed copies of the negotiated contract shall be available for distribution within twenty (20) days from the date the corrected copy was approved for printing. (2005, 2015)

### **4.05 RELEASE TIME FOR PRESIDENT**

Upon request, the President of the Association will be granted full-time unpaid leave of absence to perform the responsibilities of the office during the term of office. Upon completion of the term of Presidency, the teacher will be reinstated to full-time status in the position held previous to the leave, if a vacancy exists, or a similar position for which the President is certified and qualified.

## **V. LEAVE PROVISIONS**

### **5.01 SICK LEAVE**

Each Member of the Bargaining Unit shall have ten (10) days sick leave each year, with unlimited accumulation. New Members may bring a maximum accumulation of sixty (60) sick leave days into the system. The ten (10) days are granted on the first workday of the Member's school year.

- A. Sick leave may be used for temporary disability of the Member or his/her immediate family.
- B. The Sick Leave Sharing Plan is a program from which the Members of the Bargaining Unit, who have used all of their fully paid sick leave days and are unable to perform their contracted duties, may access additional fully paid sick leave days. These days are intended for use for personal or family illness.

A Member may donate sick leave to another Member for the following reasons:

1. the Member has exhausted or will exhaust all fully paid sick leave due to pregnancy, miscarriage, childbirth and recovery there from, an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, of the Member; or,
2. the Member has exhausted or will exhaust all fully paid sick leave due to pregnancy, miscarriage, childbirth and recovery there from, an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, of his/her immediate family; and,
3. the condition has caused or is likely to cause the Member to take extended sick leave at substitute dock (See "C" of this Article) or to go on leave without pay or to terminate employment.

On the basis of the above criteria, a Member may donate sick leave days/hours to any Moore Public School employee requesting sick leave sharing days, provided that the donating Member's total sick leave balance does not fall below twenty (20) days / one hundred thirty-five (135) hours. All donated sick leave must be given voluntarily.

No Member shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of the sick leave sharing plan.

A Member requesting donated days must first provide the Superintendent or designee with a medical certificate from a licensed physician or healthcare practitioner verifying the severe or extraordinary nature and expected duration of the condition. "Severe" or "extraordinary" means serious, extreme or life threatening including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from. If a Member is unable to give timely notice, he/she shall do so as soon as possible

- C. If, after exhausting all maternity and sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount of Board-approved certified substitute pay to include 3rd party cost, if applicable.
- D. After this time, a Member shall be placed on leave without pay until the end of the contract period or until the Member is able to return to duty during the contract period. Provisions shall be made whereby the Member can arrange payment for all professional dues and insurance. When the Member recovers sufficiently to perform regular duties and returns to work, the Member shall be restored to such position or to a position of like seniority, status, and incentive pay. (1999, 2001, 2003, 2010)

### **5.02 PERSONAL BUSINESS LEAVE**

Five (5) days personal business leave shall be granted to each Member during the school year; these days shall not be chargeable to sick leave. The Member's immediate supervisor must be notified as soon as the Member knows the personal business leave is to be used.

In special circumstances, after the five (5) days have been exhausted, the head of Human Resources may approve the use of days from the Member's sick leave accumulation to address the situation. The Member shall contact the head of Human Resources for access to these days.

The use of personal business leave shall be granted upon request except for the following:

- A. First three (3) student days or last five (5) student days of the school year
- B. The student day preceding or following:
  - 1. Labor Day
  - 2. Thanksgiving
  - 3. Winter Break
  - 4. Spring Break

Exceptions may be granted by the head of Human Resources for special circumstances on an individual basis. The Member shall submit a written request. The request must be received by the head of Human Resources at least five (5) days prior to the requested date, whenever possible.

When such an absence would result in hardship for professional staff, students, school site or the school district, the administrator may consult with the Member about a postponement.

Any personal business leave days that are not used at the end of any school year will be converted to sick leave and added to the Member's sick leave accumulation at the beginning of the succeeding school year. (1999,2007, 2013)

### **5.03 BEREAVEMENT LEAVE**

Each Member shall be provided a total of two (2) days of bereavement leave annually without loss of pay. If an employee's effective date of employment is not at the beginning of the school year, the number of days allowed for bereavement leave shall be prorated. Teachers working other than full time will receive time in proportion to time worked. These days may be used for the death of the following: mother, father, child, including pregnancy loss, stepmother, stepfather, sister-in-law, mother-in-law, father-in-law, brother-in-law, grandchildren, grandparents, siblings, daughter-in-law, son-in-law, aunt, uncle, niece, nephew or persons who live in the teacher's home.

Bereavement leave is non-cumulative.

If during the same school year, a teacher or the teacher's spouse suffers an additional death of a parent, spouse, or child the teacher may request additional days of bereavement (up to two) if the two allowable bereavement days have been exhausted. This request shall be made to the Human Resources Department.

### **5.04 PROFESSIONAL ENRICHMENT IN-SERVICE DAYS**

In-service days for professional visitation, attendance or participation in professional workshops shall be provided to Members of the Bargaining Unit. These days shall be equitably divided between grade levels and/or departments with a minimum number of days equal to one-fourth (1/4) of the Members at each site.

Upon written request from the President of the Association to the Superintendent or designee, information concerning professional enrichment day's usage will be provided for the current school year on a quarterly basis.

Each Special Service Specialist will receive one (1) district paid, no substitute required, professional development day requested through the Director of Special Services. These days will not count against site professional development Allotment since no substitute will be paid.

### **5.05 LEAVES OF ABSENCE**

- A. Member of the Bargaining Unit employed by the Moore Public Schools may be granted a leave of absence without pay under the following conditions:

1. Disability - A Member may be granted a leave of absence for substantiated extended disability after all sick leave has been expended.
  2. TEAM President - Upon request, a leave of absence shall be granted each year to the President of The Education Association of Moore. This leave shall run concurrently with the Member's term as president.
  3. Childbearing/ Adoption/Placement of a Foster Child - A Member may be granted a leave of absence for the purpose of childbearing/adoption/placement of a foster child. This leave shall be for a limited period determined by the time frame necessitated by the childbearing/adoption/foster child placement process. This leave can be combined with a leave for childcare.
  4. A Member may be granted a leave of absence to provide care for a family member including, but not limited to, spouse, children, parents, and grandparents (2017)
  5. Good Cause - Other leaves of absence may be granted as justified by the Member and approved by the Superintendent.
- B. A Member of the Bargaining Unit who has been employed by the Moore Public Schools at least three (3) consecutive years as a full-time contracted employee may be granted a one (1) or two (2) semester(s) leave of absence without pay under the following conditions:
1. Educational Improvement - A Member may be granted a leave of absence for educational improvement. The Member must show proof of satisfactory completion of at least six (6) hours per semester from an accredited college or university.
  2. Child Care - A Member may be granted a leave of absence for the purpose of childcare or child rearing. This leave may be granted individually or in concert with childbearing/adoption/ placement of a foster child.
- C. Leaves of absence shall be requested in writing at least thirty (30) days prior to the beginning date of the leave except for leaves for disability, childbearing/adoption/placement of foster child or other situations justified by the Member. All leaves of absence shall be effective on the morning of the date requested for such leave to begin. Members requesting a leave of absence shall submit a written request to the Human Resources office. Such request shall designate the beginning date of the requested leave of absence. It shall be the obligation of the Member to notify the Superintendent or designee in writing confirming the intent to accept a teaching assignment by December 15 for a leave of absence ending first semester and by the last work day before spring break for a leave of absence ending second semester.

Upon return to duty following a leave of absence or FMLA (see Article 5.06 - FAMILY AND MEDICAL LEAVE PROVISIONS), the Member shall be returned to the same assignment, if available. If the position of the Member is eliminated during the leave of absence, the Member shall be returned to a substantially equivalent position.

Seniority shall not be broken, nor shall it continue to accrue while a Member is on an approved leave of absence. Leaves of absence shall not extend past June 30 of the school year in which the leave commences.

Since the Member is only on a leave of absence, provisions may be made with the administration whereby payments can be made to retain all professional memberships and insurance in all legal areas. (1999)

## **5.06 FAMILY AND MEDICAL LEAVE PROVISIONS**

The FAMILY AND MEDICAL LEAVE ACT of 1993 (FMLA) provides up to twelve (12) workweeks of unpaid, job protected leave to Members for certain family and medical reasons. To use FMLA a Member must have been an employee of the district for at least one (1) year and worked 1250 hours. The leave of absence provided through FMLA shall run concurrently with paid sick leave and personal business leave until such leave is exhausted, at which time remaining days under the FMLA provision will be unpaid. The Member ordinarily must provide thirty (30) days' advance notice when the leave is foreseeable.

Unpaid leave must be granted for the following:

1. Birth/ Adoption/ Foster Care Leave Care of the Member's child after birth or placement for adoption or foster care.
2. Family Leave Care of the Member's spouse, child, or parent who has a serious health condition.
3. Medical Leave For a serious health condition that makes the Member unable to perform his/her job.

4. Military Qualifying Exigency Leave An employee with a spouse, son, daughter, or parent on "covered active duty" may use their 12-week leave entitlement to address certain qualifying exigencies.
5. Military Caregiver Leave An employee is also entitled to take up to 26 weeks of leave during a single 12-month period (less any FMLA leave taken during the period for other purposes under this policy) to care for a "covered service member" with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member. This leave is applied on a per-covered-service member, per-injury basis, provided that no more than 26 work weeks of leave may be taken during a single 12-month period.

For the duration of FMLA leave, and as long as the Member maintains the district "group health plan," the District will continue to pay the District's portion of the Member's health premium (School Board Policy #2230). (2001, 2003, 2010)

## **5.07 JURY DUTY LEAVE AND COMPENSATION**

If a Member of the Bargaining Unit absent on jury duty needs a substitute, this substitute shall be paid by the District. The Member shall incur no loss of salary and shall be entitled to keep all monies paid by the court for jury services.

A Member shall be paid by the District for only the actual number of days of jury duty for which he/she has been reimbursed by the court. If the Member is excused from jury duty for an entire day, he/she is expected to be at his/her assignment.

## **5.08 MILITARY LEAVE**

Members of the Bargaining Unit who are either officers or enlisted members of the Reserve Corps of the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, or any other component of the Armed Forces of the United States, including members of the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of pay during the first thirty (30) days of such leave of absence.

## **5.09 LEGAL PROCEEDINGS LEAVE**

A Member of the Bargaining Unit shall be granted on a day-to-day basis an absence, with pay, for any court appearances and legal proceedings to which he/she is summoned. The provisions of this item exclude any legal action initiated by the Member or any action resulting from a criminal charge filed against the Member.

The District shall grant a Member leave for jury service or as a witness subpoenaed in a criminal, civil or juvenile proceeding and shall pay the Member during such service the full, current contract salary.

If a member is required to attend legal proceedings related to his/her role as an MPS employee outside of the contractual work day/hours the district will consider compensation on a case-by-case basis to be approved or denied by the head of Human Resources. All documentation requested must be submitted along with the request.

## **VI. WORKING CONDITIONS**

### **6.01 WORK YEAR / WORK DAY**

The work year\* for all Members of the Bargaining Unit shall be one hundred eighty-two (182) days which shall include:

- A. Not to exceed one hundred seventy-five (175) days of instruction, which includes two (2) parent-teacher conference days. Parent-teacher conference days will be scheduled over two (2) days. A total of six (6) hours must be allotted for conferences. Members shall designate which portions of the workday are available for the requisite conference times. In the event of school days being canceled by order of the Superintendent for

weather and/or disaster events, Members of the Bargaining Unit will not be required to make up lost work days provided the State-defined student minimum of 1080 hours has been met.

- B. Three (3) in-service days prior to the first day of instruction with a fourth in-service day as a site improvement day.
- C. One (1) record day at the end of the first semester and one (1) record day at the end of the second semester. Each site principal shall have the flexibility to determine alternate attendance and dismissal requirements for the last record day, not to exceed the normal workday.

Definition: Record day is to be used to tabulate and record grades.

- D. One (1) day to be selected by the Association for a spring professional meeting for all Members of the Bargaining Unit.

All Members shall be assigned appropriate starting and dismissal times, provided that their workday shall be no longer than seven and one-quarter (7¼) consecutive hours.

\*For purposes of compensation only, per diem is calculated on the basis of one hundred eighty-two (182) days for the current work year. (1999, 2001, 2002, 2003, 2011, 2015)

## **6.02 PREPARATION TIME**

Each Member of the Bargaining Unit shall have scheduled preparation time during which he/she will not be assigned duties, including but not limited to supervision of students (unless a student aide has been requested), professional development, team meetings, and committee meetings. Twice a month the site administrator may call a mandatory meeting during the teacher's preparation time (2018).

- A. Elementary - No less than two hundred fifty minutes (250) per five (5) day week. One hundred seventy-five (175) minutes shall be in five (5) segments of no less than thirty-five (35) minutes. The additional minutes shall be in no less than twenty-five (25) minute segments or shall be added to the thirty-five (35) minute segments.
- B. Secondary - No less than two hundred seventy-five minutes (275) per five (5) day week. Two hundred twenty-five (225) minutes shall be in five (5) segments of no less than forty-five (45) minutes. The additional minutes shall be in no less than fifteen (15) minute segments or shall be added to the forty-five (45) minute segments.

Counselors and Media Specialists shall schedule their own preparation time as needed.

A Member shall not be required to travel during his/her preparation time. (1999, 2000, 2002, 2006, 2008, 2012, 2018)

## **6.03 LUNCH PERIOD**

Each Member of the Bargaining Unit shall have a duty-free period of not less than twenty-five (25) consecutive minutes each school day to eat his/her lunch.

A Member may leave the school campus during his/her lunch period. The Member shall notify the office when leaving and returning to campus.

## **6.04 DRESS CODE**

Members of the Bargaining Unit will maintain their own standard of professional dress, appropriate to their individual teaching activities.

If the Member and the affected administrator cannot reach agreement on a specific case of appropriate dress, said Member shall be notified in writing, by the affected administrator, of his/her concern and the necessity of a conference. The administrator shall advise the Member of his/her right to an Association Representative at said conference.

In situations deemed emergency by the immediate administrator, the Member may be asked to go home and change his/her attire. If the Member wishes to question the decision, that challenge should be made through the use of the grievance procedure.

#### **6.05 ABSENCE-SUBSTITUTE HIRED**

Each day that it is necessary for a Member of the Bargaining Unit to be absent from assigned duties, the Member must make every effort to enter the absence on the Moore automated substitute system. Members shall enter the absence as soon as the need for a substitute is known, at least one (1) hour prior to the Member's reporting time. Members who enter the absence prior to the established times and do not get a job number and/or Members who enter the absence after the established time shall also call their building principal or the principal's designee.

In the event of the absence of a Member to whom a class is assigned, and the above procedure is followed, all possible efforts shall be made to hire a substitute teacher. All possible efforts shall be made to hire a substitute teacher qualified in the necessary subject area. If neither a substitute nor a volunteer is available, a Member may be assigned to cover a class. (See ARTICLE 8.01: MEMBER SUBSTITUTE PAY) (2009)

#### **6.06 FACILITIES**

An attempt shall be made to assign each Member a regular teaching area appropriate for his/her teaching assignment. If a Member of the Bargaining Unit questions the appropriateness, conditions, or safety of his/her teaching area, he/she shall present in writing his/her concerns to the building principal along with suggestions for making the teaching area more appropriate. For maintenance concerns, the Member shall notify designated administrator of the issue(s) via email or in a written format.

If the concern is not addressed within a reasonable period of time, the Member may request a verbal or written response from the building principal/designee as to the status of the concern.

Faculty at school sites may develop a committee or may direct the Safe Schools Committee to survey teachers and may make recommendations for facility utilization to the principal, the District's long-range planning committee, and/or the Director of Operations for consideration.

Members will be notified in a timely manner when removing personal items and/or a change in room assignment are deemed necessary. Members will be given the option of moving their personal items. (1999, 2001, 2004, 2005, 2006, 2015)

#### **6.07 PRIVATE ACCESS TO TELEPHONE**

A telephone and conversational area shall be made available to all Members of the Bargaining Unit at each building site for private conversations. The use of a personal phone is at the discretion of the Member.

#### **6.08 NON-CLASSROOM DUTIES**

Non-classroom duties shall include but not be limited to the following: playground duty, parking lot duty, bus duty, bicycle rack duty, hall duty, junior/safety patrol duty, cafeteria/lunch duty, etc.

Members of the Bargaining Unit shall not be involuntarily assigned non-classroom duties outside their workday, during their duty-free lunch, or during their preparation time without compensation.

If a sufficient number of Members do not elect to perform non-classroom duties, the building administrator may assign Members to said duties and they will be compensated in accordance with ARTICLE 8.05: SUPPLEMENTAL COMPENSATION.

Members required to travel between school sites in accordance with daily teaching assignments shall not be assigned a regular duty. Members assigned as site technology specialists shall not be assigned a regular duty.

Each school faculty may convene a committee of teachers whose task shall be to reevaluate the duty needs, schedule, and roster of that school. The committee shall consider teacher choice and flexibility in the designation of duty/duties, the importance of equity and seniority regarding duty service, as well as the special needs of traveling teachers, and recommend improvements in supervision and duty to the building principal. The



committee may also consider innovative ideas for improvement, including recruiting volunteers from the community and rotating schedules. Student safety and supervision shall be prime considerations in the deliberations of the committee.

This committee shall meet and make recommendations during the first semester of the school year. The committee shall reconvene prior to the final student week to review issues related to duty service and supervision and to consider possible recommendations for the following school year. (2002, 2004, 2006)

## **6.09 CLASS SIZE**

Special consideration will be given to Kindergarten to help maintain smaller class size.

### **STATEMENT OF BELIEF ON CLASS SIZE**

The Education Association of Moore in conjunction with the Administration and the Moore Public Schools' Board of Education recognize and agree that students learn best in smaller class size settings. We are committed to working to keep class sizes as low as possible within budgetary and personnel constraints and collaborating for resolution of concerns about student management, accommodations, and resources that result from class size compromises.

## **6.10 CONFERENCES**

Parental, placement, or other student related conferences may be arranged by the Member of the Bargaining Unit, the Principal or the Principal's designee. Such conference shall, whenever possible, be scheduled during the Member's workday. At the request of the Member, the building principal will schedule a conference at his/her convenience. All participants in the conference shall be consulted as to time for the conference before a definite time is set.

## **6.11 COMMITTEE APPOINTMENTS**

The Association shall have the right to appoint one (1) Member of the Bargaining Unit to serve on District wide and/or site committees that require participation by certified personnel (example: curriculum committee, discipline committee, textbook committee, technology committee). (2013)

## **6.12 STUDENT DISCIPLINE**

Members of the Bargaining Unit will be given an opportunity to provide input on disciplinary decisions, unless circumstances make this an impossibility.

If two (2) school days lapse without Administrator feedback on a disciplinary concern, the Member involved should request to confer with the Administrator to seek information on the status and progress of that disciplinary concern.

To facilitate communications within all segments of the school community concerning discipline in the Moore Public Schools, a Discipline Committee will be maintained.

The committee shall be comprised of six (6) administrators (appointed by the Board or its designee), six (6) teachers (appointed by the Bargaining Agent), and six (6) members shall be a mixture of parents and students.

The purpose of the committee shall be (1) review current student policies and procedures and (2) make written recommendations to the Board for changes or additions to a succeeding discipline policy adopted by the Board.

A copy of the School Board's policy for the control and discipline of students is located on the MPS website on the School Board Policies located in the Board Docs section of the Administrative page. Such policy shall clearly state the rights of Members to maintain control and discipline, the methods of control and discipline of students, and shall define standards of conduct to which students are expected to conform, as prescribed by state law. (2001, 2005, 2014, 2017)

### **6.13 INCLUSION**

All teachers may be provided an opportunity to review the Individualized Education Plan (IEP) of any special education student placed in his/her classroom for direct instruction. Review of the plan shall be done in accordance with privacy laws and district access procedures.

When the IEP of a special education student places a student in a classroom, the teacher shall have available all appropriate supplemental services including but not limited to curriculum, equipment, and/or classroom modifications, supportive personnel, and instructional aids and devices, as listed in the IEP.

Every effort will be made to evenly distribute students who are on IEPs as they are placed in regular classes. If a Member is concerned about the number of students on IEPs in a class, the concerns shall be addressed with the site principal. (2003, 2016)

### **6.14 INNOVATIVE PROGRAMS**

In order to facilitate educational innovation, faculties/administrators who desire to create/implement a program which violates any portion of the negotiated contract shall:

1. Establish a site committee that includes Association members;
2. Develop the program;
3. Send the completed plan to the Association and the Superintendent or designee for review; and
4. Hold a secret ballot vote, which attains at least a 75% approval.

If sanctioned by the Association and the Board, their representatives shall sign a memorandum of agreement.

Such programs end at the conclusion of the current school year. (1999, 2000)

### **6.15 FINANCIAL ACCOUNTING PROCEDURES**

Members will only be required to submit the following accounting documents:

1. Fundraiser Approval Form
2. Request for Purchase Order Form
3. Receipts for funds collected
4. Deposit slips
5. Reconciliation Form

Members shall be prepared to provide detailed information of students who participated in fundraisers; inventory lists of items sold, returned or lost; and monies owed or collected.

Members who feel that their financial record-keeping requirements should be reduced should report their suggestions to their building principal.

### **6.16 FACULTY MEETINGS**

Faculty meetings should serve to convey information pertaining to the efficient and effective operation of school activities, including professional enhancement activities, and will be conducted during the workday with the exception of two meetings per month which may be held for sufficient duration to qualify attendees for one professional development point.

(2002, 2018)

### **6.17 LESSON PLANS**

If the principal requires lesson plans to be submitted, Members may decide whether to submit their lesson plans through print or electronic media.

Members of the Bargaining Unit may use their own lesson plan format(s) which are appropriate to the subject and/or district approved curriculum. (2004)

## **VII. FRINGE BENEFITS**

### **7.01 SICK LEAVE ACCUMULATION REIMBURSEMENT**

Reimbursement for accumulated sick leave shall be provided for all Members of the Bargaining Unit.

Upon termination of employment, Members shall be provided \$10.00 for each day of accumulated sick leave up to 60 days. Members shall be provided with \$50 for each day of accumulated sick leave above 60 days. (2023) Transfer leave from other districts is not eligible for reimbursement. If the Member chooses to transfer all or any part of his/her accumulated sick leave days to another district, said Member shall not be reimbursed for days transferred.

Members shall apply in writing to the Superintendent or designee for reimbursement of accumulated sick leave within thirty (30) days following the termination of employment.

### **7.02 RETIREMENT CONTRIBUTION**

The Moore Board of Education shall pay one hundred percent (100%) of each Member of the Bargaining Unit's contribution to the Oklahoma Teachers' Retirement System for the current school year.

### **7.03 SOCIAL SECURITY**

The Board shall maintain social security coverage for each Member of the Bargaining Unit. (2004)

### **7.04 WORK RELATED INJURY**

The Board shall maintain Workers' Compensation coverage.

When a Member of the Bargaining Unit is off work because of a work-related injury, that Member:

- A. May, at his/her option, supplement temporary total disability benefits by the use of any sick leave or personal business leave or fractional use thereof, available to the injured Member to the extent that the injured Member shall receive full wages during the Member's temporary absence.
- B. Shall draw, if eligible, Workers' Compensation until the Member is certified to return to work or has exhausted Workers' Compensation benefits.
- C. Shall use sick leave benefits according to provisions made in ARTICLE 5.01: SICK LEAVE in the event that the Member has exhausted Worker's Compensation benefits and is not certified to return to work. (2004)
- D. A member who is injured as a result of assault or battery while the member is in the performance of any duty as an education employee shall be entitled to leave from employment as governed by Worker's Compensation provisions. This leave shall be granted without loss of leave benefits to the member (1.S. 6-145 of Title 70). (2009)

### **7.05 FRINGE BENEFIT PROGRAM**

Members may choose whether or not to enroll in an Oklahoma State and Education Employees Group Insurance Board (OSEEGIB) health plan.

Members electing to enroll shall have 100% of the Health Choice High option single premium paid and the flexible benefit shall be credited to their Section 125 plan.

Members not choosing to enroll will receive taxable compensation in lieu of the flexible benefit in the amount of \$69.71 per month (\$836.52 annually). Members may direct compensation to programs available in the 125 Plans. Programs available through the IRS 125 Plan shall include but not be limited to:

- OSEEGIB health plans
- Dental insurance
- Vision insurance
- Group term life insurance premiums
- Disability insurance premiums
- Cancer & Dread Disease insurance premiums
- Health Savings Accounts
- Childcare

If a Member, who has major medical coverage (whether individual or family), does not choose to participate in the 125 Plan, said Member shall contribute, through payroll deduction the additional premium. Members may increase coverage as provided in the plan adopted.

If the selected plan permits, the Board and the Association further agree that a Member may continue his/her Fringe Benefit Program during an approved leave of absence, provided the Member makes full premium payments. Such payments shall be paid to the Board of Education which, in turn, makes payments to the carriers(s).

The Board shall also provide a ten-thousand-dollar (\$10,000) life insurance policy for each Member and shall pay the cost of administering Section 125 of the IRS Code. (2001, 2002, 2003, 2004, 2013)

## VIII. COMPENSATION

### 8.01 MEMBER SUBSTITUTE PAY

When a Member is absent for any reason, the district shall attempt to hire a substitute.

#### SUBSTITUTING DURING PREPARATION TIME

Members of the Bargaining Unit who substitute during their preparation time shall be compensated on a per class period basis. The rate shall be the Board approved substitute pay prorated per teaching period.

#### SUBSTITUTING BEYOND PREPARATION TIME

After all possible efforts have been made to hire a substitute teacher, a Member who is required to cover another Member's class shall be compensated in accordance with the following schedule, based upon the current daily rate of certified substitute pay:

	<b>&gt;1/2 to Full Class</b>	<b>&gt;1/3 to 1/2 Class</b>	<b>&gt;1/4 to 1/3 Class</b>	<b>Up to 1/4 Class</b>
Full Day	\$100.00	\$50.00	\$33.33	\$25.00
Half Day	\$50.00	\$25.00	\$16.67	\$12.50
Hourly	\$19.25	\$9.63	\$6.42	\$4.81

Note: Not to exceed one (1) full class. (2000, 2001, 2007, 2009, 2010, 2018, 2019, 2021, 2022, 2023)

## **8.02 REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE**

Each Member of the Bargaining Unit required by assignment to travel from building to building during the school day shall be paid for the use of a personal automobile. Compensation shall be calculated on the current prevailing IRS per mile rate.

Any assignments requiring mileage reimbursement must have prior authorization of the respective Assistant Superintendent and administrator whose budget is affected. Claims should be compiled and submitted at the end of each academic quarter. (2000, 2001, 2002)

## **8.03 PAYROLL DEDUCTIONS**

In addition to those deductions required by state and federal law, each Member of the Bargaining Unit may, upon written authorization, initiate the following payroll deductions:

- A. Oklahoma Educators Credit Union;
- B. School approved health, hospital, life, cancer, dental, and vision insurance;
- C. Annuities;
- D. U.A. dues;
- E. OEA/NEA Fund contributions;
- F. Salary protection; and
- G. Other items as approved by Board of Education policy. (2000, 2005, 2011)

## **8.04 COMPENSATION**

The compensation of all persons covered by this contract is set forth in APPENDIX 9.03 which is attached hereto and made a part hereof.

- A. Each new Member of the Bargaining Unit hired prior to contract ratification in a school year shall be placed on the compensation schedule commensurate with the returning Members.

Upon ratification all Members shall be moved to the placement for which they are qualified for the current contract year.

- B. All years of out-of-state experience or as approved by the State Department of Education for reimbursement shall be applied to a Member's salary placement effective for those Members hired after ratification of the 2012-2013 contract. Approved/verified experience is on a go forward basis and is not eligible for any retro compensation. (2019)
- C. Any encumbrances in addition to the compensation schedule shall be in accordance with this article or ARTICLE 8.05: SUPPLEMENTAL COMPENSATION.
- D. In order for a salary adjustment to be figured and received by the Member during either semester, an official transcript must be submitted to the Certified Personnel Records Clerk. Members will have the ability to submit hours once per semester. One (1) official transcript showing degree and/or additional hours and the updated certificate showing new degree or a letter of confirmation must accompany the notification form. The letter of confirmation bearing the official signature of the registrar of the college or university or his/her designee must contain the following information:
  - 1. Number of hours above degree or
  - 2. Degree.

Additional hours to be counted for BA+15, MA+15, and MA+30 must be college hours earned after the date on which the designated degree was awarded.

- E. Paydays will be on regularly scheduled district payment dates of the month, unless otherwise stated, beginning pay shall not exceed the eighth (8th) workday and the last workday of the month and then revert to the regular cycle, which shall be the fifteenth (15th) and the last day of the month. When the payday falls on a weekend or federally recognized holiday, Members shall receive their paychecks on the last workday prior to the beginning of the weekend, or official holiday otherwise paydays will be on the 15th or last day of the month. Members shall receive all summer paychecks on the June fifteenth (15th) payday. In cases of natural disaster or inclement weather, pay days may be moved to allow for reasonable accommodation by administration.
- F. Counselors shall be paid five percent (5%) above the Member's current compensation schedule placement.
- G. Special Education teachers shall be paid ten percent (10%) above the Member's current compensation schedule placement as per state law.
- H. Alternative Education teachers shall be paid five percent (5%) above the Member's current compensation schedule placement as per state law.
- I. Any Member who does not complete the full contract shall receive reimbursements for benefits earned during that contract year on a prorated basis.
- J. Members of the Bargaining Unit who are authorized by the administration and approved by the Board to work a period of days before and/or after the official school calendar year shall be remunerated at the rate of the individual Member's per diem.
- K. Advanced Technology Academic Education (ATAE)/Technology Education instructors shall receive a one percent (1%) increment for each hour of ATAE/Technology taught as determined by the following formula:  
  
One percent (1%) multiplied by \$22,000 multiplied by the number of hours of ATAE/Technology taught.  
  
(Example: 1% x \$22,000 x hours of ATAE/Technology taught.)
- L. Information on contracts issued individually to Members that violates the provisions of the negotiated contract is subject to the grievance procedure.
- M. Compensation for the following shall be at a rate of \$23.00 per hour (2023):
  - 1. Summer School
  - 2. Night Alternative School
  - 3. Homebound
  - 4. Internet-Based Instruction
  - 5. IC Coaches
  - 6. Professional Development Chair
  - 7. Science Compliance Clerk (2018)
  - 8. Social Media Facilitator (2019)
  - 9. After School Tutoring (District Program) (2019)

The stipend will be paid annually contingent upon receiving funds from the State or mandated by the State. (2018)
- N. The district shall pay the initial and subsequent renewal costs for training and testing for Members who are required to get a Commercial Driving License (CDL) as a part of their coach/sponsor duties.
- O. Members who volunteer to perform lunch duty during their regularly scheduled duty-free lunchtime shall be compensated at the current rate of substitute pay prorated per hour.
- P. National Board-Certified Teachers who are members of the bargaining unit who do not receive the annual \$5,000 stipend from the State of Oklahoma will receive a \$1,000 stipend, minus FICA and benefits costs. The stipend will be paid annually contingent upon receiving funds from the State or as mandated by the State (2018).

Moore Public Schools will provide funding for up to five candidates who are members of the bargaining unit for renewal of their National Board Certification. Qualified candidates will apply for this funding no later than

September 30th of the school year during which they will be eligible for renewal. In the event more than five candidates apply for this funding, the Moore Public Schools Professional Development Committee will evaluate his/her application based on a rubric to determine their commitment to the teaching profession, their involvement in supporting other teachers, and their contributions to excellence in education in Moore Public Schools. This will be awarded in the current year but will be paid upon completion of the National Board-Certified Teacher renewal process and with current employment in the district.

Salary increase of \$2,000 from the District plus \$1,220 suggested by the OK Legislature for a total increase of \$3,220. (2019)

(2001, 2002, 2003, 2004, 2005, 2008, 2012, 2013, 2014, 2015, 2018, 2019)

## **8.05 SUPPLEMENTAL COMPENSATION**

A Member of the Bargaining Unit who accepts a supplemental assignment shall be compensated. Compensation for all supplemental assignments shall be determined by using the following formula: \$22,000 multiplied by the proper index number from APPENDIX 9.03: SUPPLEMENTAL COMPENSATION SCHEDULE attached hereto and made a part hereof. Members shall start to receive supplemental pay (extra duty pay) no later than 6 (six) weeks after their official report date back to work or when that job function is fully determined, pay will be equally distributed across all remaining pay periods. Fully determined is defined as a position being filled by a specific applicant with all applicable paperwork filled out and turned in to the appropriate stakeholders that allows for processing time. (2005, 2015, 2019, 2022, 2023)

**IX. APPENDIX**

**9.01 GRIEVANCE FORM**

White Copy - Superintendent  
Canary Copy - Affected Administrator Pink Copy - Grievant  
Goldenrod Copy-TEAM TRC Chairperson

**MOORE PUBLIC SCHOOLS  
GRIEVANCE FORM**

Level (check one):            One \_\_\_\_\_            Two \_\_\_\_\_            Three \_\_\_\_\_

---

Name of Grievant \_\_\_\_\_ Building \_\_\_\_\_ Assignment \_\_\_\_\_ Date Filed \_\_\_\_\_

Date grievance occurred \_\_\_\_\_

Contract article(s) allegedly violated \_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

Decision \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

{If additional space is needed to complete any portion(s) of this form, attach and properly identify additional pages.}

Grievant is satisfied with the disposition of grievance at this level:    Yes \_\_\_\_\_    No \_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_



**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

The district will continue to fund years of service with TRS. Consideration will be given to continue to fund the TRS credit, if allowable from the State Department of Education, as a part of total compensation.

All certified staff members will receive their step raise. One year will be added for those who have more years of service than the salary schedule lists. (2021, 2022, 2023, 2024)

**IX. APPENDIX**  
**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule  
 Fiscal Year 2024-2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Bachelor</b>					<b>Bachelor + 15</b>				
0	45,300	60.15	3,111	48,471	0	45,858	60.15	3,150	49,068
1	45,708	103.41	3,096	48,908	1	46,266	103.41	3,135	49,505
2	46,115	145.65	3,082	49,343	2	46,673	145.65	3,121	49,940
3	46,524	188.15	3,069	49,781	3	47,082	188.15	3,108	50,378
4	46,932	233.33	3,052	50,217	4	47,490	233.33	3,091	50,814
5	48,469	278.76	3,114	51,862	5	49,027	278.76	3,153	52,459
6	48,997	325.26	3,105	52,427	6	49,555	325.26	3,144	53,024
7	49,526	372.82	3,094	52,993	7	50,084	372.82	3,133	53,590
8	50,054	421.44	3,082	53,558	8	50,612	421.44	3,121	54,155
9	50,582	471.12	3,070	54,123	9	51,140	471.12	3,109	54,720
10	52,218	521.87	3,133	55,873	10	52,776	521.87	3,172	56,470
11	52,751	573.67	3,119	56,443	11	53,309	573.67	3,158	57,040
12	53,377	626.54	3,110	57,113	12	53,935	626.54	3,149	57,710
13	54,002	680.48	3,100	57,782	13	54,560	680.48	3,139	58,380
14	54,628	735.47	3,089	58,452	14	55,186	735.47	3,128	59,049
15	56,273	791.53	3,148	60,212	15	56,831	791.53	3,187	60,809
16	56,899	848.65	3,134	60,882	16	57,457	848.65	3,173	61,479
17	57,618	906.83	3,126	61,651	17	58,176	906.83	3,165	62,248
18	58,337	966.07	3,118	62,420	18	58,895	966.07	3,157	63,018
19	59,056	1,026.38	3,108	63,190	19	59,614	1,026.38	3,147	63,787
20	59,795	1,087.75	3,098	63,980	20	60,353	1,087.75	3,137	64,578
21	60,514	1,150.18	3,086	64,750	21	61,072	1,150.18	3,125	65,347
22	61,234	1,213.68	3,073	65,520	22	61,792	1,213.68	3,112	66,117
23	61,953	1,278.23	3,058	66,290	23	62,511	1,278.23	3,098	66,887
24	62,704	1,343.85	3,045	67,094	24	63,262	1,343.85	3,085	67,691
25	64,387	1,410.53	3,097	68,894	25	65,045	1,410.53	3,143	69,598
26	65,070	1,410.53	3,144	69,625	26	65,628	1,410.53	3,183	70,222
27	65,754	1,410.53	3,192	70,357	27	66,312	1,410.53	3,231	70,954
28	66,438	1,410.53	3,240	71,088	28	66,996	1,410.53	3,279	71,685
29	67,121	1,410.53	3,288	71,820	29	67,679	1,410.53	3,327	72,417
30	67,805	1,410.53	3,336	72,551	30	68,363	1,410.53	3,375	73,148
31	68,488	1,410.53	3,384	73,282	31	69,046	1,410.53	3,423	73,879
32	69,172	1,410.53	3,431	74,014	32	69,730	1,410.53	3,471	74,611
33	69,855	1,410.53	3,479	74,745	33	70,413	1,410.53	3,518	75,342
34	70,539	1,410.53	3,527	75,477	34	71,097	1,410.53	3,566	76,074
35	71,222	1,410.53	3,575	76,208	35	71,780	1,410.53	3,614	76,805
36	71,906	1,410.53	3,623	76,939	36	72,464	1,410.53	3,662	77,536
37	72,590	1,410.53	3,671	77,671	37	73,148	1,410.53	3,710	78,268
38	73,273	1,410.53	3,719	78,402	38	73,831	1,410.53	3,758	78,999
39	74,008	1,410.53	3,770	79,189	39	74,566	1,410.53	3,809	79,786
40	74,743	1,410.53	3,821	79,975	40	75,301	1,410.53	3,861	80,572
41	75,478	1,410.53	3,873	80,762	41	76,036	1,410.53	3,912	81,359
42	76,213	1,410.53	3,924	81,548	42	76,771	1,410.53	3,963	82,145
43	76,948	1,410.53	3,976	82,334	43	77,506	1,410.53	4,015	82,931
44	77,683	1,410.53	4,027	83,121	44	78,241	1,410.53	4,066	83,718
45	78,418	1,410.53	4,079	83,907	45	78,976	1,410.53	4,118	84,504

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**  
**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule  
 Fiscal Year 2024-2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters</b>					<b>Masters + 15</b>				
0	46,606	60.15	3,202	49,869	0	47,164	60.15	3,241	50,466
1	47,014	103.41	3,188	50,305	1	47,572	103.41	3,227	50,902
2	47,421	145.65	3,174	50,741	2	47,979	145.65	3,213	51,338
3	47,830	188.15	3,160	51,178	3	48,388	188.15	3,199	51,775
4	48,238	233.33	3,143	51,615	4	48,796	233.33	3,182	52,212
5	49,775	278.76	3,205	53,259	5	50,333	278.76	3,245	53,856
6	50,303	325.26	3,196	53,824	6	50,861	325.26	3,235	54,421
7	50,832	372.82	3,185	54,390	7	51,390	372.82	3,224	54,987
8	51,360	421.44	3,174	54,955	8	51,918	421.44	3,213	55,553
9	51,889	471.12	3,161	55,521	9	52,447	471.12	3,200	56,118
10	53,593	521.87	3,230	57,344	10	54,151	521.87	3,269	57,941
11	54,126	573.67	3,215	57,915	11	54,684	573.67	3,254	58,512
12	54,752	626.54	3,206	58,584	12	55,310	626.54	3,245	59,182
13	55,378	680.48	3,196	59,255	13	55,936	680.48	3,235	59,852
14	56,003	735.47	3,185	59,924	14	56,561	735.47	3,224	60,521
15	57,649	791.53	3,244	61,684	15	58,207	791.53	3,283	62,281
16	58,275	848.65	3,231	62,354	16	58,833	848.65	3,270	62,951
17	58,994	906.83	3,223	63,123	17	59,552	906.83	3,262	63,720
18	59,713	966.07	3,214	63,893	18	60,271	966.07	3,253	64,490
19	60,432	1,026.38	3,204	64,662	19	60,990	1,026.38	3,243	65,260
20	61,172	1,087.75	3,194	65,454	20	61,730	1,087.75	3,233	66,051
21	61,891	1,150.18	3,182	66,223	21	62,449	1,150.18	3,221	66,820
22	62,610	1,213.68	3,169	66,993	22	63,168	1,213.68	3,208	67,590
23	63,330	1,278.23	3,155	67,763	23	63,888	1,278.23	3,194	68,360
24	64,081	1,343.85	3,142	68,567	24	64,639	1,343.85	3,181	69,164
25	65,800	1,410.53	3,195	70,406	25	66,358	1,410.53	3,235	71,003
26	66,483	1,410.53	3,243	71,137	26	67,041	1,410.53	3,282	71,734
27	67,167	1,410.53	3,291	71,869	27	67,725	1,410.53	3,330	72,466
28	67,851	1,410.53	3,339	72,600	28	68,409	1,410.53	3,378	73,197
29	68,534	1,410.53	3,387	73,332	29	69,092	1,410.53	3,426	73,929
30	69,218	1,410.53	3,435	74,063	30	69,776	1,410.53	3,474	74,660
31	69,901	1,410.53	3,483	74,794	31	70,459	1,410.53	3,522	75,391
32	70,585	1,410.53	3,530	75,526	32	71,143	1,410.53	3,569	76,123
33	71,268	1,410.53	3,578	76,257	33	71,826	1,410.53	3,617	76,854
34	71,952	1,410.53	3,626	76,988	34	72,510	1,410.53	3,665	77,586
35	72,635	1,410.53	3,674	77,720	35	73,193	1,410.53	3,713	78,317
36	73,319	1,410.53	3,722	78,451	36	73,877	1,410.53	3,761	79,048
37	74,003	1,410.53	3,770	79,183	37	74,561	1,410.53	3,809	79,780
38	74,686	1,410.53	3,817	79,914	38	75,244	1,410.53	3,857	80,511
39	75,421	1,410.53	3,869	80,701	39	75,979	1,410.53	3,908	81,298
40	76,156	1,410.53	3,920	81,487	40	76,714	1,410.53	3,959	82,084
41	76,891	1,410.53	3,972	82,273	41	77,449	1,410.53	4,011	82,870
42	77,626	1,410.53	4,023	83,060	42	78,184	1,410.53	4,062	83,657
43	78,361	1,410.53	4,075	83,846	43	78,919	1,410.53	4,114	84,443
44	79,096	1,410.53	4,126	84,633	44	79,654	1,410.53	4,165	85,230
45	79,831	1,410.53	4,178	85,419	45	80,389	1,410.53	4,217	86,016

(A) Step - Salary placement level  
 (B) 2024-2025 Negotiated Base Salary  
 (C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.  
 (D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).  
 (E) District Paid Compensation - Total of columns B through D  
 Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.  
 Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.  
 NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule  
 Fiscal Year 2024-2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters + 30</b>					<b>Doctorate</b>				
0	47,722	60.15	3,280	51,063	0	48,470	60.15	3,333	51,863
1	48,130	103.41	3,266	51,499	1	48,878	103.41	3,318	52,299
2	48,537	145.65	3,252	51,935	2	49,285	145.65	3,304	52,735
3	48,946	188.15	3,238	52,372	3	49,694	188.15	3,290	53,173
4	49,354	233.33	3,221	52,809	4	50,102	233.33	3,274	53,609
5	50,891	278.76	3,284	54,453	5	51,639	278.76	3,336	55,254
6	51,419	325.26	3,274	55,018	6	52,168	325.26	3,327	55,820
7	51,948	372.82	3,264	55,584	7	52,696	372.82	3,316	56,385
8	52,476	421.44	3,252	56,150	8	53,224	421.44	3,304	56,950
9	53,005	471.12	3,239	56,715	9	53,753	471.12	3,292	57,516
10	54,709	521.87	3,308	58,538	10	55,594	521.87	3,370	59,485
11	55,242	573.67	3,293	59,109	11	56,127	573.67	3,355	60,056
12	55,868	626.54	3,284	59,779	12	56,753	626.54	3,346	60,726
13	56,494	680.48	3,274	60,449	13	57,379	680.48	3,336	61,396
14	57,119	735.47	3,263	61,118	14	58,004	735.47	3,325	62,065
15	58,765	791.53	3,322	62,878	15	59,651	791.53	3,384	63,826
16	59,391	848.65	3,309	63,548	16	60,277	848.65	3,371	64,496
17	60,110	906.83	3,301	64,318	17	60,996	906.83	3,363	65,266
18	60,829	966.07	3,292	65,087	18	61,715	966.07	3,354	66,035
19	61,548	1,026.38	3,282	65,857	19	62,434	1,026.38	3,344	66,805
20	62,288	1,087.75	3,272	66,648	20	63,175	1,087.75	3,334	67,597
21	63,007	1,150.18	3,260	67,417	21	63,894	1,150.18	3,322	68,367
22	63,726	1,213.68	3,247	68,187	22	64,613	1,213.68	3,309	69,136
23	64,446	1,278.23	3,233	68,957	23	65,333	1,278.23	3,295	69,906
24	65,197	1,343.85	3,220	69,761	24	66,084	1,343.85	3,282	70,710
25	66,916	1,410.53	3,274	71,600	25	67,848	1,410.53	3,339	72,597
26	67,599	1,410.53	3,321	72,331	26	68,531	1,410.53	3,387	73,329
27	68,283	1,410.53	3,369	73,063	27	69,215	1,410.53	3,435	74,060
28	68,967	1,410.53	3,417	73,794	28	69,899	1,410.53	3,482	74,791
29	69,650	1,410.53	3,465	74,526	29	70,582	1,410.53	3,530	75,523
30	70,334	1,410.53	3,513	75,257	30	71,266	1,410.53	3,578	76,254
31	71,017	1,410.53	3,561	75,988	31	71,949	1,410.53	3,626	76,986
32	71,701	1,410.53	3,609	76,720	32	72,633	1,410.53	3,674	77,717
33	72,384	1,410.53	3,656	77,451	33	73,316	1,410.53	3,722	78,448
34	73,068	1,410.53	3,704	78,183	34	74,000	1,410.53	3,769	79,180
35	73,751	1,410.53	3,752	78,914	35	74,683	1,410.53	3,817	79,911
36	74,435	1,410.53	3,800	79,645	36	75,367	1,410.53	3,865	80,643
37	75,119	1,410.53	3,848	80,377	37	76,051	1,410.53	3,913	81,374
38	75,802	1,410.53	3,896	81,108	38	76,734	1,410.53	3,961	82,105
39	76,537	1,410.53	3,947	81,895	39	77,469	1,410.53	4,012	82,892
40	77,272	1,410.53	3,999	82,681	40	78,204	1,410.53	4,064	83,678
41	78,007	1,410.53	4,050	83,468	41	78,939	1,410.53	4,115	84,465
42	78,742	1,410.53	4,101	84,254	42	79,674	1,410.53	4,167	85,251
43	79,477	1,410.53	4,153	85,040	43	80,409	1,410.53	4,218	86,038
44	80,212	1,410.53	4,204	85,827	44	81,144	1,410.53	4,270	86,824
45	80,947	1,410.53	4,256	86,613	45	81,879	1,410.53	4,321	87,611

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 5% Group  
 Fiscal Year 2024-2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Bachelor</b>					<b>Bachelor + 15</b>				
0	47,565	60.15	3,269	50,895	0	48,151	60.15	3,310	51,521
1	47,993	103.41	3,256	51,353	1	48,579	103.41	3,297	51,980
2	48,421	145.65	3,244	51,811	2	49,007	145.65	3,285	52,437
3	48,850	188.15	3,231	52,270	3	49,436	188.15	3,272	52,897
4	49,278	233.33	3,216	52,728	4	49,864	233.33	3,257	53,355
5	50,892	278.76	3,284	54,455	5	51,478	278.76	3,325	55,082
6	51,447	325.26	3,276	55,048	6	52,033	325.26	3,317	55,675
7	52,002	372.82	3,267	55,642	7	52,588	372.82	3,308	56,269
8	52,557	421.44	3,258	56,236	8	53,143	421.44	3,299	56,863
9	53,111	471.12	3,247	56,829	9	53,697	471.12	3,288	57,456
10	54,829	521.87	3,316	58,667	10	55,415	521.87	3,357	59,294
11	55,388	573.67	3,304	59,266	11	55,974	573.67	3,345	59,892
12	56,046	626.54	3,297	59,969	12	56,632	626.54	3,338	60,596
13	56,702	680.48	3,289	60,672	13	57,288	680.48	3,330	61,298
14	57,360	735.47	3,280	61,375	14	57,946	735.47	3,321	62,002
15	59,086	791.53	3,345	63,223	15	59,672	791.53	3,386	63,849
16	59,744	848.65	3,333	63,926	16	60,330	848.65	3,374	64,553
17	60,499	906.83	3,328	64,734	17	61,085	906.83	3,369	65,361
18	61,254	966.07	3,322	65,542	18	61,840	966.07	3,363	66,168
19	62,009	1,026.38	3,314	66,350	19	62,595	1,026.38	3,355	66,977
20	62,785	1,087.75	3,307	67,179	20	63,370	1,087.75	3,348	67,806
21	63,540	1,150.18	3,298	67,987	21	64,126	1,150.18	3,339	68,614
22	64,296	1,213.68	3,287	68,796	22	64,881	1,213.68	3,328	69,423
23	65,051	1,278.23	3,275	69,604	23	65,637	1,278.23	3,316	70,231
24	65,840	1,343.85	3,265	70,448	24	66,426	1,343.85	3,306	71,075
25	67,606	1,410.53	3,322	72,339	25	68,297	1,410.53	3,370	73,078
26	68,324	1,410.53	3,372	73,107	26	68,910	1,410.53	3,413	73,734
27	69,042	1,410.53	3,422	73,875	27	69,628	1,410.53	3,463	74,502
28	69,759	1,410.53	3,473	74,643	28	70,345	1,410.53	3,514	75,270
29	70,477	1,410.53	3,523	75,411	29	71,063	1,410.53	3,564	76,037
30	71,195	1,410.53	3,573	76,179	30	71,781	1,410.53	3,614	76,805
31	71,913	1,410.53	3,623	76,947	31	72,499	1,410.53	3,664	77,573
32	72,630	1,410.53	3,674	77,714	32	73,216	1,410.53	3,715	78,341
33	73,348	1,410.53	3,724	78,482	33	73,934	1,410.53	3,765	79,109
34	74,066	1,410.53	3,774	79,250	34	74,652	1,410.53	3,815	79,877
35	74,784	1,410.53	3,824	80,018	35	75,369	1,410.53	3,865	80,645
36	75,501	1,410.53	3,875	80,786	36	76,087	1,410.53	3,916	81,413
37	76,219	1,410.53	3,925	81,554	37	76,805	1,410.53	3,966	82,181
38	76,937	1,410.53	3,975	82,322	38	77,523	1,410.53	4,016	82,949
39	77,708	1,410.53	4,029	83,148	39	78,294	1,410.53	4,070	83,775
40	78,480	1,410.53	4,083	83,974	40	79,066	1,410.53	4,124	84,601
41	79,252	1,410.53	4,137	84,800	41	79,838	1,410.53	4,178	85,427
42	80,024	1,410.53	4,191	85,625	42	80,610	1,410.53	4,232	86,252
43	80,795	1,410.53	4,245	86,451	43	81,381	1,410.53	4,286	87,078
44	81,567	1,410.53	4,299	87,277	44	82,153	1,410.53	4,340	87,904
45	82,339	1,410.53	4,353	88,103	45	82,925	1,410.53	4,394	88,730

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 5% Group  
 Fiscal Year 2024 - 2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters</b>					<b>Masters + 15</b>				
0	48,937	60.15	3,365	52,362	0	49,522	60.15	3,406	52,989
1	49,365	103.41	3,352	52,820	1	49,951	103.41	3,393	53,447
2	49,792	145.65	3,340	53,278	2	50,378	145.65	3,381	53,905
3	50,222	188.15	3,327	53,737	3	50,808	188.15	3,368	54,364
4	50,650	233.33	3,312	54,195	4	51,236	233.33	3,353	54,822
5	52,264	278.76	3,380	55,922	5	52,849	278.76	3,421	56,549
6	52,818	325.26	3,372	56,516	6	53,404	325.26	3,413	57,142
7	53,373	372.82	3,363	57,110	7	53,959	372.82	3,404	57,736
8	53,928	421.44	3,354	57,703	8	54,514	421.44	3,395	58,330
9	54,483	471.12	3,343	58,297	9	55,069	471.12	3,384	58,924
10	56,272	521.87	3,417	60,212	10	56,858	521.87	3,458	60,838
11	56,832	573.67	3,405	60,810	11	57,418	573.67	3,446	61,437
12	57,489	626.54	3,398	61,514	12	58,075	626.54	3,439	62,141
13	58,147	680.48	3,390	62,217	13	58,733	680.48	3,431	62,844
14	58,803	735.47	3,381	62,920	14	59,389	735.47	3,422	63,547
15	60,531	791.53	3,446	64,768	15	61,117	791.53	3,487	65,395
16	61,189	848.65	3,435	65,472	16	61,774	848.65	3,476	66,099
17	61,944	906.83	3,429	66,280	17	62,529	906.83	3,470	66,906
18	62,699	966.07	3,423	67,087	18	63,284	966.07	3,464	67,714
19	63,454	1,026.38	3,415	67,896	19	64,040	1,026.38	3,456	68,522
20	64,230	1,087.75	3,408	68,727	20	64,816	1,087.75	3,449	69,353
21	64,986	1,150.18	3,399	69,535	21	65,571	1,150.18	3,440	70,161
22	65,740	1,213.68	3,388	70,342	22	66,326	1,213.68	3,429	70,969
23	66,497	1,278.23	3,377	71,151	23	67,082	1,278.23	3,418	71,778
24	67,285	1,343.85	3,366	71,995	24	67,871	1,343.85	3,407	72,622
25	69,090	1,410.53	3,426	73,926	25	69,676	1,410.53	3,467	74,553
26	69,808	1,410.53	3,476	74,694	26	70,394	1,410.53	3,517	75,321
27	70,525	1,410.53	3,526	75,462	27	71,111	1,410.53	3,567	76,089
28	71,243	1,410.53	3,576	76,230	28	71,829	1,410.53	3,617	76,857
29	71,961	1,410.53	3,627	76,998	29	72,547	1,410.53	3,668	77,625
30	72,679	1,410.53	3,677	77,766	30	73,264	1,410.53	3,718	78,393
31	73,396	1,410.53	3,727	78,534	31	73,982	1,410.53	3,768	79,161
32	74,114	1,410.53	3,777	79,302	32	74,700	1,410.53	3,818	79,929
33	74,832	1,410.53	3,828	80,070	33	75,418	1,410.53	3,869	80,697
34	75,549	1,410.53	3,878	80,838	34	76,135	1,410.53	3,919	81,465
35	76,267	1,410.53	3,928	81,606	35	76,853	1,410.53	3,969	82,233
36	76,985	1,410.53	3,978	82,374	36	77,571	1,410.53	4,019	83,001
37	77,703	1,410.53	4,029	83,142	37	78,289	1,410.53	4,070	83,769
38	78,420	1,410.53	4,079	83,910	38	79,006	1,410.53	4,120	84,537
39	79,192	1,410.53	4,133	84,736	39	79,778	1,410.53	4,174	85,362
40	79,964	1,410.53	4,187	85,561	40	80,550	1,410.53	4,228	86,188
41	80,736	1,410.53	4,241	86,387	41	81,322	1,410.53	4,282	87,014
42	81,507	1,410.53	4,295	87,213	42	82,093	1,410.53	4,336	87,840
43	82,279	1,410.53	4,349	88,039	43	82,865	1,410.53	4,390	88,666
44	83,051	1,410.53	4,403	88,864	44	83,637	1,410.53	4,444	89,491
45	83,823	1,410.53	4,457	89,690	45	84,409	1,410.53	4,498	90,317

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 5% Group  
 Fiscal Year 2024 – 2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters + 30</b>					<b>Doctorate</b>				
0	50,108	60.15	3,711	53,880	0	50,894	60.15	3,502	54,456
1	50,537	103.41	3,700	54,340	1	51,322	103.41	3,489	54,914
2	50,964	145.65	3,690	54,800	2	51,750	145.65	3,477	55,372
3	51,394	188.15	3,680	55,262	3	52,179	188.15	3,464	55,831
4	51,822	233.33	3,667	55,722	4	52,607	233.33	3,449	56,289
5	53,435	278.76	3,743	57,457	5	54,221	278.76	3,517	58,016
6	53,990	325.26	3,739	58,054	6	54,776	325.26	3,509	58,611
7	54,545	372.82	3,733	58,651	7	55,331	372.82	3,500	59,204
8	55,100	421.44	3,726	59,247	8	55,885	421.44	3,491	59,797
9	55,655	471.12	3,718	59,844	9	56,441	471.12	3,480	60,391
10	57,444	521.87	3,802	61,768	10	58,374	521.87	3,564	62,460
11	58,004	573.67	3,792	62,370	11	58,933	573.67	3,552	63,058
12	58,661	626.54	3,789	63,077	12	59,590	626.54	3,545	63,762
13	59,319	680.48	3,784	63,784	13	60,248	680.48	3,537	64,466
14	59,975	735.47	3,779	64,490	14	60,904	735.47	3,528	65,168
15	61,703	791.53	3,853	66,347	15	62,633	791.53	3,593	67,018
16	62,360	848.65	3,845	67,054	16	63,291	848.65	3,582	67,721
17	63,115	906.83	3,844	67,866	17	64,046	906.83	3,576	68,529
18	63,870	966.07	3,841	68,678	18	64,801	966.07	3,570	69,337
19	64,626	1,026.38	3,838	69,490	19	65,556	1,026.38	3,563	70,145
20	65,402	1,087.75	3,835	70,325	20	66,334	1,087.75	3,556	70,977
21	66,157	1,150.18	3,829	71,137	21	67,089	1,150.18	3,546	71,785
22	66,912	1,213.68	3,823	71,949	22	67,843	1,213.68	3,535	72,593
23	67,668	1,278.23	3,815	72,762	23	68,600	1,278.23	3,524	73,402
24	68,457	1,343.85	3,809	73,610	24	69,389	1,343.85	3,513	74,246
25	70,262	1,410.53	3,878	75,550	25	71,240	1,410.53	3,576	76,227
26	70,979	1,410.53	3,932	76,322	26	71,958	1,410.53	3,627	76,995
27	71,697	1,410.53	3,986	77,094	27	72,676	1,410.53	3,677	77,763
28	72,415	1,410.53	4,040	77,865	28	73,393	1,410.53	3,727	78,531
29	73,133	1,410.53	4,094	78,637	29	74,111	1,410.53	3,777	79,299
30	73,850	1,410.53	4,148	79,409	30	74,829	1,410.53	3,827	80,067
31	74,568	1,410.53	4,202	80,181	31	75,547	1,410.53	3,878	80,835
32	75,286	1,410.53	4,256	80,952	32	76,264	1,410.53	3,928	81,603
33	76,004	1,410.53	4,310	81,724	33	76,982	1,410.53	3,978	82,371
34	76,721	1,410.53	4,364	82,496	34	77,700	1,410.53	4,028	83,139
35	77,439	1,410.53	4,418	83,268	35	78,418	1,410.53	4,079	83,907
36	78,157	1,410.53	4,472	84,039	36	79,135	1,410.53	4,129	84,675
37	78,874	1,410.53	4,526	84,811	37	79,853	1,410.53	4,179	85,443
38	79,592	1,410.53	4,580	85,583	38	80,571	1,410.53	4,229	86,211
39	80,364	1,410.53	4,638	86,413	39	81,343	1,410.53	4,283	87,036
40	81,136	1,410.53	4,696	87,243	40	82,114	1,410.53	4,337	87,862
41	81,907	1,410.53	4,755	88,073	41	82,886	1,410.53	4,391	88,688
42	82,679	1,410.53	4,813	88,902	42	83,658	1,410.53	4,446	89,514
43	83,451	1,410.53	4,871	89,732	43	84,430	1,410.53	4,500	90,340
44	84,223	1,410.53	4,929	90,562	44	85,201	1,410.53	4,554	91,165
45	84,994	1,410.53	4,987	91,392	45	85,973	1,410.53	4,608	91,991

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 10%Group  
 Fiscal Year 2024-2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Bachelor</b>					<b>Bachelor + 15</b>				
0	49,830	60.15	3,428	53,318	0	50,444	60.15	3,471	53,975
1	50,279	103.41	3,416	53,798	1	50,893	103.41	3,459	54,455
2	50,727	145.65	3,405	54,278	2	51,341	145.65	3,448	54,935
3	51,177	188.15	3,394	54,759	3	51,790	188.15	3,437	55,416
4	51,625	233.33	3,380	55,239	4	52,239	233.33	3,423	55,896
5	53,316	278.76	3,453	57,048	5	53,930	278.76	3,496	57,705
6	53,897	325.26	3,448	57,670	6	54,511	325.26	3,490	58,326
7	54,478	372.82	3,441	58,292	7	55,092	372.82	3,484	58,949
8	55,060	421.44	3,433	58,914	8	55,673	421.44	3,476	59,571
9	55,640	471.12	3,424	59,535	9	56,254	471.12	3,467	60,192
10	57,440	521.87	3,499	61,460	10	58,053	521.87	3,542	62,117
11	58,026	573.67	3,488	62,088	11	58,640	573.67	3,531	62,744
12	58,715	626.54	3,483	62,825	12	59,328	626.54	3,526	63,481
13	59,403	680.48	3,478	63,561	13	60,016	680.48	3,521	64,217
14	60,091	735.47	3,471	64,297	14	60,705	735.47	3,514	64,954
15	61,900	791.53	3,541	66,233	15	62,514	791.53	3,584	66,890
16	62,589	848.65	3,533	66,970	16	63,203	848.65	3,576	67,627
17	63,380	906.83	3,530	67,816	17	63,993	906.83	3,573	68,473
18	64,171	966.07	3,526	68,663	18	64,784	966.07	3,569	69,319
19	64,962	1,026.38	3,521	69,509	19	65,576	1,026.38	3,564	70,166
20	65,774	1,087.75	3,516	70,379	20	66,388	1,087.75	3,559	71,035
21	66,565	1,150.18	3,509	71,225	21	67,179	1,150.18	3,552	71,882
22	67,357	1,213.68	3,501	72,072	22	67,971	1,213.68	3,544	72,729
23	68,148	1,278.23	3,492	72,919	23	68,762	1,278.23	3,535	73,576
24	68,975	1,343.85	3,484	73,803	24	69,589	1,343.85	3,527	74,460
25	70,826	1,410.53	3,547	75,783	25	71,550	1,410.53	3,598	76,558
26	71,578	1,410.53	3,600	76,588	26	72,191	1,410.53	3,643	77,245
27	72,329	1,410.53	3,653	77,392	27	72,943	1,410.53	3,695	78,049
28	73,081	1,410.53	3,705	78,197	28	73,695	1,410.53	3,748	78,854
29	73,833	1,410.53	3,758	79,002	29	74,447	1,410.53	3,801	79,658
30	74,585	1,410.53	3,810	79,806	30	75,199	1,410.53	3,853	80,463
31	75,337	1,410.53	3,863	80,611	31	75,951	1,410.53	3,906	81,267
32	76,089	1,410.53	3,916	81,415	32	76,703	1,410.53	3,959	82,072
33	76,841	1,410.53	3,968	82,220	33	77,455	1,410.53	4,011	82,876
34	77,593	1,410.53	4,021	83,024	34	78,207	1,410.53	4,064	83,681
35	78,345	1,410.53	4,074	83,829	35	78,958	1,410.53	4,117	84,486
36	79,097	1,410.53	4,126	84,633	36	79,710	1,410.53	4,169	85,290
37	79,848	1,410.53	4,179	85,438	37	80,462	1,410.53	4,222	86,095
38	80,600	1,410.53	4,231	86,242	38	81,214	1,410.53	4,274	86,899
39	81,409	1,410.53	4,288	87,107	39	82,023	1,410.53	4,331	87,764
40	82,217	1,410.53	4,345	87,973	40	82,831	1,410.53	4,388	88,629
41	83,026	1,410.53	4,401	88,838	41	83,640	1,410.53	4,444	89,494
42	83,834	1,410.53	4,458	89,703	42	84,448	1,410.53	4,501	90,360
43	84,643	1,410.53	4,514	90,568	43	85,257	1,410.53	4,557	91,225
44	85,451	1,410.53	4,571	91,433	44	86,065	1,410.53	4,614	92,090
45	86,260	1,410.53	4,628	92,298	45	86,874	1,410.53	4,671	92,955

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding



**IX. APPENDIX**

**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 10% Group  
 Fiscal Year 2024 - 2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters</b>					<b>Masters + 15</b>				
0	51,267	60.15	3,529	54,856	0	51,881	60.15	3,571	55,512
1	51,715	103.41	3,517	55,335	1	52,329	103.41	3,560	55,992
2	52,163	145.65	3,506	55,815	2	52,777	145.65	3,549	56,472
3	52,613	188.15	3,495	56,296	3	53,227	188.15	3,538	56,953
4	53,062	233.33	3,481	56,776	4	53,675	233.33	3,524	57,433
5	54,752	278.76	3,554	58,585	5	55,366	278.76	3,597	59,242
6	55,333	325.26	3,548	59,207	6	55,947	325.26	3,591	59,863
7	55,915	372.82	3,541	59,829	7	56,529	372.82	3,584	60,486
8	56,496	421.44	3,533	60,451	8	57,110	421.44	3,576	61,108
9	57,078	471.12	3,524	61,073	9	57,692	471.12	3,567	61,730
10	58,952	521.87	3,605	63,079	10	59,566	521.87	3,648	63,736
11	59,538	573.67	3,594	63,706	11	60,152	573.67	3,637	64,363
12	60,227	626.54	3,589	64,443	12	60,841	626.54	3,632	65,100
13	60,916	680.48	3,584	65,180	13	61,530	680.48	3,627	65,837
14	61,604	735.47	3,577	65,916	14	62,217	735.47	3,620	66,573
15	63,414	791.53	3,647	67,853	15	64,028	791.53	3,690	68,509
16	64,102	848.65	3,639	68,589	16	64,716	848.65	3,681	69,246
17	64,893	906.83	3,636	69,436	17	65,507	906.83	3,679	70,093
18	65,684	966.07	3,632	70,282	18	66,298	966.07	3,675	70,939
19	66,475	1,026.38	3,627	71,129	19	67,089	1,026.38	3,670	71,785
20	67,289	1,087.75	3,622	71,999	20	67,903	1,087.75	3,665	72,656
21	68,080	1,150.18	3,615	72,846	21	68,694	1,150.18	3,658	73,502
22	68,871	1,213.68	3,607	73,692	22	69,485	1,213.68	3,650	74,349
23	69,663	1,278.23	3,598	74,539	23	70,277	1,278.23	3,641	75,196
24	70,490	1,343.85	3,590	75,424	24	71,103	1,343.85	3,633	76,081
25	72,380	1,410.53	3,656	77,447	25	72,994	1,410.53	3,699	78,103
26	73,132	1,410.53	3,709	78,251	26	73,746	1,410.53	3,752	78,908
27	73,884	1,410.53	3,761	79,056	27	74,498	1,410.53	3,804	79,712
28	74,636	1,410.53	3,814	79,860	28	75,249	1,410.53	3,857	80,517
29	75,388	1,410.53	3,867	80,665	29	76,001	1,410.53	3,910	81,321
30	76,139	1,410.53	3,919	81,469	30	76,753	1,410.53	3,962	82,126
31	76,891	1,410.53	3,972	82,274	31	77,505	1,410.53	4,015	82,930
32	77,643	1,410.53	4,024	83,078	32	78,257	1,410.53	4,067	83,735
33	78,395	1,410.53	4,077	83,883	33	79,009	1,410.53	4,120	84,540
34	79,147	1,410.53	4,130	84,687	34	79,761	1,410.53	4,173	85,344
35	79,899	1,410.53	4,182	85,492	35	80,513	1,410.53	4,225	86,149
36	80,651	1,410.53	4,235	86,296	36	81,265	1,410.53	4,278	86,953
37	81,403	1,410.53	4,288	87,101	37	82,017	1,410.53	4,331	87,758
38	82,155	1,410.53	4,340	87,905	38	82,768	1,410.53	4,383	88,562
39	82,963	1,410.53	4,397	88,771	39	83,577	1,410.53	4,440	89,427
40	83,772	1,410.53	4,453	89,636	40	84,385	1,410.53	4,496	90,292
41	84,580	1,410.53	4,510	90,501	41	85,194	1,410.53	4,553	91,158
42	85,389	1,410.53	4,567	91,366	42	86,002	1,410.53	4,610	92,023
43	86,197	1,410.53	4,623	92,231	43	86,811	1,410.53	4,666	92,888
44	87,006	1,410.53	4,680	93,096	44	87,619	1,410.53	4,723	93,753
45	87,814	1,410.53	4,736	93,961	45	88,428	1,410.53	4,779	94,618

(A) Step - Salary placement level

(B) 2024-2025 Negotiated Base Salary

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.

(D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).

(E) District Paid Compensation - Total of columns B through D

Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.

Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the HealthChoice High option premium, credited to their 125 Plan.

NBCT Teachers will receive compensation equivalent to State funding

**IX. APPENDIX**  
**9.02 COMPENSATION SCHEDULE**

Moore Public Schools  
 Certified Compensation Schedule - 10% Group  
 Fiscal Year 2024 - 2025

(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation	(A) Step	(B) 2024-2025 Base Salary	(C) Add'l Salary (TRS Credit)	(D) District Paid Retirement	(E) Total District Compensation
<b>Masters + 30</b>					<b>Doctorate</b>				
0	52,494	60.15	3,891	56,446	0	53,317	60.15	3,672	57,049
1	52,943	103.41	3,882	56,928	1	53,766	103.41	3,660	57,529
2	53,391	145.65	3,873	57,410	2	54,214	145.65	3,649	58,009
3	53,841	188.15	3,864	57,893	3	54,664	188.15	3,638	58,490
4	54,289	233.33	3,853	58,376	4	55,112	233.33	3,625	58,970
5	55,980	278.76	3,935	60,193	5	56,803	278.76	3,697	60,779
6	56,561	325.26	3,932	60,818	6	57,385	325.26	3,692	61,402
7	57,143	372.82	3,928	61,444	7	57,965	372.82	3,685	62,023
8	57,724	421.44	3,923	62,069	8	58,547	421.44	3,677	62,645
9	58,305	471.12	3,917	62,694	9	59,128	471.12	3,668	63,267
10	60,180	521.87	4,008	64,709	10	61,153	521.87	3,759	65,434
11	60,766	573.67	4,000	65,340	11	61,740	573.67	3,748	66,061
12	61,455	626.54	3,999	66,080	12	62,428	626.54	3,743	66,798
13	62,144	680.48	3,997	66,821	13	63,117	680.48	3,738	67,535
14	62,831	735.47	3,994	67,560	14	63,805	735.47	3,731	68,271
15	64,641	791.53	4,074	69,507	15	65,616	791.53	3,802	70,209
16	65,330	848.65	4,069	70,247	16	66,305	848.65	3,793	70,946
17	66,121	906.83	4,070	71,098	17	67,095	906.83	3,790	71,792
18	66,912	966.07	4,070	71,948	18	67,886	966.07	3,786	72,638
19	67,703	1,026.38	4,070	72,799	19	68,678	1,026.38	3,781	73,485
20	68,517	1,087.75	4,069	73,674	20	69,492	1,087.75	3,777	74,357
21	69,308	1,150.18	4,067	74,524	21	70,283	1,150.18	3,770	75,203
22	70,098	1,213.68	4,063	75,375	22	71,074	1,213.68	3,762	76,049
23	70,891	1,278.23	4,058	76,227	23	71,866	1,278.23	3,752	76,897
24	71,717	1,343.85	4,054	77,115	24	72,693	1,343.85	3,745	77,781
25	73,608	1,410.53	4,130	79,148	25	74,633	1,410.53	3,814	79,857
26	74,359	1,410.53	4,186	79,956	26	75,385	1,410.53	3,866	80,662
27	75,111	1,410.53	4,243	80,765	27	76,137	1,410.53	3,919	81,466
28	75,863	1,410.53	4,300	81,573	28	76,888	1,410.53	3,972	82,271
29	76,615	1,410.53	4,356	82,382	29	77,640	1,410.53	4,024	83,075
30	77,367	1,410.53	4,413	83,190	30	78,392	1,410.53	4,077	83,880
31	78,119	1,410.53	4,469	83,999	31	79,144	1,410.53	4,130	84,684
32	78,871	1,410.53	4,526	84,807	32	79,896	1,410.53	4,182	85,489
33	79,623	1,410.53	4,583	85,616	33	80,648	1,410.53	4,235	86,293
34	80,375	1,410.53	4,639	86,424	34	81,400	1,410.53	4,287	87,098
35	81,127	1,410.53	4,696	87,233	35	82,152	1,410.53	4,340	87,902
36	81,878	1,410.53	4,752	88,041	36	82,904	1,410.53	4,393	88,707
37	82,630	1,410.53	4,809	88,850	37	83,656	1,410.53	4,445	89,511
38	83,382	1,410.53	4,866	89,658	38	84,407	1,410.53	4,498	90,316
39	84,191	1,410.53	4,926	90,528	39	85,216	1,410.53	4,555	91,181
40	84,999	1,410.53	4,987	91,397	40	86,024	1,410.53	4,611	92,046
41	85,808	1,410.53	5,048	92,266	41	86,833	1,410.53	4,668	92,911
42	86,616	1,410.53	5,109	93,136	42	87,641	1,410.53	4,724	93,776
43	87,425	1,410.53	5,170	94,005	43	88,450	1,410.53	4,781	94,641
44	88,233	1,410.53	5,231	94,874	44	89,258	1,410.53	4,838	95,507
45	89,042	1,410.53	5,292	95,744	45	90,067	1,410.53	4,894	96,372

(A) Step - Salary placement level  
 (B) 2024-2025 Negotiated Base Salary  
 (C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional salary. The State pays an equal amount to the Oklahoma Teachers' Retirement System on behalf of the employee.  
 (D) District Paid Retirement - District paid teachers' retirement at 7% of District Paid Compensation (col E). Total retirement amount remitted to TRS by the district is reduced by the TRS Credit (col C).  
 (E) District Paid Compensation - Total of columns B through D  
 Employees not enrolled in an OSEEGIB Health Plan shall continue to receive taxable compensation in lieu of the Flexible Benefit in the amount of \$69.71 per month.  
 Employees who are enrolled in an OSEEGIB Health Plan shall have the Flexible Benefit, equal to 100% of the Health Choice High option premium, credited to their 125 Plan.  
 NBCT Teachers will receive compensation equivalent to State funding

IX. Appendix 9.03 Supplemental Comp Index	Elementary		Junior High		High School	
	Index	Pay	Index	Pay	Index	Pay
Index percentage based on \$22,000						
Bus Duty (AM & PM) (Not > 30 min. before or after workday)	0.06	\$1,320	0.06	\$1,320		
Bus Duty (AM or PM)	0.04	\$880	0.04	\$880		
Hall/Parking Lot Duty (AM or PM)	0.04	\$880	0.04	\$880	0.04	\$880
Cafeteria Duty (AM or noon)	0.04	\$880	0.04	\$880	0.04	\$880
Junior Patrol/Safety Patrol	0.04	\$880				
Playground Duty	0.04	\$880				
Newspaper		\$0	0.12	\$2,640	0.16	\$3,520
Yearbook *	0.03	\$660	0.12	\$2,640	0.16	\$3,520
Combined Yearbook/Newspaper	-	-	0.2	\$4,400	0.3	\$6,600
Band			0.32	\$7,040	0.55	\$12,100
Assistant Band					0.32	\$7,040
Speech/Debate					0.225	\$4,950
Drama					0.25	\$5,500
Vocal Music	0.05	\$1,100	0.22	\$4,840	0.38	\$8,360
Musical Producer					0.15	\$3,300
Freshman Class					0.07	\$1,311
Sophomore Class					0.07	\$1,540
Junior Class					0.09	\$1,980
Senior Class					0.1	\$2,200
Honor Society			0.08	\$1,760	0.1	\$2,200
Color Guard					0.05	\$1,100
Key Club					0.07	\$1,540
Pep Club			0.05	\$1,100		
Social Media					0.16	\$3,520
Student Government	0.03	\$660	0.08	\$1,760	0.15	\$3,300
Academic Competitions	0.03	\$660	0.13	\$2,860	0.13	\$2,860
Robotics Coach	0.075	\$1,650	0.075	\$1,650	0.075	\$1,650
STEM Coach	0.03	\$660				
STEAM/Gifted Chair	0.05	\$1,100				
Physical Education	0.03	\$660				
PE Basketball (6th Grade) **	0.015	\$330				
PE Archery (4th-6th) **	0.02	\$440				
PE Cup Stacking (Any Grade) **	0.01	\$220				
PE Walk Club (Any Grade) **	0.005	\$110				
PE Track (5th-6th) **	0.005	\$110				
Special Olympics Facilitator			0.05	\$1,100	0.05	\$1,100
Science Seminar					0.08	\$1,760
E-Sports			0.08	\$1,760	0.15	\$3,300
Youth and Government/Model UN			0.07	\$1,540	0.07	\$1,540
Moore Love Philanthropy Facilitator	0.03	\$660	0.03	\$660	0.1	\$2,200
Teaching an additional class period			0.35	\$7,700	0.35	\$7,700
Link Crew/FUSE					0.07	\$1,540
Educational Diagnostician	0.1175	\$2,585	0.1175	\$2,585	0.1175	\$2,585
Psychologist	0.2	\$4,400	0.2	\$4,400	0.2	\$4,400
Speech Pathologist/OT/PT	0.16	\$3,520	0.16	\$3,520	0.16	\$3,520
American Indian Club Sponsor (Funded through JOM)			0.064	\$1,408	0.064	\$1,408
School Nurse	0.033	\$726	0.033	\$726	0.033	\$726
Vocational Agriculture Instruction					0.15	\$3,300
Career Tech Co-Curricular			0.05	\$1,100	0.05	\$1,100
Etc. Related (Must be Board approved positions)	0.03	\$660	0.03	\$660	0.03	\$660

\* If teacher oversees production of yearbook

\*\* Conditional

<b>IX. Appendix 9.03 Supplemental Comp Index Athletics</b>	<b>Junior High</b>		<b>9<sup>th</sup> Grade</b>		<b>High School</b>	
	<b>Index</b>	<b>Pay</b>	<b>Index</b>	<b>Pay</b>	<b>Index</b>	<b>Pay</b>
Head Football	0.250	\$5,500	0.200	\$4,400	0.700	\$15,400
Football Assistants	0.125	\$2,750	0.150	\$3,300	0.300	\$6,600
Offensive/Defensive Coordinators					0.350	\$7,700
Head Basketball	0.175	\$3,850	0.150	\$3,300	0.500	\$11,000
Assistant Basketball	0.125	\$2,750			0.200	\$4,400
Head Wrestling	0.175	\$3,850			0.650	\$14,300
Assistant Wrestling	0.125	\$2,750			0.200	\$4,400
Head Swimming (Boys or Girls)					0.200	\$4,400
Head Swimming (Combined All Schools) *					0.400	\$8,800
Assistant Swimming (Boys or Girls)					0.100	\$2,200
Assistant Swimming (Combined Boys & Girls)			0.100	\$2,200	0.200	\$4,400
Head Track	0.120	\$2,640	0.134	\$2,948	0.300	\$6,600
Assistant Track					0.150	\$3,300
Head Cross Country (Boys or Girls)					0.175	\$3,850
Head Cross Country (Combined Boys & Girls)					0.350	\$7,700
Assistant Cross Country (Boys or Girls)					0.100	\$2,200
Assistant Cross Country (Combined Boys & Girls)					0.200	\$4,400
Head Baseball			0.150	\$3,300	0.400	\$8,800
Assistant Baseball			0.120	\$2,640	0.200	\$4,400
Head Volleyball	0.100	\$2,200			0.300	\$6,600
Assistant Volleyball	0.080	\$1,760			0.150	\$3,300
Head Golf	0.100	\$2,200	0.110	\$2,420	0.200	\$4,400
Head Tennis (Boys or Girls)	0.100	\$2,200	0.100	\$2,200	0.150	\$3,300
Head Tennis (Combined Boys & Girls)	0.120	\$2,640	0.120	\$2,640	0.300	\$6,600
Assistant Tennis (Boys or Girls)					0.100	\$2,200
Assistant Tennis (Combined Boys & Girls)					0.200	\$4,400
Head Softball Fast Pitch	0.120	\$2,640			0.400	\$8,800
Head Softball Slow Pitch	0.120	\$2,640			0.400	\$8,800
Assistant Softball Fast Pitch	0.090	\$1,980			0.200	\$4,400
Assistant Softball Slow Pitch	0.090	\$1,980			0.200	\$4,400
Head Boys' Soccer			0.100	\$2,200	0.300	\$6,600
Assistant Boys' Soccer					0.150	\$3,300
Head Girls' Soccer			0.100	\$2,200	0.300	\$6,600
Assistant Girls' Soccer					0.150	\$3,300
Special Olympics Facilitator	0.050	\$1,100			0.050	\$1,100
Athletic Trainer (for all schools)					0.550	\$12,100
Assistant Athletic Trainer					0.300	\$6,600
Athletic Facilitator	0.260	\$5,720				
Assistant High School Facilitator					0.250	\$5,500
Cheerleaders	0.170	\$3,740			0.350	\$7,700
JV Cheer					0.185	\$4,070
Assistant Cheerleaders					0.170	\$3,740
Pom Pon					0.350	\$7,700
JV POM					0.185	\$4,070
Assistant Pom Pon					0.170	\$3,740
Spirit Coordinator*					0.460	\$10,120
Assistant Spirit Coordinator*					0.170	\$3,740

\*One position for the district, not per HS

<b>IX. Appendix 9.03 Supplemental Comp Index</b>	<b>Elementary</b>		<b>Junior High</b>		<b>High School</b>	
	<b>Index</b>	<b>Pay</b>	<b>Index</b>	<b>Pay</b>	<b>Index</b>	<b>Pay</b>
<b>Index percentage based on \$22,000</b>						
Site Technologists	0.25	\$5,500	0.25	\$5,500	0.25	\$5,500
Site Webmaster	0.035	\$770	0.035	\$770	0.035	\$770
Departmental Chairs with 4-7 teachers in the dept.	0.065	\$1,430	0.08	\$1,760	0.15	\$3,300
Departmental Chairs with 8 or more teachers in the dept.	0.075	\$1,650	0.1	\$2,200	0.2	\$4,400
AP Coordinator					0.1	\$2,200
Media Specialist Coordinator	0.08	\$1,498*			0.08	\$1,498*
Teaching an additional class period	0.35	\$7,700	0.35	\$7,700	0.35	\$7,700
Professional Development Chair *See Section 8.04 M.6. for Compensation	0	\$0	0	\$0	0	\$0
Etc. Related (Must be Board approved positions)	0.03	\$660	0.03	\$660	0.03	\$660

\*One position for all Elementary and one position for all Secondary.

IX. APPENDIX

9.04 SICK LEAVE SHARING REQUEST FORM



ADMINISTRATIVE SERVICE CENTER  
1500 S.E. 4th Street • Moore, OK 73160-8232  
405.735.4249 • Fax 405.735.4392

**REQUEST FOR DONATED SICK LEAVE PERSONNEL  
SICK LEAVE SHARING PROGRAM**

TODAY'S DATE \_\_\_\_\_

NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_  
(Please Print)

SS #: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ SITE #: \_\_\_\_\_

POSITION: \_\_\_\_\_

HAVE YOU OR WILL YOU EXHAUST ALL EARNED SICK LEAVE?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

DATE YOU EXHAUSTED OR WILL EXHAUST ALL EARNED SICK LEAVE:

\_\_\_\_\_

HAVE YOU SUBMITTED A MEDICAL CERTIFICATION FROM A LICENSED HEALTH CARE PRACTITIONER?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

DATE YOU SUBMITTED A MEDICAL CERTIFICATE: \_\_\_\_\_  
(Attach Medical Certificate)

EMPLOYEE SIGNATURE: \_\_\_\_\_

IX. APPENDIX

9.05 PHSYICIAN'S STATEMENT (This form may be obtained from the site principal's/supervisor's office)



ADMINISTRATIVE SERVICE CENTER  
1500 S.E. 4th Street • Moore, OK 73160-8232  
405.735.4249 • Fax 405.735.4392

ATTENDING PHYSICIAN'S STATEMENT

Patient's Name \_\_\_\_\_

To Whom It May Concern:

The above-named patient has been under my care from \_\_\_\_\_  
anticipated return to work date of \_\_\_\_\_

Restrictions and/or comments:

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\_\_\_\_\_  
Signature of Attending Physician

(Please use this form if the physician's form does not include all of the above Information.)

**IX. APPENDIX**

**9.06 DISTRICT REQUEST** (This form may be obtained from the site principal's/supervisor's office)



ADMINISTRATIVE SERVICE CENTER  
1500 S.E. 4th Street • Moore, OK 73160-8232  
405.735.4249 • Fax 405.735.4392

TO: ALL PERSONNEL

FROM: HEAD OF HUMAN RESOURCES

DATE:

SICK LEAVE SHARE PROGRAMS (ARTICLE 5.01 CERTIFIED/SEC. 5.08 SUPPORT). THIS PROGRAM ALLOWS CERTIFIED/SUPPORT EMPLOYEES TO SHARE THEIR SICK LEAVE WITH A FELLOW EMPLOYEE WHO HAS EXHAUSTED ALL OF HIS/HER LEAVE DURING A QUALIFIED SEVERE ILLNESS.

\_\_\_\_\_ IS IN NEED OF LEAVE THROUGH THIS PROGRAM. THE SUPERINTENDENT OR DESIGNEE HAS DETERMINED THAT THE NEED IS VALID AND THAT THIS EMPLOYEE HAS MET THE CRITERIA ESTABLISHED THROUGH THIS PROGRAM.

PLEASE REFER TO TEAM/ESPM NEGOTIATED CONTRACTS (ARTICLE 5.01 CERTIFIED / SEC. 5.08 SUPPORT) FOR THE GUIDELINES AND PROVISIONS OF THIS PROGRAM. IF YOU QUALIFY AND WOULD LIKE TO DONATE HOURS OF SICK LEAVE TO THIS INDIVIDUAL PLEASE FILL OUT NECESSARY PAPER WORK AND RETURN IT TO THE ADMINISTRATION BUILDING HUMAN RESOURCES DEPARTMENT.

IF YOU SHOULD HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION PLEASE CONTACT the Personnel Leave Clerk in the Administrative Service Center (735-4200) by\_\_\_\_\_.

(Deadline Date)

There is a NEED - I hope you will respond.  
Thank you in advance for your help in this matter.

\*\*\*PLEASE POST\*\*  
FOR ALL PERSONNEL TO SEE



IX. APPENDIX

9.07 DONATION FORM

CERTIFIED PERSONNEL / SUPPORT PERSONNEL



ADMINISTRATIVE SERVICE CENTER  
1500 S.E. 4th Street • Moore, OK 73160-8232  
405.735.4249 • Fax 405.735.4392

TODAY'S DATE \_\_\_\_\_

DONATING EMPLOYEE'S NAME: \_\_\_\_\_

DONATING EMPLOYEE'S ID #: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ SITE: \_\_\_\_\_

POSITION: \_\_\_\_\_

NUMBER OF **HOURS** TO BE DONATED: \_\_\_\_\_

NAME OF DISTRICT EMPLOYEE TO RECEIVE DONATED DAYS

\_\_\_\_\_

DONATING EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**X. PROCEDURAL AGREEMENT**

1160

**MOORE PUBLIC SCHOOLS  
THE EDUCATION ASSOCIATION OF MOORE  
PROCEDURAL AGREEMENT**

**I. PURPOSE**

- 1.1 The Board of Education of the Moore Public Schools and The Education Association of Moore recognize the need for an orderly process of communication for administering employer/employee relations that conform to state law at 70 O.S. sections 509.1 *et seq.*

**II. RECOGNITION**

- 2.1 This agreement is made and entered into by and between The Education Association of Moore, hereinafter termed the "Association," and the Board of Education of the Moore Public Schools, hereinafter termed the "Board."
- 2.2 The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all employees who are required by the position in which they are employed to be licensed or certified as teachers or resident teachers and who do not hold supervisory authority with respect to other teachers. Those excluded from the bargaining unit include administrators, directors, coordinators, and supervisors. The Board agrees not to negotiate with any individual member of the bargaining unit for the duration of this agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through his/her duly recognized bargaining representative.

**III. SCOPE OF BARGAINING**

- 3.1 The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- 3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or the negotiated agreement.

**IV. NEGOTIATIONS PROCEDURES**

- 4.1 Negotiation Teams  
The Board and the Association shall each designate in writing the names of not more than six persons who shall serve as their respective representatives for negotiations pursuant to the provisions of this agreement. Each party shall also designate the person on their teams who will serve as spokesperson.

- 4.2 Opening Negotiations  
Between April 1 and April 30th of each school year, if either the Association or the Board desires there to be negotiations for the ensuing year, that party shall submit a written request to the other party for negotiations to commence. If no such request is made during the above time period, negotiations will not take place for the ensuing school year.

The first negotiations session to exchange contract proposals shall occur on a mutually agreeable date not more than thirty (30) days from the date of the written request to open negotiations.

The Association and the Board shall submit all of their negotiations proposals at the first session. Subsequent proposals may only be submitted upon mutual agreement of the parties. Any non-monetary articles that are not opened for negotiations shall remain unchanged for the ensuing school year.

A mutually acceptable meeting date to begin bargaining shall be set no more than thirty (30) calendar days from the date of proposal change.

- 4.3 Negotiations Sessions  
Only members of the respective negotiation teams may be present during negotiations sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

1160

No recordings or official transcripts shall be made without mutual agreement of the parties.

Negotiations will be conducted at the times, dates, and places mutually agreed to by the parties. The time, date and places of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

Negotiations meetings shall be scheduled at times which will not interfere with the teacher workday and the educational programs of the district.

4.4 Tentative Agreement

Both parties agree it is their mutual responsibility to empower their respective representatives the necessary authority to make proposals, to consider proposals and counter-proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Members of the Bargaining Unit.

When tentative agreement is reached on any item, it shall be reduced to writing and signed and dated by the spokespersons of each team. When tentative agreement is reached on all items, they shall be submitted first to the Members of the Bargaining Unit for ratification and then to the Board for ratification.

4.5 Access to Information

The Board shall provide the Association with up-to-date school district financial information. The district shall also provide certified personnel salary placement data to the Association.

**V. IMPASSE**

5.1 If negotiations are not successfully concluded by the first day of school, an impasse shall exist. At any earlier time following its initial negotiation either party may declare an impasse, or by mutual agreement of the parties the date for declaring impasse may be extended beyond the first day of school.

Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as provided by state law.

**VI. SEVERABILITY**

6.1 If any provision of this agreement or application of the agreement to any employee covered hereby shall be found contrary to law, then all other provisions or applications of the agreement shall continue in full force and effect.

**VII. DURATION OF PROCEDURAL AGREEMENT**

7.1 This agreement shall continue in effect for successive fiscal year periods unless a successor agreement is mutually agreed upon by representatives of the Association and the Board. If either party desires to modify, amend, or change this agreement said party shall give notice in writing by February 15 of any calendar year. Modifying amendments or changes to this agreement can be made only as mutually agreed upon by representatives of the Association and the Board. Any modification agreed upon shall take precedence over any language in the prior negotiated contract concerning opening negotiations. In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this agreement shall be null and void on that date of such disbanding or cessation of representation.

Reference: Negotiated Agreement

**ARTICLE DURATION**

Contract shall become effective at 12:01 a.m., July 1, 2024, and will continue in full force and effect until a successor Agreement is ratified.

CERTIFICATION OF TENTATIVE AGREEMENT

Tentative agreement to the foregoing Contract between the parties is attested to by the representatives whose signatures appear below.

THE EDUCATION ASSOCIATION OF MOORE

By Zach Grimm 7/31/2024  
BARGAINING TEAM SPOKESPERSON DATE

MOORE BOARD OF EDUCATION

By Michelle McNear 7/31/24  
BARGAINING TEAM SPOKESPERSON DATE

CERTIFICATION OF RATIFICATION

Ratification of the foregoing Contract between the parties is attested to by the representatives whose signatures appear below.

THE EDUCATION ASSOCIATION OF MOORE

By Zach Grimm 7/31/2024  
PRESIDENT DATE

By Zach Grimm 7/31/2024  
BARGAINING TEAM CHAIRPERSON DATE

By Kamber Clark 7/31/2024  
BARGAINING TEAM MEMBER DATE

By Aaron Massura 7/31/2024  
BARGAINING TEAM MEMBER DATE

By Crystal Baker 7-31-2024  
BARGAINING TEAM MEMBER DATE

By Shirley Furrick 7-31-2024  
BARGAINING TEAM MEMBER DATE

By \_\_\_\_\_  
BARGAINING TEAM MEMBER DATE

**MOORE BOARD OF EDUCATION**

**Mandy Kincannon – President**

**Erin Morrison – Vice President**

**Allison Richey – Member**

**Staci Pruett – Member**

**Jennifer Nguyen Statler – Member**

**THE EDUCATION ASSOCIATION OF MOORE**

**Zach Grimm – President**

**BARGAINING TEAM**

**Zach Grimm – Westmoore HS, Team President**

**Crystal Baker – Red Oak, Member**

**Kamber Clark – Heritage Trails, Member**

**Shaista Fenwick– Moore HS, Member**

**Leonor Massura – Southridge JH / Highland West JH, Member**

**Carnie Cullen – OEA Advocate**

**Mandy Bartlett – Apple Creek, Alternate**

**Johnette Owens – Highland West, Alternate**