

**Memorandum of Understanding
Between
the Mead School District and
the Mead Education Association**

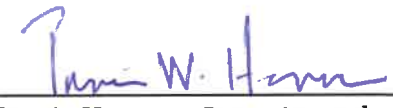
This Memorandum of Understanding sets forth the following understanding between the Mead Education Association and Mead School District #354. This agreement shall not be considered precedent setting by either party.

The district and association agree to use the attached **CTE Employee Placement** language in place of the language found in the current CBA (pages 93 & 94 - all of Section 3. H and the first paragraph of Section 3. I). This change is retroactive to the start of the 2024/2025 school.

Date: Feb. 19, 2025



Toby Doolittle, President
Mead Education Association



Travis Hanson, Superintendent
Mead School District #354

H. CTE Employee Placement: For employees exclusively teaching CTE courses, salary schedule placement will be calculated one of two ways: **The District will use whichever method results in the higher initial placement on the salary schedule for the employee.**

~~1. If a teaching degree was used to obtain the CTE certification, the placement will be handled the same as other regular certificated staff.~~ **Educational Route:** If it is determined that the employee's degree(s) is the most beneficial route for initial placement, the placement will be handled the same as other regular certificated staff, per Article VII, Sec. 3. A degree refers to either a teaching degree or an occupational degree in the field of experience.

~~2. Experience Route: If no degree was used to obtain the CTE certification~~ If it is determined that the employee's occupational experience is the most beneficial route for initial placement, that experience is calculated as follows: ~~or with an occupational degree (non-teaching) in conjunction with 2,000 hours of experience is used to obtain certification, occupational experience will be used for placement as follows~~

a. Depending on how the CTE Certification was obtained, either the first 6000 hours of occupational experience (with no degree), or 2000 hours of occupational experience (with a degree) ~~of occupational experience~~ in an area directly related to the subject taught are required for certification and, therefore, are not counted towards placement.

b. Initial placement shall be on the BA column.

c. Only directly related occupational experience earned beyond the 6000 hour or 2000 hour minimum experience requirements for initial vocational/CTE certification can be converted into non-degree credits.

i. Non-degree credits are determined as one (1) credit for each one hundred (100) clock hours of occupational experience up to a maximum of twenty (20) credits per calendar year (2000 clock hours). (Management experience is also considered occupational experience.)

ii. An employee holding a valid vocational/career and technical education (CTE) certificate with ~~one hundred thirty five (135) or more eligible credits~~ thirteen thousand five hundred (13,500) clock hours of occupational experience shall be placed on the MA + 0 column. ~~Eligible credits shall be calculated as follows and moves an employee across the salary schedule~~ Occupational experience hours shall be calculated as follows and moves an employee across the salary schedule: $13,500 \text{ hours} / 100 = 135 \text{ credits}$.

ii. Once initially placed, to advance on the salary schedule due to education credits, employees are responsible for providing documentation of completed academic credit and in-service (clock hours).

d. For the purpose of computing a year of experience that moves an employee down the salary schedule only directly related managerial/supervisory experience will be used. A full-year will be

deemed to be 2000 or more hours within a twelve-month period in a managerial/supervisory position, up to one (1) year maximum per fiscal year, defined as September 1 -August 31. Experience will be calculated after the first 6000 hours. ~~and will be limited to eight years.~~

e. Experience may be pro-rated and placement on the salary schedule would then follow the rules for placement of part-time employees.

Example I – Employee A was hired as a CTE teacher and upon hire did not currently have a bachelors or masters degree. Employee has 3 years of direct occupational experience to the subject taught. Employee does not have any managerial experience in their occupation. Employee was eligible for CTE certification using 6,000 hours of experience.

Educational Route – No educational route can be evaluated since the employee does not have a degree.

Experience Route – Employee has 3 years of direct occupational experience.

3 years' experience X 2,000 hours = 6,000 total occupational hours

6,000 occupational hours – 6,000 hours used to obtain CTE certification = 0 hours

Employee calculated placement will be BA+0 on the MEA Salary Schedule

Highest Salary Schedule Placement: Initial placement will be BA+0 on the MEA Salary Schedule

Example II – Employee B was hired as a CTE teacher and upon hire had a bachelors degree and 1 year of direct occupational experience to the subject taught. Employee does not have any managerial experience in their occupation. Employee was eligible for CTE certification using their degree and 2,000 hours of experience.

Educational Route – Employee has a bachelors degree and 1 year of non-teaching experience. Because it is not teaching experience, the 1 year does not apply.

Employee calculated placement will be BA+0 on the MEA Salary Schedule

Experience Route – Employee has a bachelors degree and 1 year of experience

1 year experience X 2,000 hours = 2,000 total occupational hours

2,000 occupational hours – 2,000 hours used to obtain CTE certification = 0 hours

Employee calculated placement will be BA+0 on the MEA Salary Schedule

Highest Salary Schedule Placement: Initial placement will be BA+0 on the MEA Salary Schedule

Example III – Employee C was hired as a CTE teacher and upon hire had a bachelors degree and 20 years of direct occupational experience to the subject taught (of which, 15 years were managerial experience

in their occupation). Employee was eligible for CTE certification using their degree and 2,000 hours of experience.

Educational Route – Employee has a bachelors degree and 20 years of non-teaching experience.

Employee calculated placement will be BA+0 on the MEA Salary Schedule.

Experience Route – Employee has a bachelors degree and 20 years of experience

20 years experience X 2,000 hours = 40,000 total occupational hours

40,000 occupational hours – 2,000 hours used to obtain CTE certification = 38,000 hours

38,000 hours – 13,500 (MA+0) = 24,500 hours

24,500 hours / 100 = 24.5 credits (MA+0)

15 years managerial experience X 2,000 = 30,000 hours

30,000 hours – 6,000 = 24,000 / 2,000 = 12 years*

Employee calculated placement will be MA+0 Step 12 on the MEA Salary Schedule

Highest Salary Schedule Placement: Initial placement will be MA+0 Step 12 on the MEA Salary Schedule

Example IV – Employee D was hired as a CTE teacher and upon hire had a Masters degree and 2 years of direct occupational experience to the subject taught. Employee does not have any managerial experience in their occupation. Employee was eligible for CTE certification using their degree and 2,000 hours of experience.

Educational Route – Employee has a Masters degree and 2 years of experience

Employee calculated placement will be MA+0 on the MEA Salary Schedule. Because it is not teaching experience, the 2 years does not apply.

Experience Route – Employee has a Masters degree and 2 years of experience

2 years experience X 2,000 hours = 4,000 total occupational hours

4,000 occupational hours – 2,000 hours used to obtain CTE certification = 2,000 hours

2,000 hours / 100 = 20 credits

Employee calculated placement will be BA+15 Step 0 on the MEA Salary Schedule

Highest Salary Schedule Placement: Initial placement will be MA+0 Step 0 on the MEA Salary Schedule

Example V – Employee E was hired as a CTE teacher and upon hire had a Masters degree and 10 years of direct occupational experience (all managerial). Employee was eligible for CTE certification using their degree and 2,000 hours of experience.

Educational Route – Employee has a Masters degree and 10 years of non-teaching experience

Employee calculated placement will be MA+0 on the MEA Salary Schedule. Because it is not teaching experience, the 10 years do not apply.

Experience Route – Employee has a Masters degree and 10 years of experience (all managerial)

10 years experience X 2,000 hours = 20,000 total occupational hours

20,000 occupational hours – 2,000 hours used to obtain CTE certification = 18,000 hours

18,000 hours – 13,500 (MA+0) = 4,500 hours

4,500 hours / 100 = 45 credits (MA+45)

10 years managerial experience X 2,000 = 20,000 hours

20,000 hours – 6,000 = 14,000 / 2,000 = 7 years

Employee calculated placement will be MA+45 Step 7 on the MEA Salary Schedule.

Highest Salary Schedule Placement: Initial placement will be MA+45 Step 7 on the MEA Salary Schedule

I. Employees must ensure former employers complete the Employment Verification Form provided by the District.

f. In the event an Employee Verification Form cannot be obtained from a previous employer, an employee may provide documentary evidence from the previous employer to help determine previous experience credit. (Documentary evidence such as paystubs combined with proof of job title/duty information such as a job description or job position.) In unique circumstances, when paystubs are not available, the district may use other documents as evidence of previous experience.

g. No change made in this section shall be applied retroactively to an employee's salary schedule placement.

I. **Hold Harmless - Addressing placement Issues that have not been previously anticipated:** Due to the complex nature of recognition of experience and education credits the parties believe there may be times when a situation that has not been contemplated may arise. When faced with these situations, the parties agree to bring the issue to Labor Management ~~and use the 2017-2018 S-275 Personnel Reporting Handbook for guidance as it relates to the recognition of employment and education experience for salary placement.~~