

NEGOTIATED AGREEMENT
BETWEEN
THE BOARD OF TRUSTEES OF
WEST BONNER COUNTY SCHOOL DISTRICT NO. 83
AND
THE WEST BONNER COUNTY EDUCATION ASSOCIATION
FOR THE 2025-2026 SCHOOL YEAR

Sonja A. Yount, Board Chair
West Bonner County School District #083

Date: 8/26/25
Mike McMahon, President
West Bonner County Education Association

Date: 8/26/25



This document constitutes the negotiated agreement between the West Bonner County School District

No. 83 and the West Bonner County Education Association for the 2025-2026 school year.

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ARTICLE I

RECOGNITION AND DEFINITIONS

A. The agreement is made and entered into by and between the West Bonner County School District No. 83 Board of Trustees hereinafter called the "District" and the West Bonner County Education Association, hereinafter called the "WBCEA. This agreement will be in effect from July 1, 2025 through June 30, 2026. If any part of this agreement or any application of this agreement is held to be contrary to law or any court of law of appropriate jurisdiction, or if compliance or enforcement of any part should be restrained by such court of law, the remainder of this agreement shall continue in full force and effect. The Meet and Confer process will commence within ten (10) working days of notification of a final determination of such illegality for the purpose of attempting to reach a mutually satisfactory solution for such part. All understandings and agreements reached as a result of this procedure will be confirmed in writing, signed by each party, and made a part of this agreement.

B. The District recognizes the WBCEA as the exclusive-bargaining agent for the purpose of WBCEA negotiations upon receipt of proof of representation of greater than 50% of the certified instructional and pupil services staff from the WBCEA President, per Idaho Code 33-1271 and 33-1272.

C. DEFINITIONS

- a. ASSOCIATION: Shall mean the local education organization as defined by Idaho Code Title 33.
- b. WBCEA: West Bonner County Education Association.
- c. BOARD: Refers to the Board of Trustees of West Bonner County School District #83 in the County of Bonner, State of Idaho.
- d. BUILDING: Refers to facilities operated and maintained by the District.
- e. CALENDAR: Refers to the school calendar as adopted by the Board.
- f. CLASS: Refers to an individual teacher's students, in a classroom, at any given time.
- g. CONTRACTS:
 - i. STANDARD TEACHING: Refers to the State mandated contract between the individual and the Board.
 - ii. EXTRACURRICULAR/SUPPLEMENTAL DUTIES: A separate and distinct addendum for extra duty as listed in the employee contract.
- h. TEACHER CONTRACT YEAR (165 DAYS) ARE INCLUSIVE OF THE FOLLOWING DAYS:
 - i. Student Day - Classes in session: teaching/learning.
 - ii. Teacher Work Day (Non-Instructional) - Classes not in session: Grades, lesson plans, curriculum, activities determined by individual teachers. A maximum of ninety (90) minutes may be used at the discretion of the principal.
 - iii. In-Service Day/Time - Professional, Job-Related Training or Meetings, activities determined by the building principal and/or Superintendent.
 - iv. Minimum Day (Instructional): Minimum of (5.5) hours of instruction.
 - v. Holidays to include: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.

- vi. One Parent Teacher Conference Comp Day - This day is in compensation for teacher work time beyond the contract day for parent teacher conferences.
- i. DISTRICT: District as used in this negotiated agreement refers to the West Bonner County School District #83.
- j. EMPLOYEE: The term "employee" as used in this agreement refers to an employee holding a valid Idaho Teacher's Certificate and is employed by West Bonner County School District #83 in a position requiring such a certificate.
- k. FACULTY MEETING: Time during the contract day set aside for the purpose of allowing the entire building staff to meet. Meetings may be to disseminate information or provide a forum for group discussion. Fifteen (15) minutes may be added to the work day once per month to accommodate a faculty meeting. A minimum of two (2) days' notice shall be given to all building certificated employees for a faculty meeting in which the work day has been extended, unless unforeseen circumstances necessitate a meeting.
- l. FRINGE BENEFITS: Any supplemental benefits, in addition to fixed salary, provided to or on behalf of an individual professional employee of West Bonner County School District No. 83.
- m. FRINGE BENEFIT ELIGIBILITY: Those employees who work twenty (20) or more hours per week are eligible for the District's Fringe Benefits.
- n. "HARD-TO-FILL" POSITIONS: Certificated Staff are defined as Psychologist, Nurse, Speech Language Pathologist (SLP), Physical Therapist (PT), and Occupational Therapist (OT).
- o. IMMEDIATE FAMILY/STEP FAMILY: Includes husband, wife, father, mother, son, daughter, parent-in-law, child-in-law, grandparent, grandchild, brother, sister, aunt or uncle, niece or nephew, guardian or ward and the same members of the spouse's family or like members of a step family. This includes any relative or person residing in the same household for more than six months.
- p. INSTRUCTIONAL DAY: Period of formal student instruction at each school.
- q. "LEGACY" CERTIFICATED STAFF: Certificated Staff hired prior to July 1, 2025 who are negatively impacted by the transition to the 2025-26 Salary Schedule.
- r. "MODERN" CERTIFICATED STAFF: Certificated Staff hired after July 1, 2025 who are placed on the 2025-26 Salary Schedule and beyond.
- s. OPEN HOUSE: Time during the teacher contract year set aside for the purpose of show-casing student work and providing information about school functions and programs to the community. A maximum of two (2) hours outside the contract work day may be used for an open house. Dates and times for an open house will be determined by building and district administration. A minimum of two (2) weeks' notice shall be given to all building certificated employees. Building certificated employees may be required to attend the open house without compensation.
- t. PARENT/TEACHER CONFERENCE: Time during the contract year set aside for the purpose of allowing parents to conference with teachers. A maximum of seven (7) hours outside the contract work day may be used for Parent/Teacher Conferences. Compensation for the Parent/Teacher Conference will be in the form of one (1) Parent/Teacher Conference comp day. The district calendar will include dates of the Parent/Teacher Conferences and the Parent/Teacher Conference comp day.
- u. TOSA: Defined as a certificated "Teacher on Special Assignment" who may have administrative duties, however, is still a member of the bargaining unit.

- v. **ASSIGN COVERAGE:** Personal days accumulated throughout the school year when assigned to cover another teacher's class.

D. CERTIFIED JOB CLASSIFICATIONS AS DEFINED BY THE IDAHO SYSTEM OF EDUCATIONAL EXCELLENCE SHALL BE AS FOLLOWS:

a. CERTIFIED INSTRUCTIONAL STAFF

- i. Elementary Teachers
- ii. Secondary Teachers
- iii. Curriculum Director
- iv. Athletic Directors

b. PUPIL PERSONNEL SERVICES .

- i. Media Generalists
- ii. Counselors
- iii. School Psychologists
- iv. Psychological Examiners
- v. School Nurses
- vi. Speech/Language Pathologists
- vii. Audiologists
- viii. Occupational/Physical Therapists

c. ADMINISTRATIVE STAFF

- i. Superintendents
- ii. Directors
- iii. Supervisors/Coordinators
- iv. Elementary Principals
- v. Secondary Principals
- vi. Assistant Principals
- vii. Athletic Directors

ARTICLE II

CURRICULUM DEVELOPMENT

The membership of District committees established to develop and implement curriculum shall include members of the WBCEA. It is the responsibility of the WBCEA to present members for these committees to the District for inclusion. WBCEA President or designee will review the selection to ensure a WBCEA member is selected. The District will ensure representation on the committee will be in accordance with Idaho Code outlining broad representation of committee members.

ARTICLE III

CALENDAR COMMITTEE

The membership of District committees established to develop subsequent year's calendars shall include members of the WBCEA. The calendar committee will include one (1) administrator, the ISEE (Idaho System for Educational Excellence) State Coordinator/Business Manager, one (1) building secretary, three (3) certified staff members. One of these three staff members will be a WBCEA member, at least one will be a secondary staff member and at least one elementary staff member. It is the responsibility of the WBCEA to present members for the committee. Calendar should be completed and presented to all staff by March each year for the succeeding years prior to being presented to the Board for approval. Calendars should be completed two years prior.

ARTICLE IV

TEXTBOOK SELECTION

The membership of District committees established to select textbooks for use in the District shall include members of the WBCEA. It is the responsibility of the WBCEA to present members for these committees to the District for inclusion. WBCEA President or designee will review the selection to ensure a WBCEA member is selected. The District will ensure representation on the committee will be in accordance with Idaho Code outlining broad representation of committee members.

ARTICLE V

SCHOOL BOARD AGENDA

The WBCEA President will be provided a school board meeting packet for all regularly scheduled Board meetings. The WBCEA President shall receive timely notice of all regular and special meetings of the Board.

ARTICLE VI

WBCEA BUSINESS

A maximum of eight (8) days leave per year shall be granted to WBCEA officers or their designees, if requested, for WBCEA business within the state. The District will pay for the cost of substitutes for the first five (5) days of leave. The WBCEA will reimburse the District for the cost of any substitutes such leave might necessitate after the fifth day.

PRESIDENT'S RELEASE DAYS

The WBCEA President shall be released fifteen (15) days per year for WBCEA business. Such release days shall be in addition to those days authorized by Idaho Code. The WBCEA will pay for the costs of the substitutes as needed.

ASSOCIATION COMMUNICATION

The Association shall have the permission to post notices of its activities and matters of organization concern on a bulletin board located in the staff room at each school.

The Association may communicate with its members. The Association shall have permission to distribute appropriately identified notices, circulars, and other information via District communications systems. Utilization of district e-mail is limited to meeting notices. The communication excludes lobbying activities.

The Association shall have permission to the use of school equipment and space. Representatives of the Association shall have permission to use District school buildings for meetings and to transact official business on a school property at all reasonable times. Such usage will not incur cost to the District beyond normal overhead expenditures.

By October 1st the Association President will provide to the Business Manager a current list of WBCEA representatives serving on the Insurance Committee and Sick Leave Bank Committee.

ARTICLE VII

POLICY MANUAL

The WBCEA President will have access to the District's policy manual. A copy of the School District Policy Manual will be available to the Association representative in each school. Copies of proposed changes in the Policy Manual that affect the working conditions of certified employees will be presented to the Association for input prior to final Board action.

Copies of all proposed policy changes will be forwarded to the WBCEA President or designee at the

same time as proposed policies are given to the Board. The Association may provide input to the Superintendent prior to the first reading.

ARTICLE VIII

DISTRICT PAYROLL DEDUCTION OF DUES

The WBCEA will provide a current membership information form for each member that pays through payroll deductions by October 10th to the Finance Department. The list will be alphabetical, with total dues per month shown to be deducted for each member. Written authorization to deduct dues shall be attached from each member as per Idaho Code 45-609.

The WBCEA will provide the Finance Department a list of names and total prorated deductions of new employees, as soon as the WBCEA President receives the information from the new members.

If the Finance Department receives notification from an employee that Association dues will no longer be paid through payroll deductions, the payroll department shall give written notification to the WBCEA President within two (2) weeks.

Requests for membership refunds must be in writing to the WBCEA President.

ARTICLE IX

EXTRA DUTY PAY

- A. Whenever a teacher has an assigned duty that extends beyond the regular contractual day, that teacher will be allowed to arrive or leave later or earlier to compensate for the extra-duty time. Time shall be compensated on days and at times mutually agreed to by the employee and their supervisor.
- B. In the situation where teachers are required to attend in-service or other district meetings beyond their contract year, they will be compensated at the rate of \$30.00 per hour. Every attempt should be made to use District in-service days first for required professional development. The timing of in service days beyond the contract year should be agreed upon in collaboration between the principal and staff.
- C. Except for faculty meetings, annual parent teacher conferences and one open house, any teacher requested to perform duty beyond the regular teacher work day for school related activities may earn up to one additional personal day; or in the situation where a teacher covers a class (aka Assigned Coverage), he/she will be compensated at the rate of \$30.00 per hour. Teachers who accumulate 8.5 hours while performing duties beyond the regular teacher workday for school related activities will be granted an additional Personal Leave Day; 4.25 hours - will qualify for a half-day of personal leave. These hours cannot accumulate from year to year. The personal day earned cannot be carried over; they must be cashed in at the end of the school year. The teacher will maintain a record of these hours verified by the building principal.

- D. Teachers will be compensated \$20.00 per hour for assignments which require student supervision.
- E. An employee, at the request of the administration, may agree to teach a semester class during his/her regularly scheduled preparation period. An employee, who teaches during his/her preparation period, will have his/her regular teaching salary (excluding addendums) prorated on the number of periods during the day. No employee shall be required to teach during his/her preparation period. If the enrollment does not reach or maintain a minimum of 12 students during the semester, the class may be discontinued and the teacher prep period reinstated.
- F. Teachers teaching dual credit classes will receive \$30 per student enrolled in the college course, per college credit taught. Teachers will submit a timesheet to their principal for lump sum payment upon course completion.

ARTICLE X

TEACHER WORKDAY

- A. The Teacher Work Day is from 7:30 am until 4:00 p.m. exclusive of lunch and extracurricular assignments but inclusive of instruction, preparation time, and other assigned duties. The length of a given work day may be shortened by the immediate supervisor, provided however, that such shortening does not violate any state rules and regulations, or laws of the State of Idaho regarding the length of the school day.
- B. Each teacher shall be provided a daily duty-free lunch period of at least thirty (30) continuous minutes within the workday. Teachers are not to be assigned extra duty during the duty-free lunch period.
- C. All full time elementary teachers will be provided with two hundred forty (240) minutes of preparation time over the course of a standard 4-day work week; scheduled with consultation of the teacher and principal. Preparation time will take place during the work day. All full time elementary teachers will be provided a minimum of thirty (30) continuous minutes per preparation period. All full time secondary teachers will be provided one (1) continuous class period of preparation time per day during the instructional day. If an employee is half time or greater, he/she shall receive a prorated preparation period.
- D. Teachers will not be required to give up their preparation time unless the teacher is on an improvement plan or an unforeseeable emergency exists. Any teacher not on an improvement plan, requested to fulfill duties during their prep period, may earn additional personal day/s; or \$30 per hour as noted in ARTICLE IX. C.
- E. Collaboration time will be embedded in the work-week. The work day will be extended by fifteen (15) minutes once per month to accommodate faculty meetings.

ARTICLE XI

VACANCIES AND TRANSFERS

If a position becomes available within the district, current employees may submit a letter of intent to be considered for the position. Additional information may be requested from the employee.

Involuntary Transfers

There may be circumstances such as, but not limited to, teacher highly qualified status and student enrollment; when involuntary transfers are necessary.

Any employee affected by an involuntary transfer shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests. The following academic year, any employee transferred involuntarily shall receive priority consideration in any requested transfer for which he/she is qualified and which occurs subsequent to their relocation. In addition, the Superintendent or Building Administrator shall meet with said employee at the time of notification to explain the transfer and offer assistance. Assistance may include the District providing the employee with a substitute to visit sites with openings. Said employee shall not be required to participate in a formal interview for a position, but may be allowed to fill any position for which he/she is qualified, or be placed in a mutually agreed upon position.

The following steps will be used in the event that involuntary transfers become necessary:

1. Principals will explain the need for the transfer and ask for voluntary transfers.
2. If the number of employee volunteers is not adequate, the principal may consider a variety of factors in deciding involuntary transfers. These factors may include, but are not limited to, the number of years of teaching experience, area of specialization, experience in team-teaching techniques or the principal's need to create balance within a grade level or subject area(s).
3. Each involuntary transferee shall receive a written rationale for his/her transfer at the time of the notification of the transfer.

ARTICLE XII

RECALL OF CERTIFICATED EMPLOYEE

Any certificated employee released pursuant to a Reduction in Force shall be automatically reinstated if a similar position for which the employee is Highly Qualified becomes available within ninety (90) days of the date of release.

ARTICLE XIII

EVALUATION OF CERTIFICATED EMPLOYEE

Purpose:

West Bonner County School District (WBCSD) has developed a teacher evaluation model that is aligned to state standards and based on the Charlotte Danielson Framework for teaching domains and

components of instruction. The purpose of an evaluation plan is to provide a fair, reliable, valid, and transparent evaluation process that enhances and supports instructional practices in the classroom, and is a means to assess teacher performance as required by state statute.

Definitions:

Observation: Idaho Code 33-514 states that "There shall be a minimum of one (1) written evaluation in each of the annual contract years of employment, which shall be completed no later than June 1 of each year. The evaluation shall include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1 of each year. The requirement to provide at least one (1) written evaluation does not exclude additional evaluations that may be performed."

Documented observations may be a minimum of 3 walkthroughs or a formal observation, and/or a combination of the two formats.

Walkthrough observations are short (5-15 minutes) documented classroom visits. A minimum of three (3) walkthroughs combined may serve as a complete observation.

Formal observations include a pre-conference, observation (minimum of full lesson or at least 45 minutes) and post-conference. A teacher in his/her first and second year in the profession will have a minimum of one formal observation per year.

Professional Practice: The professional practice portion of evaluation is based on Domains 1-4 of Danielson. This portion of the evaluation is sixty seven percent (67%) of the total evaluation and is based on evidence from observations and professional portfolio.

Student Growth Measures: Thirty-three percent (33%) of the evaluation of certificated personnel will be based on student achievement data, as stated in each teacher's certified professional learning plan/goals. Instructional staff evaluations must include measurable student achievement as defined in Idaho Code Section 33-1001, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators, as defined in Idaho Code 33-1001, as applicable to the position. This portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data.

Professional Learning Plan: Ongoing learning and growth are an expectation of professional educators. A professional growth plan establishes professional practice targets and means of achieving growth. Professional Growth Plans are based on student achievement and may be developed by a grade/content team.

Portfolio: The professional portfolio is made up of artifacts collected by the teacher. These may include, but are not limited to, parent contact logs, newsletters, student work samples, collaboration agendas, lesson plans, student tasks, professional learning, parent or student survey data and reflections.

Evaluator:

The primary responsibility for the evaluation of personnel lies with the direct supervisor. Normally this will be the building principal. The principal may recruit assistance in performing observations and collecting data from other qualified administrators. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations. In the case that instructional personnel serve under

the direct supervision of multiple administrators, the primary evaluator may recruit assistance in performing observations and collecting data from those administrators.

Evaluation Criteria:

- All certificated instructional personnel will be evaluated on this plan. WBCSD certificated instructional personnel will be evaluated from criteria drawn from the Charlotte Danielson Framework for Teaching. Domains and components of instruction. These domains include the following:
- **Note: Instructional and Pupil Services personnel will be evaluated based on appropriate rubrics from the Charlotte Danielson Framework for Teaching Second Edition. Forms may be found on the district website or with the building administrator.**
- The evaluation shall be based upon direct observation of the evaluator(s)/designee and documentation contained in the portfolio.
- The evaluator may not raise any issues, concerns, or deficiencies in the final evaluation that have not been previously addressed and documented.

Evaluation Forms:

The Board commits to ensuring that all forms and policy related to evaluation (including evaluation forms formal observation form, walk-through observation form, all rubrics used for evaluation scoring and identification of any areas of emphasis) will be in place prior to the first day of school or within 20 working days in the event of a change in state or federal law. All forms will be provided electronically to certified staff via email. Forms and criteria for improvement plans will be included in the information provided.

Evaluation Scoring:

For each component:

- Unsatisfactory = 1
- Basic = 2
- Proficient = 3
- Distinguished = 4

Domain rating will be the average of the domain components.

- Distinguished = 3.5 to 4.00
- Proficient = 2.50 to 3.49
- Basic = 2.00 to 2.49
- Unsatisfactory = 1.00 to 1.99

Overall summative rating (The weighted average of all components):

- Distinguished = 3.5 to 4.00
- Proficient = 2.50 to 3.49
- Basic = 2.00 to 2.49
- Unsatisfactory = 1.00 to 1.99

Communication of Results

Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

- Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.

- identify specific competence areas in need of improvement.
- identify expected outcomes and evidence of success.
- provide a timeline identifying target dates for showing improvement and plan completion.

The plan shall be in place a minimum of six (6) weeks and may not exceed one (1) semester in length.

Elements of the plan will include:

- identify district supports that will be provided to help the certificated employee meet the goals of the plan
- ensure that all individuals identified in the plan are held accountable for its implementation.

A certificated employee, placed on the Professional Improvement Plan may include a request for assistance from a mentor or intervention team.

In no event shall a Professional Improvement Plan require a certificated employee to:

- satisfy performance criteria other than those identified in the Danielson Evaluation Model.
- tape record or videotape any lesson conducted by the employee.
- be monitored or evaluated by use of any electronic device.
- have non-supervisory personnel observe or evaluate the employee.
- purchase any publication, supplies, or equipment.
- enroll in any class, program, or activity at the employee's expense not recognized for credit for salary schedule placement.
- require employee expenditures for tuition, books, or materials.
- involve student participation different from the normal classroom role.

Final copies of the Professional Improvement Plan shall be signed by the certificated employee and principal/supervisor. One copy shall go to the employee, and a second copy shall be included as part of the certificated employee's annual evaluation.

Upon successful completion of the Professional Improvement Plan the certificated employee shall be released from the plan. Documentation of the successful completion of the plan shall be placed in the employee's working file and attached to the employee's annual evaluation.

Probation

In the event that the certificated employee is not able to correct the identified deficiencies during the Professional Improvement Plan timeframe, the principal/supervisor shall notify the Superintendent. The Superintendent may grant additional time (not to exceed four (4) weeks) for the employee to successfully complete the Professional Improvement Plan or may recommend to the Board that the employee be placed on probation.

A certificated employee placed on probation due to a failure to successfully complete a Professional Improvement Plan shall be afforded the same rights and process as defined for those placed on a Professional Improvement Plan. During the probationary period, the principal/supervisor shall meet with the employee a minimum of twice monthly to discuss the observations and make written evaluations of the progress made by the employee. A certificated employee placed on probation may request and may be granted the option of being observed and evaluated by a secondary evaluator, approved by the District. Approval of this request is based on written evidence the current evaluator is unable to evaluate

the certificated employee accurately based upon components of the Danielson Framework.

Upon successful completion of the terms of probation, the principal/supervisor shall notify the Superintendent. The Superintendent will recommend to the Board that the employee be released from probation. A certificated employee released from a probation shall be considered as having corrected all identified deficiencies and shall no longer require any further formal intervention. Documentation of the successful completion of the terms of probation shall be placed in the employee's working file and attached to the employee's annual evaluation.

In the event that the certificated employee is not able to improve the identified deficiencies during the probationary period, the principal/supervisor shall notify the Superintendent; who may recommend termination of employment to the Board.

In no event shall the Probation extend from one school year to the succeeding school year. Final resolution must be determined no later than May 15th of the school year in which the Probation was initiated.

ARTICLE XV

CLASS SIZE

The WBCEA and District recognize that reasonable class size is essential. A teacher should bring concerns regarding class size or composition to the attention of the building principal. The principal shall discuss possible adjustments that might resolve or at least modify the situation. The agreed upon modifications shall be put in writing for an appropriate trial period. If the teacher and principal feel the accommodations are not working, the teacher and principal should make a request to the Superintendent for additional support. The request should include a description of the problem and the modifications that have been tried to date. Both the principal and teacher should sign the request.

ARTICLE XVI

GRIEVANCE PROCEDURE

Certificated Staff Grievances

It is the desire of the Board and the WBCEA that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued with prompt and equitable resolution at the lowest possible. Additionally, each certificated employee will be assured an opportunity for orderly presentation and review of grievances without fear of reprisal or retribution.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Negotiated Agreement between the District and the WBCEA. The Grievant will be allowed to bring representation at any level.

Grievance Procedure

The District will first review the Negotiated Agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

The certificated staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment or violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged harassment. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the Master Agreement the employee believes was violated;\
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee.

Level I

The written grievance must be filed with the immediate building principal within ten (10) working days of the date of the initial event or administration's decision; whichever is later, allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten (10) working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

Level II

If the grievant is not satisfied with the decision of the Level 1 Response, the individual shall have a period of five (5) working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten (10) working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or a designee, shall schedule a meeting between the grievant and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of fifteen (15) working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

Level III

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five (5) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

ARTICLE XVII

PROFESSIONAL DEVELOPMENT

Continuing Education Credits

Certificated staff in their first three (3) continuous years with the District are eligible to be reimbursed for three (3) district offered professional development credits per year by the District. Employees who have worked for the district for four (4) years or more are allowed a maximum of \$500 per school year towards the cost of obtaining university credits. Employees who work less than full time will receive a prorated portion of this allocation per their total FTE. The District must approve the payment of the credits, up to the agreed amount stipulated in this agreement, if it meets the following criteria:

- A. The class has relevance to the employee's individual professional goals as approved by the employee's principal or immediate supervisor.
- B. The class has relevance to the current district goals.
- C. The class is required by the State of Idaho.
- D. The class is required by the West Bonner County School District.

The District upon registration will make payment for each class. It is the employee's responsibility to complete the district "Course Approval/Credit Payment" forms and the college or university registration form two (2) weeks prior to the start date of the course. An official transcript for each completed class must be on file in the District Office within six (6) weeks of the end of the semester in which the course was completed. It is understood that it is the employee's responsibility to submit official transcripts verifying class completion as soon as it is available from the college or university. If the transcript is not on file within the specified time frame, the cost of the tuition will be deducted from the employee's pay.

Course Reimbursement: The certificated staff will pay for the course and will receive reimbursement after course completion. After completing the pre-approved course, the employee will submit a copy of the official transcript and the canceled check or receipt from the college or university. The course must meet all the criteria set above.

Certificated staff, at their own expense, have the option to attend any out of district in-services offered during the statewide in-services. In the event that the District does not include in-service days that coincide with the State, the District will provide substitutes as available for teachers who attend during the state allocated days. If substitute availability is an issue, priority will be given to teachers whose attendance are in alignment with building professional development plans.

WBCSD may require certificated staff to learn specific content. This content will be provided on days designated as In-Service days. If a staff member is absent, that staff will still be expected to learn this content.

All Coaches of all IHSAA (Idaho High School Activities Association) sanctioned activities may use funds allocated to them for continuing education credits to reimburse the cost of the training/courses required by the IHSAA.

ARTICLE XVIII

LEAVE

Since the District pays substitutes in full and half-day increments, teacher leaves will be granted as either full-day or half-day absence.

ARTICLE XIX

LEAVE OF ABSENCE

A one-year leave of absence may be granted to teachers that have been in the District for at least three continuous years of employment. Leave of absence may be approved by the Board for reasons such as:

- A. Advanced study
- B. Prolonged personal illness or illness in immediate family
- C. Required military service and for emergencies arising there from
- D. Travel leave which is deemed as being to the best interest of the district
- E. Exchange teacher programs or teaching in a foreign country
- F. Other such special reasons as may be approved by the District; provided, however, the following conditions are met:
 - a. Request for leave of absence submitted in writing to administration by April 1 preceding date that said leave is to be effective; and
 - b. Intent to return from requested leave of absence and resume teaching duties must accompany the request.
- G. Maternity/paternity leave
- H. All maternity leave shall be granted according to state and federal law. Cross Reference Board Policy 5410.

It is not the intent that an employee be granted leave of absence to seek employment outside the District.

Upon a teacher's return from a leave of absence a guarantee of continued employment in the same or similar position for which they are considered a highly qualified teacher would not be affected unless that position no longer exists due to changing enrollments or school alignment.

A teacher on leave of absence must confirm his/her intent to return to the District for the next succeeding year. The teacher shall notify the Superintendent in writing no later than April 1st of the year said leave of absence applies.

If leave is denied, the reason will be given for the denial.

ARTICLE XX

PERSONAL LEAVE

Certificated employees with contracts of .50 or greater will be granted personal leave days. Personal leave days will be prorated per FTE for a maximum of 2 days. (i.e. .50 FTE = 1 day, .75 FTE = 1.5 days and 1.0 FTE 2.0 days). Personal leave days shall be cumulative to six (6) days. Employees must give 2 weeks' prior notification to the building administrator, except in the case of an emergency. No reason needs to be stated for personal use. The principal will inform the employee if a personal day will be approved/denied, within (5) five working days.

All full-time certificated employees who have at least 10 years of certified teaching experience in the District, and who were not on probation or a plan of assistance the previous school year, shall be granted one (1) additional day per year.

Except in situations in which the building administrator and Superintendent or designee consider extenuating, personal leave will not be granted during the first week or the last week of the school year.

No more than 10% of certificated staff in any building may take personal leave to extend a school vacation. Two weeks' advance notice is required to extend a vacation.

Unused personal leave may be cashed in at the end of the school year per the following guidelines:

- A. No more than two (2) days per year may be cashed in.
- B. Reimbursement will be at the Certificated Long-Term Sub Pay rate per day.
- C. Written requests, to be paid for unused personal leave, must be received by the Director of Human Resources by June 1. Payment will be made in the June paycheck.

Additional personal days can be earned; refer to Article IX and X.

ARTICLE XXI

SICK LEAVE

All full-time certificated employees should be credited with an advance sick leave allowance of ten (10) days per school year. All other certificated employees over .50 FTE should be credited with in advance sick leave allowance of days prorated to their contracted FTE. Sick leave accumulation will be unlimited, under the condition that if the state laws or State Board rules and regulations governing sick leave change, this article will be re-negotiated.

All accumulated sick leave permitted as reportable under Idaho Code 33-1225, shall be reported to the Public Employees Retirement System of Idaho (PERSI) for employees retiring after July 1, 1988.

If a certificated employee leaves a position during the contract year (resigns, retirement, etc.), the sick leave advanced for that year, will be prorated.

ARTICLE XXII

SICK LEAVE BANK

- A. Purpose:** The purpose of the Sick Leave Bank shall be to provide all eligible staff additional sick leave days needed to recover from serious illness/injuries (non-work related) which cause an employee to be absent from work for (5) or more consecutive days. Criteria for eligible staff are those employees who either hold a West Bonner County School District contract or work 20+ hours a week.
- B.** The Sick Leave Bank shall be administered by a council composed of two (2) certificated employees selected by WBCEA, two (2) classified employees selected by Meet & Confer and one (1) Employee to be appointed by the Superintendent. At a minimum one (1) certificated employee and one (1) classified employee will be an association member. This council shall elect a chairperson. The employee's council terms will be two-year staggered terms as determined by the WBCEA and the Meet & Confer Committee. If a vacancy occurs, prior to the end of the term, the two respective groups shall appoint a replacement to serve out the remainder of that council member's term.
- a. The Council shall have the authority to recommend guidelines in addition to those set forth, as needed. Such guidelines shall have the approval of the current WBCEA and Meet & Confer Committee and Board. Confidentiality agreement must be signed by all members to participate in the sick leave bank committee. If a committee member has a conflict of interest with the applicant, they will recuse themselves.
 - b. The Council shall review all applications for use of the Bank and shall have the authority to make final decisions within the guidelines, as to the disposition of the application. Please note sick leave bank application does not guarantee that the committee will grant the requested days.
 - c. The decision of the Sick Leave committee may be appealed to the Superintendent. The applicant must appeal the decision of the Sick Leave Bank within five (5) working days of notification of the determination of the sick leave bank's decision. Upon receipt by the Superintendent of the appeal, the Superintendent shall within a period of five (5) working days decide the matter and notify the applicant in writing of his/her decision. The Superintendent's decision is final.
- C. Eligibility for Membership:** Membership in the Sick Leave Bank shall be extended to any employee who is employed by the District, who holds a West Bonner County School District #83 contract or who works a minimum of 20 hours per week, and who has accumulated one (1) day of personal sick leave as defined by Idaho Code 22-1216 and 33-1217. All certified employees of the District will automatically be members of the Sick Leave Bank. All certified employees beginning service with the District will contribute one (1) day to the

sick leave bank following employment.

- D. All Eligible Classified Employees become a member of the Sick Leave Bank by contributing one (1) day to the Sick Leave Bank following employment and the accumulation of one (1) day of sick leave. Days donated shall be non returnable to the donor. Any new employee shall have thirty (30) days from the date of hire to submit their application to join. Any existing employee who is not currently a member of the Sick Leave Bank may join during the open enrollment period each year during the month of September. If the employee joins during the open enrollment" period, they must wait to access the Sick Leave Bank until April 1 of the following year. An employee donating one (1) day of accumulated personal sick leave, shall be a current member and shall continue as a current member until the person submits a written resignation to the Sick Leave Bank Council.
- E. Employees shall not be requested to make further contributions unless the number of days in the bank drops below 50 days. At such time as the bank drops below 50 days, each employee shall contribute one (1) day to the Sick Leave Bank. Written notice shall be given to all employees.
- F. The Council shall be responsible for reporting to the District's payroll office all days granted by the Bank and all other information necessary for the employee's records.
- G. The following are the guidelines established for receiving grants from the Sick Leave Bank.
 - a. May be made only after the applicant has:
 - i. Used all his/her accumulated sick leave personal leave and vacation time; and ii. Missed work two (2) days for which his/her salary was reduced.
 - b. Requests for days from the Sick Leave Bank must be made on the approved form, available in the appendix of this Negotiated Agreement and each school/office, and sent to the Business Manager.
 - c. All applications must be made no later than ten (10) days after returning to work within the same school year.
 - d. Shall not exceed a total of 25 days in any one school year. Additional days may be granted in extenuating circumstances.
 - e. Shall not be granted for medically related business which can be scheduled on non- work time.
 - f. A doctor's note or diagnosis stating the serious illness/injury is required of the applicant's inability to work.
 - g. May be granted for illness in the employee's immediate family as defined previously.

ARTICLE XXIII

ASSAULT LEAVE

Assault is defined as an injury occurring from a physical confrontation (with a student, parent, patron, fellow employee, etc.) while performing assigned duties.

The following guidelines will apply:

- A. The employee's conduct was within the bounds of general standards of professional behavior.
- B. The incident must be reported to the immediate supervisor within 24 hours.

- C. A worker's compensation form must be completed within five (5) days of the assault, as per District policy and followed up with an Incident Report in writing.

If the above conditions are met, Assault Leave shall be granted and duration of leave determined by the building principal with the Superintendent. Sick Leave will not be deducted as a result of an Assault.

ARTICLE XXIV

BEREAVEMENT LEAVE

Up to a total of five (5) days of absences shall be authorized by the immediate supervisor because of death in the immediate family as identified in Article I. C. n.. Conditions of this article pertain to both sides of the family. These five (5) days are in addition to accumulated sick leave and are not chargeable to sick leave. When extenuating circumstances exist, the Superintendent or designee may allow an exception. This leave is non-cumulative.

ARTICLE XXV

FRINGE BENEFITS

- A. All employees who hold at least a .50 FTE contract are eligible for benefits. District contribution towards the employee's insurance package will be 100% of the premium cost for the employee only premiums of the following plans:
 - a. Blue Value Plan through Blue Cross to include vision through VSP
 - b. Delta Dental
 - c. Regence Life

Additional premium costs over the employee paid benefit per month will be paid by the employee through payroll deduction. The Insurance Committee will make recommendations on benefits to the Negotiations Team every year.

- B. Coverage for two-party or other family options is available at the employee's expense.
- C. Coverage becomes effective on the first day of the month following employment and receipt of first paycheck for all new employees. Coverage will be for 12 calendar months.
- D. Fringe benefits will be paid during the summer months for certified employees that continue to receive a paycheck. Benefits shall end the last day of July if an employee resigns and requests to be paid in full in June.
- E. The suggested make up of a District Insurance Committee is as follows:
 - a. 3 WBCEA members from the WBCEA Insurance Committee
 - b. 2 members from the administration office as stated below:
 - i. Business Manager
 - ii. Administrator

- c. 1 Classified Employee
- d. 1 Retiree
- F. Health Insurance
 - a. The District shall provide a group insurance plan to all eligible employees.
- G. Life Insurance
 - a. The District shall provide a \$20,000 life insurance policy to all eligible employees.
- H. Dental Insurance
 - a. The District shall provide a group dental insurance plan to all eligible employees.
- I. Vision Insurance
 - a. The District shall provide a group vision insurance plan to all eligible employees.
- J. Flex Plan
 - a. The District will provide an optional IRS Plan to all eligible employees.
- K. The above options shall be payroll deductible to the amount requested by the employee under either a pre-tax or after-tax option. To be eligible for the pre-tax option, the employee must be a member for the IRS 125 Plan offered by the District.

ARTICLE XXVI

SALARY

Salary Schedule

For the 2025-2026 school year, the minimum salary is \$50,252 (see Appendix A). Placement for experience and credits on the salary schedule will be based upon the State Department of Education (SDE) Salary Matrix. Credits for experience (steps) will be calculated as actual years of experience. Experience is given for the years at accredited public schools, in an accredited private or parochial school, or in an accredited college or university as defined by ID Code 33-1004A. Credits for additional education will be given (lanes). There will be five paid holidays for the 2025-2026 school year (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day). Returning employees will be honored based on years of experience within the district.

Official transcripts must be on file in the District office no later than September 1 in order to have a lane change for the school year. A transcript submitted after September 1 will be applied to the subsequent school .

Longevity +

Certificated employees will receive a longevity stipend after completing the fifteenth consecutive year with the District. See Appendix A.

Advanced Professional Rung

Certificated staff who are placed on the District's Legacy - Advanced Professional Compensation rung will

receive a stipend according to Appendix A.

Co-Curricular & Extra Curricular Stipends

Co-Curricular and Extra Curricular Stipends are based on a Tier System. See Tier system below, see Appendix B for stipend schedule.

Tier 1 - 100% Stipend

High School Head Coaches, including High School Head Cheer Coach
High School Co-Curricular without class time (ex. Drama)
Districtwide Instrumental (includes games as directed by the Athletic Directors and all performances)
Districtwide Vocal (includes games as directed by the Athletic Directors and all performances)

Tier 2 - 66% Stipend

High School Assistant Coaches
High School Leadership, with class time and substantial time outside of class

Tier 3 - 50% Stipend

Junior High Coaches, including Junior High Head Cheer Coach
High School Co-Curricular with class time
High School Co Curricular without class time, with limited practices and/or performances Junior High Co-Curricular without class time.
A committee of four coaches one activity director, and two non-sports activities sponsors shall meet in October of each levy planning year, or a date agreeable to both parties, to make recommendations concerning the Co-Curricular Salary Schedule. Their recommendations shall be presented to the WBCEA President who shall present it to the Board during levy planning. Upon additional money, being added through the levy the WBCEA President or designee will bring a proposal forward at negotiations. See attached co-curricular stipend schedule.

Activity/Coaching Longevity Stipends: Years of experience are awarded only for in district experience. Years 5 through 9 receive an additional \$500 per year for all coaches. Year 10 forward Jr. High Coaches will receive an additional \$1,000 per year for assignments and High School Coaches will receive an additional \$1,500 per year for assignments.

Any High School Assistant Coach or Junior High Coach selected as High School Head Coach will be awarded 1-year experience for every 2 years' assistant coach experience or junior high coach experience in the same sport in-district.

Any Junior High Coach moving to a High School Assistant Coach in the same sport in-district will be awarded year for year experience.

Any High School Head Coach moving to Junior High Coach in the same sport in district will be awarded year for year experience.

Each employee's salary will be a combination of state reimbursed and supplemental levy funds.

ARTICLE XXVII

GRANT WRITING

Up to two (2) days of release time per year may be provided by the District, as determined by District Administration, for those district employees who wish to write a grant. The building principal must approve the release time and support the proposed grant. Additional days may be granted by the building principal for applying for administering the grant if received and if the building principal believes time is needed. Grants submitted for approval must align with the goals of the District's Strategic Plan.

ARTICLE XXVIII

UNANTICIPATED FUNDS REOPENER

In the event the February 15 support units are higher than the district anticipated (and the 2025-2026 Negotiated Agreement was ratified), the additional instructional and pupil service staff revenue generated for salary-based apportionment shall be distributed to the bargaining unit. The parties agree to reopen the Negotiated Agreement for the sole purpose of determining how the additional apportionment shall be distributed to the bargaining unit.

The parties agree and understand that the compensation reopener is retroactive to September 1, 2025 if further appropriations is made by the State of Idaho for FY 2025-2026.

APPENDIX A: MODERN, LEGACY & HARD-TO-FILL SALARY SCHEDULES

West Bonner County School District Certified Salary Schedule				
Approved by Board 8-20-25 say ma				
Career Ladder Placement	Base Salary	BA + 24 \$1000		MA \$2000
R1	\$ 50,252			
R2	\$ 51,302			
R3	\$ 52,352			
P1	\$ 53,402	\$ 54,402	\$	55,402
P2	\$ 55,239	\$ 56,239	\$	57,239
P3	\$ 57,077	\$ 58,077	\$	59,077
P4	\$ 58,914	\$ 59,914	\$	60,914
P5	\$ 60,752	\$ 61,752	\$	62,752
AP1	\$ 64,727	\$ 65,727	\$	66,727
AP2	\$ 66,527	\$ 67,527	\$	68,527
AP3	\$ 68,627	\$ 69,627	\$	70,627
AP4	\$ 70,727	\$ 71,727	\$	72,727
AP5	\$ 72,827	\$ 73,827	\$	74,827

West Bonner County School District Certified Salary Schedule - Legacy						
Approved by Board 8-20-25 say						
	BA + 24	BA + 36 or MA	BA + 48 or MA + 12	BA + 60 or MA + 24	MA + 36 or ES/DR	
Yr 8	\$ 52,968	\$ 56,855	\$ 56,855	\$ 58,906	\$ 61,037	
Yr 9	\$ 56,855	\$ 58,906	\$ 58,906	\$ 61,037	\$ 63,248	
Yr 10	\$ 56,855	\$ 58,906	\$ 61,037	\$ 63,248	\$ 65,255	
Yr 11	\$ 56,855	\$ 58,906	\$ 63,248	\$ 65,255	\$ 67,918	
Yr 12	\$ 56,855	\$ 58,906	\$ 63,248	\$ 67,918	\$ 70,386	
Yr 13	\$ 56,855	\$ 58,906	\$ 63,248	\$ 67,918	\$ 72,946	
Yr 14	\$ 56,855	\$ 58,906	\$ 63,248	\$ 70,010	\$ 72,946	

Certified Hard to Fill Salary Schedule			
Approved by Board 8-20-25 say			
Career Ladder Placement	Salary	25%	
		Hard to Fill	Total
R1	\$ 50,252	\$ 12,563	\$ 62,815
R2	\$ 51,302	\$ 12,826	\$ 64,128
R3	\$ 52,352	\$ 13,088	\$ 65,440
P1	\$ 53,402	\$ 13,351	\$ 66,753
P2	\$ 55,239	\$ 13,810	\$ 69,049
P3	\$ 57,077	\$ 14,269	\$ 71,346
P4	\$ 58,914	\$ 14,729	\$ 73,643
P5	\$ 60,752	\$ 15,188	\$ 75,940
AP1	\$ 64,727	\$ 16,182	\$ 80,909
AP2	\$ 66,527	\$ 16,632	\$ 83,159
AP3	\$ 68,627	\$ 17,157	\$ 85,784
AP4	\$ 70,727	\$ 17,682	\$ 88,409
AP5	\$ 72,827	\$ 18,207	\$ 91,034

APPENDIX B: 2025-2026 CO-CURRICULAR & EXTRA CURRICULAR STIPENDS

Appendix B	CO-CURRICULAR SALARY SCHEDULE	LAST REVISION 7/21/21
Position	Funded FTE	Stipend - YR 1 to 4
HS Head Football	1	\$ 4,000.00
HS Varsity Boys Basketball	1	\$ 4,000.00
HS Varsity Girls Basketball	1	\$ 4,000.00
HS Head Wrestling	1	\$ 4,000.00
HS Head Volleyball	1	\$ 4,000.00
HS Cheerleader Advisor	1	\$ 4,000.00
HS Assistant Football	1	\$ 2,640.00
HS JV Boys Basketball	1	\$ 2,640.00
HS JV Girls Basketball	1	\$ 2,640.00
HS Boys C Team	1	\$ 2,640.00
HS Girls C Team	1	\$ 2,640.00
HS Assistant Wrestling	1	\$ 2,640.00
HS Assistant Volleyball	2	\$ 2,640.00
HS Varsity Boys Soccer	1	\$ 4,000.00
HS Varsity Girls Soccer	1	\$ 4,000.00
HS Head Track	1	\$ 4,000.00
HS Head Golf	1	\$ 4,000.00
HS Head Baseball	1	\$ 4,000.00
HS Head Softball	1	\$ 4,000.00
HS Head Cross Country	1	\$ 4,000.00
HS Assistant Track	2	\$ 2,640.00
HS Assistant Baseball	1	\$ 2,640.00
HS Assistant Softball	1	\$ 2,640.00
HS Assistant Cross Country	1	\$ 2,640.00
HS Assistant Golf	1	\$ 2,640.00
HS Yearbook	1	\$ 2,000.00
District Wide Instrumental	1	\$ 4,000.00
District Wide Vocal	1	\$ 4,000.00
Drama	1	\$ 4,000.00
Academic Decathlon	1	\$ 2,000.00
Leadership Class	1	\$ 2,640.00
Honor Society	1	\$ 1,025.00
JH Football	1	\$ 2,000.00
JH Basketball	1	\$ 2,000.00
B Team Basketball	1	\$ 2,000.00
JH Wrestling	1	\$ 2,000.00
JH Track	1	\$ 2,000.00
JH Volleyball	1	\$ 2,000.00
JH Cheerleader Advisor	1	\$ 2,000.00
JH Yearbook	1	\$ 2,000.00
JH Honor Society	1	\$ 525.00
*** Longevity is granted for WBCSD years only***		
Longevity		
Years 5-9	\$ 500.00	JH & HS Coaches
Year 10 Forward	\$ 1,000.00	JH Coaches
Year 10 Forward	\$ 1,500.00	HS Coaches

APPENDIX C: MEMORANDUM OF UNDERSTANDING

1. Recruit and retain Professional Educators in the District.
2. District and WBCEA commit to continue discussions on the Salary Schedule aligning to State Funding and reserve the right to reopen Negotiations upon receipt of unanticipated revenue upon agreement of both parties.
3. Continue to move "Legacy" Instructional staff to the "Modern" Salary Schedule.
4. If a hard-to-fill position is identified that is not listed in ARTICLE I.C, the Superintendent and WBCEA President will discuss and bring the agreed upon plan to the Board for approval.

APPENDIX D: APPLICATION FOR SICK LEAVE BANK

SICK LEAVE BANK APPLICATION FORM WEST BONNER COUNTY SCHOOL DISTRICT #83

Name: _____ Date: _____

I am an eligible employee and wish to make application for _____ days of sick leave from the Sick Leave Bank for the following reasons (use back side of form if additional space is needed):

Please note: You are only allowed to request up to 25 days per year per policy 5401; and this application process does not guarantee that you will get days requested.

I have fulfilled the required guidelines as marked below:

_____ Exhausted all accumulated sick leave.

_____ "Leave Without Pay" for two days (list dates): _____

_____ Attached the required doctor's note/diagnosis per policy 5401.

Employee Signature (or designee): _____

RETURN THIS FORM TO THE DISTRICT OFFICE

OFFICE USE ONLY

The above individual has met the required guidelines:

Yes No Signature: _____

SICK LEAVE BANK COMMITTEE RECOMMENDATION:

The sick leave bank met on _____.

Your request for _____ days was APPROVED DENIED (circle one)

If approved: From _____ To _____

Reason for Denial: _____

Signature of Chairman _____

Date _____

Cc: Employee

APPENDIX E: GRIEVANCE FORMS FOR

LEVEL I, II, AND III

WEST BONNER COUNTY SCHOOL DISTRICT #83 CERTIFICATED GRIEVANCE REPORT FORM *Level I - 5250F1*

Directions: This form is used when a grievance is not resolved informally and the grievant wishes to seek to address the grievance. Stage of grievance: Between grievant and immediate supervisor. Certificated employees must file a grievance within ten (10) working days of the date of the initial event or administration's decision; whichever is later, with the immediate supervisor. (File numbers are assigned by Level I immediate supervisor in the format as follows: Date Submitted and employee initials, example: 7-1-2015 JS)

Name of Grievant: _____ File Number _____

Date Submitted: _____ Date of Initial Event: _____

Grievant Position: _____ Building _____

Will you bring representation to your meeting? ☐ Yes ☐ No

If "Yes", who will be there? _____

Policy or Provision of the Master Agreement Violated (Use additional paper as necessary)

Statement of Grievance. (Include dates and personnel involved. Use additional paper as necessary)

Relief Sought: _____

Signature: _____ Date: _____

ACTION TAKEN BY PRINCIPAL/IMMEDIATE SUPERVISOR must be attached to this form and submitted to the Human Resources Department. The principal/immediate supervisor must take action within ten (10) working days. If action is not taken within working days and there is no agreed to extension, the grievance may be advanced to the superintendent without written response from the principal/immediate supervisor.

Signature of Principal/Immediate Supervisor _____ Date _____

WEST BONNER COUNTY SCHOOL DISTRICT #83
CERTIFICATED GRIEVANCE REPORT FORM
Level II – 5250F2

Directions: This form is used when the grievant is not satisfied with the decision of the principal/immediate supervisor. **Stage of grievance: Between grievant and superintendent.** Certificated employees must file a grievance within five (5) working days of the date of the decision of the principal/immediate supervisor with the superintendent.

A copy of the Level I Form and Action Taken by Principal/Immediate Supervisor must be attached to this form.

Name of Grievant: _____ File Number: _____

Reason(s) you are not satisfied with Level I response:

Relief Sought: _____

Signature: _____ Date: _____

ACTION TAKEN BY SUPERINTENDENT must be attached to this form and submitted to the **Human Resources Department**. The principal/immediate supervisor must take action within fifteen (15) working days. Superintendent must also sent their response to all parties involved. The decision of the superintendent shall be controlling, regardless of whether it is in agreement or disagreement with the decision of the principal/immediate supervisor.

Signature of Superintendent _____ Date _____

WEST BONNER COUNTY SCHOOL DISTRICT #83
CERTIFICATED GRIEVANCE REPORT FORM
Level III – 5250F3

Directions: This form is used when the grievant is not satisfied with the decision of the superintendent. **Stage of grievance: Between grievant and board.** Certificated employees must file a grievance within five (5) working days of the decision made by the superintendent with the Clerk of the Board.

Required attachments:

- Level I Form
- Level I Response
- Level II Form
- Level II Response

Name of Grievant: _____ File Number: _____

Reason(s) you are not satisfied with Level II response:

Relief Sought: _____

Signature: _____ Date: _____

ACTION TAKEN BY BOARD must be attached to this form and submitted to the Human Resources Department. Upon receipt of a written appeal of the decision of the Superintendent, the matter shall be placed on the agenda of the board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the board will be final.

Signature of Board Chairman: _____ Date: _____