AGREEMENT

between the

JEFFERSON FEDERATION OF TEACHERS

and the

JEFFERSON PARISH SCHOOL BOARD

INTRODUCTION

With the goal of keeping student achievement first, this Agreement is the product of collaboration between the Jefferson Federation of Teachers and the Jefferson Parish School Board.

We believe that teachers are vital to improving the education and life opportunities for the students of Jefferson Parish Schools. Students thrive in a positive and productive teacher work environment in which rights, roles and responsibilities are clearly defined and respected.

Both parties commit to the education of our students and the success of Jefferson Parish Schools. The changing nature of education is reflected in this Agreement.

Both parties aspire to put teachers and administrators in the best position to ensure that our students achieve academic and personal excellence.

ARTICLE I- RECOGNITION

1.1 This Collective Bargaining Agreement ("Agreement" or "CBA") is entered into by and between the Jefferson Parish School Board ["JPSB"] and the Jefferson Federation of Teachers ("Federation" or "JFT") for the purposes of bargaining collectively for the following categories of full-time personnel whether under contract or on leave: teachers, counselors, librarians, speech and language pathologists, social workers, educational diagnosticians, school psychologists and nurses (hereinafter referred to collectively as "teachers" or "teacher").

1.2 The Board agrees that during the term of this Agreement and any extensions it shall not recognize any other union as a bargaining agent for teachers, nor extend to any other union representing teachers any of the rights extended within this Agreement to the Federation, however, no right in this agreement shall be denied to any teacher working for the School Board based on their membership or non-membership in the JFT.

1.3 The JFT shall not be required to conduct a recertification election during the terms of this CBA, including any extensions of the Agreement, except as otherwise required by law.

ARTICLE II- TEACHING ASSIGNMENTS

2.1 Teachers shall be provided with class rosters prior to the first student attendance day.
2.2 The principal shall provide an electronic form with a due date for teachers to indicate their teaching assignment preferences within their area of certification.
2.3 Principals shall make a good faith effort to accommodate all requests consistent with a teacher's certification, highly qualified status, training, and the principal's ultimate responsibility for academic success.
2.4 No certificated teacher shall be assigned to a non-certificated position without the teacher's prior consent.
2.5 If a change in a teacher's assignment occurs during the school year which causes the teacher to locate to another classroom at the same school or to a different school, the principal, or designee, shall make every effort to allow the teacher one (1) day to pack their current classroom and one (1) day to prepare his/her new classroom.

ARTICLE III- WORKING CONDITIONS

3.1 The teacher shall be provided with all reasonable and appropriate equipment and materials needed to implement the educational program at schools and/or support the academic development of the teacher's students.
3.2 The teacher shall be permitted to prepare his/her classroom prior to the first day that students return to school at the start of the new school year.
3.3 Teachers shall be given a minimum of five (5) work days advance notice of the time, date and anticipated duration of any faculty meeting held outside of the school day, as defined in Article V below, or of a change in the time, date or anticipated duration of any faculty meetings held outside the school day. A teacher's attendance at any faculty meeting may be waived by the principal for good cause. Advanced notice shall not be required for emergency meetings called at the discretion of the principal. No more than ten scheduled faculty meetings shall be held per school year.
3.4 The Board agrees to collaborate with school-based administrators and the Federation to implement professional development for all teachers.
3.5 The Board agrees to pay teachers a minimum of thirty dollars [$30.00] per hour to attend District-sponsored in-services or professional development workshops, when such sessions are held outside the normal work day, as defined in Article V, payable in the pay period immediately following the in-service and/or professional development session.
3.6 All personnel covered under this agreement shall be required to attend Open House only at their home-based school.
3.7 Except in extenuating circumstances, the caseloads of Pupil Appraisal, special education teachers, speech and language pathologists, counselors, social workers, APE teachers, occupational and physical therapists shall adhere to the caseload requirements of BESE Bulletins 741 and 1706.

ARTICLE IV- FACULTY LOUNGE/ RESTROOMS

4.1 Faculty shall have designated restrooms. Students will only be allowed to use designated faculty restrooms in extenuating circumstances and when accompanied by an adult.
4.2 Each School shall have an area designated as a faculty lounge. The faculty lounge shall have a full-size refrigerator-freezer and full-size microwave so long as the facility's electrical system can adequately accommodate the appliances.
4.3 Students shall not have access to the faculty refrigerator-freezer or faculty microwave. Students shall only be allowed access to the faculty lounge under extenuating circumstances.
4.4 The faculty lounge shall only be used for classes, testing, and/or other activities as a last resort and when the faculty lounge is the only space available for the class, testing, or other activity that must be accommodated.
4.5 Faculty lounges shall receive regular custodial care and maintenance.

ARTICLE V- SCHOOL DAY/ WORK DAY

5.1 The "school day" shall be defined by the school's bell schedule. As used in this article, "school day" shall mean the student attendance hours regardless of whether students are present.
5.2 All teachers in all schools, if not serving duty, must report ten [10] minutes before the beginning of the school day and may leave no sooner than five [5] minutes after the close of the school day.
5.3 "Workday" is defined as the "school day" plus the additional fifteen [15] minutes that teachers are required to be on campus, as indicated in 5.2, above.
5.4 The teacher shall receive an uninterrupted thirty (30) minute duty-free lunch period each full day. On those days when students are not in attendance at lunch time (e.g., exam days, parent conference days, records days, etc.) teachers shall be given one (1) hour of duty-free lunch.
5.5 Teachers shall be able to leave the school grounds during their duty-free lunch period using prescribed procedures for signing in and out of the school building.
5.6 Professional Growth – The District shall provide opportunities for workshops and/or seminars to train employees on topics which they are required to learn for the performance of their job duties. If an employee has received prior approval from the principal or supervisor, the employee shall be reimbursed for workshop and/or seminar expenses in accordance with School Board policy.
5.7 Prior to the adoption of a final calendar by the School Board, the Chief of District Affairs or his/her designee, shall meet with a committee, including at least four (4) teachers, to make recommendations for such calendar. The Federation President, or designee, shall serve on the Calendar Committee.

ARTICLE VI- RECORDING TEACHER ATTENDANCE

Teachers shall be required to sign in at the start of the work day and sign out at the end of the work day, and as otherwise required under this section.

6.1 Using the designated time-keeping procedures, teachers are required to sign out and sign back in, if they leave campus during the work day for non-work-related reasons.
6.2 Teachers, including itinerant teachers, are required to follow designated time-keeping procedures when they travel from one site to another for work-related reasons.

ARTICLE VII- PLANNING TIME

7.1 A "classroom teacher" is defined as a teacher, including an ESL teacher, Special Education teacher and librarians, assigned to deliver instruction to students as the classroom teacher for a minimum of 50% of the school day, whose performance is evaluated under the Louisiana Educator's Rubric ("LER") or the National Institute of Excellence in Teaching ("NIET") rubric, and whose evaluation includes consideration of Student Learning Targets.
7.2 All classroom teachers, as defined herein, shall have a minimum of 45 minutes uninterrupted planning time each day, or the weekly equivalent (225 minutes).
7.3 "Planning time" is defined as a designated period of time within a teacher's workday that is set aside specifically for learning, planning, and preparation in order for teachers to thoughtfully design and organize learning experiences that meet the diverse needs of their students.
7.4 Planning time shall be duty free unless circumstances clearly make it unfeasible, and no other alternatives exist to address the problem.
7.5 The planning and preparation time shall be used judiciously and appropriately and may include collaborative planning, grade level/departmental meetings, professional development and study groups, provided such shall occur no more than twice each week.

ARTICLE VIII- DUTY

8.1 Teacher duty shall be defined as assigned tasks related to the educational welfare of students to include monitoring of student arrivals and departures (walkers, bus, and car riders), common areas, cafeteria, hallways, stairwells, etc.
8.2 Teacher duty is a total of 30 minutes on assigned duty days. The duty shall be assigned fairly and equitably and need not be assigned every day, unless daily assignments are required in order to meet the needs of the School.
8.3 The principal/designee shall be responsible for determining the non-classroom supervision of students, and the number of employees required to perform such duty. A Duty Schedule Committee composed of the principal/designee, Federation Building representative and other faculty and staff members shall be given the opportunity to prepare a duty schedule for the school.
8.4 Duty for itinerant teachers may be assigned only at their home-based school, absent extenuating circumstances.

ARTICLE IX- EVALUATIONS

9.1 Prior to the first cycle of observations, and as needed during the school year, an in-service shall be provided to teachers regarding classroom walk-throughs, observations, the NIET rubric, Student Learning Targets and evaluations for the purpose of ensuring that teachers understand the performance evaluation process and the criteria upon which their performance shall be evaluated. For purposes of this section, "in-service" shall mean a virtual or in-person meeting with teachers conducted by administrators at the district or school level that includes discussion of the topics described in this section.

9.2 Professional development on the current Louisiana Educator Rubric shall be completed before the first round of observations/evaluations to fully prepare teachers and other certificated staff for the latest changes to evaluations.

9.3 The District ensures that all evaluators are certified in the Louisiana Educator Rubric before the onset of the observations/and or evaluations.

ARTICLE X- LESSON PLANS

10.1 A school-level committee that includes, at a minimum, one teacher and one administrator, shall develop a lesson plan format for the school. The format shall include all of the lesson plan components required by the district and is subject to approval by the principal and by the Teaching and Learning Department at the start of each school year.

10.2 Teachers shall not be required to use their allotment of copies to provide student materials in the event that workbooks or other district-provided resources are not available to students at the beginning of the school year.

ARTICLE XI- CLASSROOM TEACHERS AS SUBSTITUTES

During the period of this Agreement, classroom teachers, as defined in Article VII, above, shall be entitled to compensation as set forth below:

11.1 When a classroom teacher assumes responsibility as the substitute teacher for a number of students equal to 1/3 of the receiving teacher's class roster or caseload, the receiving teacher shall be compensated at a rate of $20.00/hour.

11.2 Classroom teachers who volunteer to give up their planning period in order to serve as teacher-as-sub, shall be compensated at a rate of $20.00/hour. Each principal will maintain a list of teachers who wish to be considered for volunteer teacher-as-sub opportunities as they arise. Volunteer teacher-as-sub opportunities will be offered to the individuals on the list on a rotating basis.

11.3 When a classroom teacher is required to forfeit his or her planning period in order to substitute as the classroom teacher for another class, the teacher shall be compensated at his/her hourly rate of pay.

11.4 A classroom teacher is entitled to compensation under this section only if he or she fills in as the substitute teacher for the entire class period.

11.5 A classroom teacher entitled to compensation under this section must submit his/her time to the school timekeeper by 10:00 a.m. on the first workday of the week following the week in which compensation was earned.

ARTICLE XII- TEACHER SUPPLIES*

12.1 Effective July 1, 2025, teachers shall be reimbursed up to $250.00 per semester for teaching materials and/or registration fees for pre-approved conferences and/or workshops including applicable sales tax.

12.2 A teacher who does not expend his allocation or any part thereof for the first semester shall not be permitted to roll the unspent allocation over to the next semester.

12.3 Reimbursement and guidelines are as follows:

12.3.1 First Semester Reimbursement Window (July 1 – October 31):
Due Date for receipts is the last workday in November.
The maximum reimbursement amount for the first semester is $250.00.

12.3.2 Second Semester Reimbursement Window (January 1 – March 31):
Due date for receipts is the last workday in April.
The maximum reimbursement amount for the second semester is $250.00

12.4 **Reimbursement Requirements**: Original receipts must accompany all reimbursement requests. All expenditures must be fully documented. Items must be in the teacher's possession at the time of submission. Pending orders or undelivered items are not eligible for reimbursement. Teachers shall be reimbursed promptly, but no later than twenty (20) workdays after complete submission.

*As amended on September 3rd, 2025

ARTICLE XIII- CLASS SIZE

13.1 Absent extenuating circumstances, the School District shall comply with class size requirements stated in BESE Bulletins 741 and 1706.

13.2 The School Board acknowledges the desirability of completing as soon as possible the adjustment in the number of students within each grouping of class periods or grade levels to achieve fair and equitable numbers among those teaching that subject, that period, or grade level. The School Board shall also endeavor to fairly and equitably assign new students who enroll during the school year.

ARTICLE XIV- SALARY, BENEFITS & LEAVES

14.1 Salary. Teachers shall be compensated in accordance with the School Board-approved salary schedule as reflected in Appendix "A", which appendix shall be considered automatically updated at any time that the School Board approves a new salary schedule during the pendency of this Agreement. Salary increases bargained by the Federation shall be in addition to any salary increases awarded by the State Legislature.

14.2 Benefits. The School Board shall offer benefits for teachers including group health insurance coverage, dental coverage, vision coverage, ten thousand dollars ($10,000.00) life insurance and access to other supplemental insurance plans.

14.3 Leaves. Teachers shall be afforded all leaves provided for in the School Board policy and as provided by law.

ARTICLE XV- LOSS OR DAMAGE TO PERSONAL PROPERTY

A teacher who suffers damage to his/her clothing (including eyeglasses) and/or to his/her automobile if such damage occurs during the performance of his/her duties and where such damage is in no way attributed to or occasioned by the negligence of the affected teacher, shall be reimbursed in the full amount of uninsured losses not to exceed five hundred dollars ($500.00). Claims for reimbursement shall be submitted within ninety (90) days of the occurrence with all losses fully documented.

ARTICLE XVI- REPRIMAND AND CRITICISM

The School Board agrees that reprimanding or criticizing teachers in the presence of colleagues, students and/or parents is not conducive to a positive working and learning environment and, therefore, shall endeavor to avoid doing so if possible.

ARTICLE XVII- GRIEVANCES

17.1 **Definition of Grievance**: For the purpose of this Agreement, a grievance is defined as a dispute between Jefferson Parish Schools and the Federation or any employee of the Board covered hereby (members of the bargaining unit, hereafter referred to as "employee") with respect to the alleged violation of a specific provision of this Agreement, provided that the term grievance shall not apply to:

- 17.1.1 Any matter for which a method of review is prescribed by law, or
- 17.1.2 Any matter for which according to law is either beyond the scope of the authority or limited to unilateral action by the Superintendent, Jefferson Parish Schools administration, or the School Board alone, or
- 17.1.3 A complaint of an employee which arises by reason of his/her not being re-employed or
- 17.1.4 A complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention, and any position for which tenure is either not possible or not required

17.2 **Informal Step**: Employees shall make a sincere attempt to resolve problems by first discussing the situation with the principal/school-based administrator. The principal/school-based administrator shall make a sincere attempt to resolve the problem.

17.3 **Formal Grievance:** Formal grievances shall be addressed in accordance with the procedures set forth in School Board GAE (Complaints and Grievances), which is hereby incorporated by reference into this Agreement, and is attached as Appendix "B".

17.4 The following provisions shall apply to grievances under this Article:

17.4.1 The School Board and the Federation are committed to cooperatively resolve alleged violations of the CBA.

17.4.2 The School Board and the Federation agree that they will use their best efforts to encourage the fair and prompt settlement of disagreements which may arise under the terms and conditions of the Agreement.

17.4.3 The School Board and the Federation acknowledge that the purpose of this grievance procedure is to secure, at the earliest level possible, an equitable solution.

17.4.4 The Federation has the right to have a Federation representative at all stages of the grievance process except for the presentation of the Informal Step with the Principal/supervisor.

17.4.5 The Federation shall be the sole and exclusive employee representative for grievances filed under this Agreement.

17.4.6 If the Federation determines that a violation of the Agreement affects identified classes or groups of employees who are members of the bargaining unit, the Federation or one or more unit members so affected may grieve on behalf of all other unit members similarly affected, provided the names or positions of such other unit members shall be listed in the grievance by the Step 3 appeal level. This type of grievance shall be filed at Step 2. If the identified classes or groups of unit members are from the same school, building, or department, this type of grievance shall be filed at Step 1.

17.4.7 If an employee alleges that a person holding a position higher than principal violated the CBA, then the employee may file the grievance at Step 2.

17.4.8 The parties agree that nothing contained in this Article shall preclude the School Board and the Federation from agreeing to waive one or more steps of the grievance procedure.

17.4.9 Members of the bargaining unit have the right to attempt to utilize this grievance procedure to resolve alleged violations of the CBA without fear of interference, coercion, restraint, reprisal, or discrimination.

ARTICLE XVIII- SAVINGS CLAUSE

18.1 If any provision of this Agreement shall be found at any time to be contrary to law by a court of competent jurisdiction, then such provision shall not be applicable, performed, or enforced except to the extent permitted by law. In this event, the District and Union shall meet within a reasonable time, but not later than two [2] weeks unless there is mutual consent for a delay, in a good faith effort to reach a decision as to the need for the type of substitute action.

18.2 In the event any provision of this Agreement shall be found at any time to be contrary to law by a court of competent jurisdiction, all other provisions of the Agreement shall continue in effect.

ARTICLE XIX- GENERAL PROVISIONS

19.1 Distribution of Contracts. The Agreement shall be posted on the Employee Resource page of the School Board website.

19.2 Effect of Agreement. The Agreement represents the complete agreement and may be amended, altered, or suspended upon the written consent of both parties.

19.3 Nothing in this Agreement shall prohibit any subsequent agreement between the parties affecting the employment of Jefferson Parish Schools.

ARTICLE XX- FEDERATION RIGHTS

20.1 Authorized Federation representatives shall have the right to confer with teachers at work locations during times when teachers are free from any responsibility to supervise children or other duties, as determined by the principal or other school-based administrators and provided that the conference take place outside the presence of students.

20.2 Authorized representatives of the Federation shall be the sole collective bargaining representatives of the employees covered by this Agreement, permitted to administer this Agreement and handle grievances.

20.3 The Federation representative shall make known to the principal, site supervisor or designee, that he is present on school property, must sign in at the front office, and shall receive a temporary badge to be able to be on the campus

20.4 Meetings with employees shall not be disruptive, shall be held during times when employees are free from any responsibility to supervise students, and/or shall not disrupt work related duties for a length of time that does not allow them to complete their assigned work.

20.5 No competing employee organization shall be allowed access to school property to recruit members or to meet and confer with employees regarding any of the agreed upon terms and conditions of employment contained in this Agreement.

ARTICLE XXI- DUES DEDUCTION

21.1 The School Board, during the terms of this Agreement, including any extensions thereof, shall deduct from the pay of each employee covered by this Agreement the Union's membership dues provided that at the time of such deduction the District has in its possession an existing written authorization executed by the employee. Authorizations by employees for deduction of the Union's membership dues shall remain in effect during the term of the CBA, unless properly rescinded by the employee. There shall be no payroll deduction for dues on behalf of members of the Bargaining Unit to any teacher union other than Jefferson Federation of Teachers.

21.2 A teacher shall have the right to request and be allowed dues deduction for the Federation. Such dues deduction shall be taken from the teacher's first paycheck following submission of the request.

Such dues deduction shall be taken from the teacher's first paycheck following submission of the request.

21.3 The School Board shall notify the Federation it intends to respond to a request for a list of the Federation's members who have dues deducted from their paychecks.

ARTICLE XXII- DURATION OF AGREEMENT

The Agreement shall be effective on the date that it is fully executed and shall continue through **June 30, 2028.**

Chad Nugent
President
Jefferson Parish School Board

Date: 9/18/25

Dr. James Gray
Superintendent
Jefferson Parish Schools

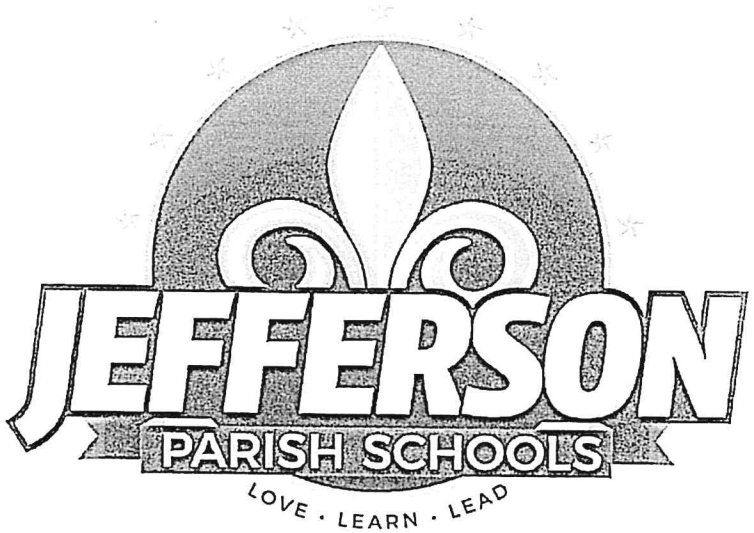
Date: 9/19/25

Sandra Hauer
President
Jefferson Federation of Teachers

Date: 9/3/25

Bonnetta Franklin
Executive Vice President
Jefferson Federation of Teachers

Date: 9/3/25



Fiscal Year 2024-2025 Salary Schedules

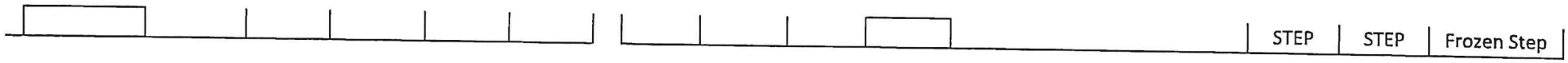
Board Approved: 02/12/2019, Amended: 06/05/2019, 09/06/2023, 06/05/2024
Funding Approved by JP voters: May 4, 2019
MFP Funding Approved by LA Legislators: 2019 Regular Session; 2021 Regular Session; 2022 Regular Session (HB1)

TEACHERS

Industry Based Non-Certified Administrator (183 days)	Associate's Degree Teachers (183 days)	Non-Certified (183 days)	Certified Bachelor's Degree (183 days)	Certified Master's Degree (183 days)	Certified Master's +30 and higher (183 days)
Base	Base	Base	Base	Base	Base
$42,800	$38,850	$41,800	$51,800	$52,300	$52,800
43,300	38,850	41,800	52,300	52,800	53,300
43,800	38,850	41,800	52,800	53,300	53,800
44,300	38,850	41,800	53,300	53,800	54,300
44,800	38,850	41,800	53,800	54,300	54,800
45,300	38,850	41,800	54,300	54,800	55,300
45,800	38,850	41,800	54,800	55,300	55,800
46,300	38,850	41,800	55,300	55,800	56,300
46,800	38,850	41,800	55,800	56,300	56,800
47,300	38,850	41,800	56,300	56,800	57,300
47,800	38,850	41,800	56,800	57,300	57,800
48,300	38,850	41,800	57,300	57,800	58,300
48,800	38,850	41,800	57,800	58,300	58,800
49,300	38,850	41,800	58,300	58,800	59,300
49,800	38,850	41,800	58,800	59,300	59,800
50,300	38,850	41,800	59,300	59,800	60,300
50,800	38,850	41,800	59,800	60,300	60,800
51,300	38,850	41,800	60,300	60,800	61,300
51,800	38,850	41,800	60,800	61,300	61,800
52,300	38,850	41,800	61,300	61,800	62,300
52,800	38,850	41,800	61,800	62,300	62,800
53,300	38,850	41,800	62,300	62,800	63,300
53,800	38,850	41,800	62,800	63,300	63,800
54,300	38,850	41,800	63,300	63,800	64,300
54,800	38,850	41,800	63,800	64,300	64,800
55,300	38,850	41,800	64,800	65,300	65,800

Possible Additional Supplements							
Target Content	Target Schools-Hiring Incentive	Teacher Leaders	Master Teachers	Performance			
				Highly Effective	Proficient	Emerging	Ineffective
$1,000	$2,000	$1,000	$7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP	STEP	STEP	Frozen Step
1,000	2,000	1,000	7,500	$1,000 (SLT)/ $2,000 (VAM) plus STEP			

TEACHERS



OCCUPATIONAL/PHYSICAL THERAPISTS AND NURSE PRACTITIONERS

Step	OT/PT (183 days)	Nurse Practitioner (183 days)
00	$ 58,300	$ 72,300
1	58,800	72,800
2	59,300	73,300
3	59,800	73,800
4	60,300	74,300
5	60,800	74,800
6	61,300	75,300
7	61,800	75,800
8	62,300	76,300
9	62,800	76,800
10	63,300	77,300

SCHOOL CLERICAL

Step	School Based Clerical			Paraprofessionals		Account Clerk		Educational Interpreter	
	General Clerk/ SBHC Medical Assistant/ SBHC Receptionist (193 days)	Assistant High School Secretary (211 days)	School Secretary (211 days)	Non Highly Qualified (183 days)	Highly Qualified (183 days)	Elem/ Middle (211 days)	High School (211 days)	Level 1 (183 days)	Level 2 (183 days)
0	$ 22,372	$ 24,305	$ 28,150	$ 21,365	$ 23,150	$ 27,150	$ 27,850	$ 25,150	$ 35,150
1	22,555	24,505	28,425	21,820	23,625	27,400	28,100	25,650	35,650
2	22,738	24,705	28,700	22,275	24,100	27,650	28,350	26,150	36,150
3	22,921	24,905	28,975	22,730	24,575	27,900	28,600	26,650	36,650
4	23,104	25,105	29,250	23,185	25,050	28,150	28,850	27,150	37,150
5	23,287	25,305	29,525	23,640	25,525	28,400	29,100	27,650	37,650
6	23,470	25,505	29,800	24,095	26,000	28,650	29,350	28,150	38,150
7	23,653	25,705	30,075	24,550	26,475	28,900	29,600	28,650	38,650
8	23,836	25,905	30,350	25,005	26,950	29,150	29,850	29,150	39,150
9	24,019	26,105	30,625	25,460	27,425	29,400	30,100	29,650	39,650
10	24,202	26,305	30,900	25,915	27,900	29,650	30,350	30,150	40,150

CENTRAL OFFICE CLERICAL

	Administrative Assistant (211 days)	Technician-11 month (211 days)	Technician - 12 month (233 days)	Office Manager or Budget Analyst (211 days)	Executive Assistant (211 days)	Specialist (211 days)
0	$ 27,150	$ 28,150	$ 31,085	$ 37,150	$ 46,150	$ 47,150
1	27,650	28,650	31,637	37,650	46,650	47,650
2	28,150	29,150	32,189	38,150	47,150	48,150
3	28,650	29,650	32,741	38,650	47,650	48,650
4	29,150	30,150	33,294	39,150	48,150	49,150
5	29,650	30,650	33,846	39,650	48,650	49,650
6	30,150	31,150	34,398	40,150	49,150	50,150
7	30,650	31,650	34,950	40,650	49,650	50,650
8	31,150	32,150	35,502	41,150	50,150	51,150
9	31,650	32,650	36,054	41,650	50,650	51,650
10	32,150	33,150	36,606	42,150	51,150	52,150

CHILD NUTRITION

Step	4 Hour (181 days)	6 Hour (181 days)	7 Hour (181 days)	Assistant Manager (181 days)	Manager Level 1 (181 days)	Manager Level 2 (181 days)	Manager Level 3 (181 days)	Area Manager (211 days)
00	$12,095	$18,134	$21,155	$ 21,475	$ 22,740	$ 24,640	$ 27,745	$33,150
1	12,209	18,305	21,355	21,675	22,940	24,840	27,945	33,350
2	12,323	18,476	21,555	21,875	23,140	25,040	28,145	33,550
3	12,437	18,647	21,755	22,075	23,340	25,240	28,345	33,750
4	12,551	18,818	21,955	22,275	23,540	25,440	28,545	33,950
5	12,665	18,989	22,155	22,475	23,740	25,640	28,745	34,150
6	12,779	19,160	22,355	22,675	23,940	25,840	28,945	34,350
7	12,893	19,331	22,555	22,875	24,140	26,040	29,145	34,550
8	13,007	19,502	22,755	23,075	24,340	26,240	29,345	34,750
9	13,121	19,673	22,955	23,275	24,540	26,440	29,545	34,950
10	13,235	19,844	23,155	23,475	24,740	26,640	29,745	35,150

CUSTODIAL

Step	4 Hour Helper (193 days)	6 Hour Helper (211 days)	8 Hour Helper (211 days)	Assistant Custodian (211 days)	Plant Manager Level 1 (211 days)	Plant Manager Level 2 (211 days)	Plant Manager Level 3 (211 days)
00	$ 12,566	$ 20,606	$ 27,470	$ 27,895	$ 32,315	$ 32,735	$ 34,000
1	12,612	20,681	27,570	28,020	32,540	32,960	34,225
2	12,658	20,756	27,670	28,145	32,765	33,185	34,450
3	12,704	20,831	27,770	28,270	32,990	33,410	34,675
4	12,750	20,906	27,870	28,395	33,215	33,635	34,900
5	12,796	20,981	27,970	28,520	33,440	33,860	35,125
6	12,842	21,056	28,070	28,645	33,665	34,085	35,350
7	12,888	21,131	28,170	28,770	33,890	34,310	35,575
8	12,934	21,206	28,270	28,895	34,115	34,535	35,800
9	12,980	21,281	28,370	29,020	34,340	34,760	36,025
10	13,026	21,356	28,470	29,145	34,565	34,985	36,250

CROSSING GUARDS AND SCHOOL MONITORS

Step	Elem Middle Crossing Guard 1.0 Hrs (175 days*)	Elem Middle Crossing Guard 2.0 Hrs (175 days*)	2.0 Hr Monitor (183 days)	3.0 Hr Monitor (183 days)	4.0 Hr Monitor (183 days)
00	$ 3,023	$ 6,047	$ 6,293	$ 9,439	$ 12,586

* Days vary based on Student Calendar. Salary is reflective of the hourly rates for 175 working days.

TRANSPORTATION

Step	Bus Driver Base (180 days)	Bus Driver Operational (176 days)	Bus Para Special Needs (PTSP) or 3 hour bus attendant (start after 7.1.2019) (180 days)	Bus Para Special Needs (PTSP) or 3 hour bus attendant (start on or before 6.30.2019) (180 days)	5 Hour Bus Attendant (180 days)
00	$ 25,650	$ 9,630	$ 9,390	$ 9,424	$ 15,650
1	26,050	9,630			
2	26,450	9,630			
3	26,850	9,630			
4	27,250	9,630			
5	27,650	9,630			
6	28,050	9,630			
7	28,450	9,630			
8	28,850	9,630			
9	29,250	9,630			
10	29,650	9,630			
11	30,050	9,630			
12	30,450	9,630			
13	30,850	9,630			
14	31,250	9,630			
15	31,650	9,630			
16	32,050	9,630			
17	32,450	9,630			
18	32,850	7,050			
19	33,250	7,050			
20	33,650	7,050			
21	34,050	7,050			
22	34,450	7,050			
23	34,850	7,050			
24	35,250	7,050			
25	35,650	7,050			
26	36,050	7,050			
27	36,450	7,050			
28	36,850	7,050			
29	37,250	7,050			

TRANSPORTATION

30	37,650	7,050

OPERATIONS

Step	Van/Truck Driver (211 days)	Foreman/Maint Mechanic (211 days)	Project Manager (211 days)	Computer Repair Technician (211 days)
00	$ 30,880	$ 42,150	$ 68,450	$ 36,150
1	31,380	42,650	68,950	36,650
2	31,880	43,150	69,450	37,150
3	32,380	43,650	69,950	37,650
4	32,880	44,150	70,450	38,150
5	33,380	44,650	70,950	38,650
6	33,880	45,150	71,450	39,150
7	34,380	45,650	71,950	39,650
8	34,880	46,150	72,450	40,150
9	35,380	46,650	72,950	40,650
10	35,880	47,150	73,450	41,150

OTHER

Position Title	Ratio to Teacher Pay Scale
Elementary Dean of Students	1.05
Middle Dean of Students	1.10
K-8 Dean of Students	1.10
Alternative Dean of Students	1.10
High Dean of Students	1.15
Elementary Assistant Principal	1.20
Middle Assistant Principal	1.25
K-8 Assistant Principal	1.25
Alternative Assistant Principal	1.25
High Assistant Principal	1.35
Elementary Principal	1.55
Middle Principal	1.65
K-8 Principal	1.65
Alternative Principal	1.65
High Principal	1.75
K-12 Principal	1.75
Coordinator	1.20
Executive Master Teacher	1.25
Director	1.45
Executive Director	1.65
Executive Director School Support	2.00
Chief	2.25

Chiefs can be assigned an additional multiplier ranging from .01 to .20 for responsibilities as determined by the Superintendent.
JROTC instructors will be paid the applicable teacher daily rate of pay times 193 days or MIP, whichever is greater.
High School/Middle School Guidance Counselors will be paid the applicable teacher daily rate of pay times 193 days.

Principals who are rated effective proficient or higher under the COMPASS leader evaluation will also be eligible to receive a performance pay based stipend valued at $2,000. In addition, Principal mentors are also eligible for a $2,000 stipend if all requirements are fulfilled.

ADJUNCT RETIRED TEACHER PAY

OTHER

A daily rate of pay is available to retired teachers who desire to return to the classroom in a part-time position. The District and the retired teacher will have a consultation to ensure compliance with TRSL guidelines. The requirements of this position are outlined in the job description.

Length of Class	Daily Rate
45 minutes	$41.25
60 minutes	$55.00
90 minutes	$82.50
120 minutes	$110.00

If the length of the class is not defined above, then the following formula should be used:

Daily Rate = $55.00 x (Number of Daily Class Minutes divided by 60 minutes)

ACT 311 OF THE 2024 REGULAR SESSION OF THE LA LEGISLATURE

For certified personnel, the salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee' s job description(s). Additional compensation shall be provided as follows:

1. In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S. 17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.

2. Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor shall be paid at the rate required by La. R.S. 17:418.

Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:

a) Submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;

b) Obtain the prior written approval of the employee's immediate supervisor; AND

c) Obtain supplemental, written authority from the employee's immediate supervisor before exceeding the initial estimated time for performing such services.

d) Such employee shall submit a completed Supplemental Compensation Application Form reflecting the supervisor pre-approval and services actually provided and the time spent for each item, rounded to the nearest quarter of an hour, within five (5) workdays of performing such services to their timekeeper. The timekeeper, with prior pre and post approvals, shall enter the time in the digital timekeeping system under the "Extra Pay and Counter Adjustment" tab using the appropriate codes and guidance from the Payroll Department.

3. All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with JPS Compensation Guidelines/Overtime policy (GBAA).

STIPENDS

TARGET CONTENT

1. An additional stipend would be awarded for the critical shortage areas of Special Education (All grade levels), Math (grades 6-12), Physics, Chemistry and English Second Language (ESL) (All grade levels). Subject to change based on critical shortage areas.
2. Leave without pay days will reduce the number of days worked
3. The total stipend amount of $1,000 will be paid in two equal installments based on the following requirements:

   If the following requirements are met a $500 stipend will be paid on or around December 15:
   a. The teacher must hold a Louisiana Level 1+ Teaching Certificate or Out of State Certification in content area
   b. If on a block schedule, the teacher must teach 6 courses in content area or if on a 7 period schedule, the teacher must teach 5 courses in content area.
   c. The teacher is an employee as of October 1

   If the following requirements are met a $500 stipend will be paid on or around June 30:
   a. The teacher must hold a Louisiana Level 1+ Teaching Certificate or Out of State Certification in content area
   b. If on a block schedule, the teacher must teach 6 courses in content area or if on a 7 period schedule, the teacher must teach 5 courses in content area.
   c. The teacher is employee of the last day of school.
4. If a teacher was receiving the Certified Special Education Teachers Extra Compensation stipend on or before June 30, 2019, then the teacher is grandfathered into earning this stipend. If the employee is grandfathered onto that scale, then the employee will not also receive the target content stipend. This scale is as follows and is paid out as part of their regular paychecks.

Years of Experience	Bachelor	Masters	Masters+30	Specialist	PhD/EdD
0	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
4	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
5	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
6	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
7	1,000.00	1,000.00	1,000.00	1,000.00	1,024.80
8	1,000.00	1,000.00	1,000.00	1,013.70	1,058.00
9	1,000.00	1,000.00	1,019.30	1,052.50	1,091.30
10	1,000.00	1,024.80	1,058.00	1,091.30	1,124.60
11	1,000.00	1,058.00	1,096.90	1,130.00	1,157.80

STIPENDS

12	1,000.00	1,058.00	1,135.60	1,168.80	1,191.00
13	1,000.00	1,058.00	1,135.60	1,168.80	1,191.00

TARGET SCHOOLS

1. A school that has an economically disadvantaged percentage of 90% or more, the ELL population is 30% or more, or the Grand Isle School. If the School meets all eligibility requirements, the stipend will only be paid once.
2. Target school principals have autonomy with approximately $30,000 +/- (depending on school size) for employee stipends. Each target school will be eligible to submit an application for a target school grant program. The program will consist of remediation and extension opportunities for students. The opportunities will be driven by school need and will vary. Examples of program components would be options such as after-school tutoring, summer programs, and weekend options to be facilitated by school staff or reliable service partners. Proposals will be evaluated by district personnel and approved by the superintendent.
3. If a teacher was teaching at Strehle Community prior to June 30, 2019, they are grandfathered into receiving a $1,500 annual stipend. This stipend is paid out as part of their regular paychecks.
4. If a teacher was teaching at Douglass Community School prior to June 30, 2019, they are grandfathered into receiving a $1,200 annual stipend. This stipend is paid out as part of their regular paychecks.

TARGET SCHOOLS- HIRING INCENTIVE

1. A school that has an economically disadvantaged percentage of 90% or more OR the ELL population is 30% or more. If the School meets both eligibility requirements, the stipend will not be doubled.
2. Eligible teachers will receive a $2,000 stipend for those teachers who agree to teach at a school that is deemed to a targeted school.

   If the following requirements are met a $1,000 stipend will be paid on or around December 15:
   a. The teacher is an employee as of October 1

   If the following requirements are met a $1,000 stipend will be paid on or around on or around June 30:
   a. The teacher is employee as of the last day of school

TEACHER LEADERS

1. If the teacher completes the duties in accordance with the predetermined agreement, the stipend will be paid in two equal parts in December ($500) and June ($500).

TEACHER PERFORMANCE BASED PAY

1. Performance stipends will be paid in the school year that follows the COMPASS evaluation results from the previous school year. Such supplements shall be considered earned in the fiscal year when they are paid. Like all stipends, employee and employer contributions and withholdings will be withheld on the performance stipends and/or transmitted to the various state retirement systems.
2. Contracted teachers, substitute teachers, school based administrators, central office employees, and appraisal team workers are not eligible for teacher performance supplements.

STIPENDS

3. The stipend is valued at $2,000 for VAM or $1,000 for SLTs and will only be paid to those who scored a Highly Effective rating.

PRINCIPAL PERFORMANCE BASED PAY

1. Performance stipends will be paid in the school year that follows the COMPASS leader evaluation results from the previous school year. Such supplements shall be considered earned in the fiscal year when they are paid. Like all stipends, employee and employer contributions and withholdings will be withheld on the performance stipends and/or transmitted to the various state retirement systems.
2. The stipend is valued at $2,000 and will only be paid to those who scored a rating of Effective Proficient or higher.

PRINCIPAL MENTORS

1. If the Principal completes the duties in accordance with the predetermined agreement, the stipend will be paid in two equal parts in December ($1,000) and June ($1,000).

PERFECT ATTENDANCE

1. Teachers who have perfect attendance over a full semester shall be afforded one of the following options. Perfect attendance is defined as no absences being charged against a teacher's sick and/or emergency leave account.
    a. $250 stipend or
    b. $250 in supplies. Equipment/supplies purchased with these funds become the property of JPS. The equipment/supplies must be procured through the school following proper procurement procedures. If the teacher transfers to another JPS direct run school, the equipment/supplies may also be transferred.

PROFESSIONAL IMPROVEMENT PROGRAM (PIP)

1. Full- Time teachers who were receiving the PIP salary supplement prior to the 1989-1990 school year, shall continue to receive this salary supplement but shall not be increased. Once the employee is no longer compensated on the teacher pay scale then the teacher shall no longer receive such benefit. If a teacher comes from another school district and was receiving PIP in the other school district, JPS will continue to compensate PIP, pending confirmation from LDOE. This stipend is paid out as part of their regular paychecks.

NATIONAL BOARD CERTIFIED- TEACHERS AND COUNSELORS

1. Teachers and school counselors who were national board certified, prior to July 1, 2013 are grandfathered into this opportunity and shall continue to receive a $7,500 stipend as long as they hold the following:
    a. Teachers: Valid/current National Board for Professional Teaching Standards Certificate. Any new hire or re-hire, that holds a current National Board for Professional Teaching Standards Certificate that was issued prior to July 1, 2013 and holds a valid/current regular Louisiana Teaching Certificate would be eligible to receive $5,000.
    b. School Counselors: Valid/current National Certified School Counselor credential issued by the National Board for Certified Counselors. Any newly hired or re-hire School Counselor, that holds a current National Certified School Counselor Certificate that was issued prior to July 1, 2013 and holds a valid/current Louisiana counseling credential would be eligible to receive $5,000.
2. This stipend is paid out as part of their regular paychecks.

STIPENDS

3. If the national board certified becomes a school-based administrator or instructional coordinator, then the stipend will be valued at $5,000 per year.

COMMUNITY PROGRAMS

Driver's Education Program

Instructor $25/hour

Summer Camp Program

Director- Classroom Teacher	$18.00/hour
Director- Non-classroom Teacher	$13.50/hour
Account Clerk	$11.00/hour
Counselor	$10.00/hour
Junior Counselor	$9.00/hour

Before/After Care Program

Director- Certified	$25.00/hour
Director- Non-Certified	$11.55/hour
Account Clerk- Certified	$16.50/hour
Account Clerk- Non-Certified	$9.35/hour
Assistant- Certified	$11.00/hour
Assistant- Non Certified	$8.25/hour

EXTRA-CURRICULAR SPONSORS

A. The following salary schedule shall be in effect for the 2024-25 school year:

504 Coordinators- Kindergarten or special school	$250/semester
504 Coordinators- School without an Assistant Principal	$400/semester
504 Coordinators- School with one (1) Assistant Principal	$500/semester
504 Coordinators- School with more than one (1+) Assistant Principal	$600/semester
Activity Coordinator/Student Council	$1,200/year
Academic Games (Math, English, and Social Studies)	$450/year
Department Head- 5 or more teachers in department/grade level	$150/semester
Department Head- Every teacher after 5 (not to exceed $375/sem)	$15/teacher/semester
Foreign Teacher Stipend	(Note 1)
Parent and Family Engagement Contact (Title I Schools only)	$500/semester
PBIS Facilitators	$300/semester
Professional Development- Teacher (outside school hours)	$25/hour
Resident Mentor Stipend	(Note 1)
Summer Bridge Site Coordinator	$1,500
TAP Mentor Teacher (Transformation network only)	$2,500/semester
TAP Payouts (Transformation network only)	(Note 2)
Title I Contact (Title I schools only)	$400/semester

STIPENDS

Technology Coordinators	$1,000/year
Transportation- Bus Driver's (Owner and NonOwner)- Bus Lift (Note 3)	$1,699.43/year
Transportation- Bus Driver's (Owner and NonOwner)- Special Education	$547.33/year
Tutoring- After School- Teacher	$25/hour
Tutoring- After School- Para	$15/hour

Note 1- This amount and eligibility will be determined by Louisiana Department of Education (LDOE).
Note 2- This amount is calculated based on performance.
Note 3- If receiving this stipend then you will not also receive the Bus Driver Special Education stipend.

B. Coaches, band directors, and athletic directors shall be in effect for the 2024-25 school year:

Years Exp	I	II	III	IV	V	VI	VII
0	$5,855	$ 4,155	$ 3,935	$2,445	$1,830	$1,220	$980
1	6,080	4,380	4,160	2,670	1,945	1,335	1,095
2	6,305	4,605	4,385	2,895	2,060	1,450	1,210
3	6,530	4,830	4,610	3,120	2,175	1,565	1,325
4	6,755	5,055	4,835	3,345	2,290	1,680	1,440
5	6,980	5,280	5,060	3,570	2,405	1,795	1,555
6	7,205	5,505	5,285	3,795	2,520	1,910	1,670
7	7,430	5,730	5,510	4,020	2,635	2,025	1,785
8	7,655	5,955	5,735	4,245	2,750	2,140	1,900
9	7,880	6,180	5,960	4,470	2,865	2,255	2,015
10	8,105	6,405	6,185	4,695	2,980	2,370	2,130

HIGH SCHOOL

Athletic Director..... II Gymnastics *..... VI

STIPENDS

Band Director	II
Baseball, Assistant	IV
Baseball, Head	II
Basketball, Assistant/JV	IV
Basketball, Head	II
Bowling*	VII
Cheerleading	IV
Cross Country	VII
Dance	IV
First Responder	II
Flag	IV
Football, Assistant	III
Football, Freshman	IV
Football, Head	I
Football, JV Head	III
Golf*	VII
Indoor Track	VII
Softball, Head	II
Softball, JV	IV
Soccer	II
Swimming*	VI
Tennis*	VI
Track, Assistant	IV
Track, Head	II
Track, JV	IV
Trainer (certified) (+$400/yr)	II
Volleyball, Head	II
Volleyball, JV	IV
Wrestling, Assistant	IV
Wrestling, Head	II
Special Olympics	VI

MIDDLE SCHOOL

Athletic Director	V	Softball	V
After School PE	VI	Tennis*	VII
Band Director (includes PK-8)	IV	Track	V
Baseball	V	Volleyball	V
Basketball	V	Wrestling	V
Football, Assistant	V	Special Olympics	VI
Football, Head	IV		

* Not currently covered by JPS. However, if JPS reinstates any or all of these sports, they will be reinstated at the rates reflected.

FILE: GAE
Cf: JAAA, JCEA

COMPLAINTS AND GRIEVANCES

Any employee of the Jefferson Parish School Board shall have the right to grieve the violation of a policy and/or procedure affecting him/her. Complaints or grievances about any job action taken against an employee are excluded from this policy. The person(s) filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance. The primary purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee(s).

This policy shall not apply to sexual harassment complaints made pursuant to Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations. Any such Title IX complaints shall be subject to the Grievance Procedure developed and maintained by the Superintendent or his/her designee under the provisions of policy *JAAA, Title IX Sexual Harassment.*

If at any step of the procedure outlined below, the administration fails to comply with the timelines set forth therein, the complaint and/or grievance will immediately move to the next higher step in the process for review and decision.

Unless otherwise provided for in the *Agreement between the Jefferson Federation of Teachers and the Jefferson Parish School Board*, any complaint by a teacher, group of teachers, other school employees or group of employees about or involving the school system shall be reviewed in accordance with the following procedure:

Step One

1. An employee shall submit a written complaint to the principal, or for personnel not based at a school site, to his/her immediate supervisor within ten (10) working days of the date of the alleged complaint. If the complaint is not submitted within the time prescribed, the employee has no further right with respect to the claim or grievance.

2. Within five (5) working days of the receipt of a complaint, the principal and/or the immediate supervisor and the employee(s) shall meet to attempt to resolve the complaint. The principal or the immediate supervisor shall receive, investigate and consider information from all affected parties he/she feels necessary to resolve the complaint and to make a decision.

3. Within five (5) working days following the meeting between the principal or the immediate supervisor and the employee(s), the principal or the immediate supervisor shall mail or deliver his/her decision in writing to the employee(s). The principal or immediate supervisor is required to document the date the employee receives the written decision.

Step Two

1. If the employee (or group of employees) is not satisfied with the disposition of the grievance by the principal or the immediate supervisor, then within five (5) working days of receipt of the decision from the principal or the immediate supervisor, the employee(s) or the employee's representative may submit to the Superintendent or his/her designee a written request for a Step Two review together with a copy of the written decision rendered in Step One. If the employee fails to request the review within the time limit set out above, the employee shall have no right to proceed further with respect to said grievance.

2. The Superintendent or designee shall within five (5) working days provide a written notice to the employee(s) of the disposition of the grievance based upon the file presented to the Superintendent or designee. The date of receipt by the employee of the written notice of the disposition shall be documented in the file.

Step Three

1. If the employee is not satisfied with the written notice of disposition of the grievance by the Superintendent or his/her designee, the employee(s) may, within five (5) working days of the date of receipt of the Superintendent's notice of disposition, request a full hearing, of the claim or grievance before the Superintendent or his/her designee. If the employee fails to request a hearing within the time limit set out above, the employee shall have no right to proceed further with respect to said grievance.

2. The Superintendent or his/her designee shall schedule the full hearing with the employee(s) within twenty (20) working days of the request for a hearing. The Superintendent or his/her designee may receive at the hearing written statements of witnesses, other written materials and/or interview witnesses, if relevant to the claim or complaint. The hearing shall be an informal meeting or hearing controlled by the Superintendent or his/her designee. The Superintendent or his/her designee shall provide for the recording of the hearing and shall maintain a transcript of the proceedings. Following the hearing, the Superintendent or his/her designee shall make a written recommendation regarding the disposition of the grievance. The recommendation of the Superintendent or his/her designee shall be provided to the employee not more than thirty (30) working days following the hearing. The Superintendent or his/her designee's recommendation, together with a copy of the transcript of the hearing as well as the previous decisions, shall also be provided to the School Board within the same time frame set out above for disposition of the grievance.

Step Four

1. On the basis of the written recommendation and the transcript of the hearing before

the Superintendent or his/her designee provided to the School Board, the School Board shall dispose of the grievance. There shall be no hearing involving testimony, the receipt of evidence or additional matters before the School Board. An employee or their representative may comment on the School Board's proposed disposition of the grievance. The School Board may vote to affirm, reverse or modify the recommendation. Absent a motion and second to modify or reverse the recommendation, the Superintendent's recommendation shall stand. Notice of the School Board's decision shall be given to the employee(s) and to the individuals who rendered the Step One and Step Two decisions. The School Board's action is final.

General Matters

1. An employee is entitled to representation of his/her choice at all levels of the grievance process after Step One. The employee who chooses to have a representative shall provide advance written notice of the name of the representative to the Superintendent or his/her designee.

2. *Working day* is defined as any day the Jefferson Parish School Board Central Office is open for business.

3. Nothing in this grievance policy shall be applicable to any job action taken against an employee, including, but not limited to, a recommendation for termination of employment. Any recommendation for termination shall be handled in accordance with any applicable law, such as the teachers' tenure law, the bus operator tenure law, etc. as well as in accordance with School Board policy and procedure for termination of support employees.

4. The employee(s) or the School Board administrative personnel responsible for handling any grievance may request an extension of time to comply with the mandates of this policy at any step. The maximum extension that can be granted is the applicable time limit for the step at which the grievance is in the process.

Revised: June, 2021

Ref: La. Rev. Stat. Ann. §17:100.4; Pickering v. Board of Education, 88 S. Ct. 1731 (1968).