

COMPREHENSIVE CONTRACT

BY AND BETWEEN

THE REGIONAL SCHOOL UNIT NO. 63
BOARD OF DIRECTORS

AND

THE REGIONAL SCHOOL UNIT NO. 63
TEACHERS' ASSOCIATION

SEPTEMBER 1, 2025- AUGUST 31, 2028

Teacher Association Ratified: August 25, 2025
RSU 63 Board of Directors Approved: August 25, 2025

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DEFINITIONS

Agent: A person or firm empowered to act for another.

Association: The Regional School Unit 63 (RSU 63) Teachers Association. The RSU 63 Teachers Association is a part of the Maine Education Association (MEA)

Association Member: Any MBU who joins the association and pays dues.

Association Representative: A person or firm empowered to act on behalf of an MBU or for the Association/Bargaining Unit or a member of the Association.

Board: The elected Board of Directors for Regional School District No. 63/RSU #63.

Comprehensive Contract: The final contract that has been negotiated and signed by the appropriate parties.

District: The School District, RSU 63, which is comprised of the towns of Clifton, Eddington, and Holden.

Day: Working school days except in those cases where a filed grievance is not resolved prior to the termination of school in June or that school year, when "day" will mean any weekday, Monday through Friday, excluding legal holidays.

Domestic Partner: The partner of an employee who has been legally domiciled with the employee for at least 12 months and is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements, joint financial arrangements, or joint ownership of property.

FTE: Full-time equivalent - relates to employee status (i.e., full time or part-time).

M.E.A: Maine Education Association.

MBU: Any certified individual issued a district contract governed by the terms of this Agreement entered into by and between the Board of Directors of RSU 63 and the Association. This includes individuals who are and are not members of the Association, are public employees, and are employed within the classifications of teachers, guidance counselors, school nurses, and speech and occupational therapists.

Party in Interest: The person/persons making a grievance claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the claim.

Instructional school day: Time from when the last bus consistently arrives at the school to the time the first group of students are consistently dismissed.

Superintendent: Superintendent of Schools for RSU 63

Supervisor: The person to whom the MBU directly reports. This may be the building Principal.

The definitions included in this contract and provided following the Table of Contents, are part of this contract as if set forth fully herein. The Table of Contents is provided only for convenience sake and will not be construed to contradict another portion of this contract.

This Agreement is entered into by and between the Board of Directors of RSU 63 (hereinafter referred to as the "Board") and the RSU 63 Teachers' Association (hereinafter referred to as the "Association").

ARTICLE I - PREAMBLE

The Board and the Association recognize that providing a high-quality educational program for the students who attend the public schools in RSU 63 must have first priority in their consideration together. They agree that:

- I.** The Board is vested with certain legal authority and responsibility, which it cannot, and does not desire to abrogate.
- II.** The Board, under law, has the final responsibility of establishing educational policies for the RSU 63 system.
- III.** The Superintendent and their staff have the responsibility of carrying out the established policies of the Board.
- IV.** Those MBUs represented by the Association have the ultimate task of implementing the educational program in the classroom.

The Board and the Association also agree that the best interests of public education will be served by establishing procedures to govern the relationship between the Board and the MBUs represented by the Association.

ARTICLE II – RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent as defined under the State of Maine Public Law, Title XXVI, for those MBUs in the District, except where their rights are specifically limited by law.

ARTICLE III - GRIEVANCE PROCEDURE

I. PURPOSE

- A.** The purpose of this procedure is to ensure that all grievances brought by an MBU follow the same procedure so that the process moves forward efficiently and the complaint can be resolved as quickly as possible.
- B.** Nothing herein will be construed as limiting the right of any MBU having a grievance from discussing the matter informally with their immediate supervisor and having the grievance adjusted without the intervention of the Association, provided that the adjustment is not inconsistent with the terms of the Agreement.
- C.** A grievance is a claim by the MBU that this Agreement, or any instrument mutually agreeable to both parties, in writing, and executed by both parties, has not been followed.

II. TIME LIMITS

- A.** Since it is important that grievances be processed promptly, the number of days indicated at each level should be considered a maximum. If an informal grievance is not initiated within thirty (30) days following the time at which the aggrieved person knew, or should have known, of the event or circumstance giving rise to the grievance, the grievance shall be waived.
- B.** In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the grievance procedure will continue as stipulated under the definition of "Day."
- C.** No arbitrator will have the authority to waive, amend, modify, or adjust the time requirements set forth herein.

III. INFORMAL PROCEDURE

- A.** Whether or not the MBU has attempted to resolve their issue or problem under Article IV, I.B., if the MBU feels that they may have a grievance, they will first discuss the matter with their immediate supervisor.
- B.** If the MBU is not satisfied with the disposition of the matter, they will have the right to have an Association Representative assist and/or accompany them in further efforts to resolve the problem informally with the immediate supervisor or Superintendent.
- C. RIGHT OF MBU TO REPRESENTATION** - When an MBU is not represented by the Association, the Association will have the right to be present following the informal procedure if the MBU so requests. The Association will be notified of the initiation of any formal grievance.

IV. FORMAL PROCEDURE

A. LEVEL ONE IMMEDIATE SUPERVISOR

- 1.** If an aggrieved MBU is not satisfied with the outcome of the informal procedure, they may present their claim as a formal written grievance to their immediate supervisor within ten (10) days of the last informal meeting.
- 2.** The immediate supervisor, or their agent, will within ten (10) days after receipt of the written grievance, render their decision and the reasons therefor in writing to the aggrieved MBU.

B. LEVEL TWO-SUPERINTENDENT

- 1.** If the aggrieved is not satisfied with the disposition of their grievance at Level

One, or, if the supervisor fails to render a decision as required under Article IV, IV.A.2. above, the aggrieved may refer their grievance in writing within ten (10) days after the Level 1 decision (or failure to receive a Level One decision) to the Superintendent.

2. The Superintendent and/or their agent, will within ten (10) days after receipt of the referral, meet with the aggrieved MBU and/or their Association Representative for the purpose of resolving the grievance.
3. The Superintendent, or their agent, will within seven (7) days after the meeting, render their decision and the reasons therefor in writing to the aggrieved MBU.

C. LEVEL THREE - BOARD OF DIRECTORS

1. If the aggrieved is not satisfied with the disposition of their grievance at Level Two, they and/or their Association Representative may, within ten (10) days after the decision, file their written grievance, together with any and all pertinent materials, with the Board.
2. The Board will, within ten (10) days after the receipt of the appeal, meet with the aggrieved MBU and their Association Representative, to review the grievance together with any and all pertinent materials.
3. The Board, will within ten (10) days after such meeting, render its decision and reasons therefor in writing to the aggrieved MBU.

D. LEVEL FOUR – IMPARTIAL ARBITRATION

1. If the aggrieved MBU is not satisfied with the disposition at Level Three, the Association, within ten (10) days after receipt of the Board's decision, may submit the grievance to arbitration by so notifying the Board in writing.
2. The Chairman of the Board, or their agent, and the Association will within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence.
3. If the parties are unable to agree upon an arbitrator within five (5) days, the Association will request the American Arbitration Association to propose the names of seven (7) arbitrators within fourteen (14) days.
4. Upon receipt of the names of the proposed arbitrators, the parties will alternately strike names from the list until one is ultimately designated as the arbitrator.
5. The arbitrator selected will promptly hold a hearing with the representatives of the Board, representatives of the Association, and the aggrieved MBU or their Association Representatives; will review the record of the prior hearings, and will hold such further hearings with the aggrieved MBU and/or their designee and other Parties in Interest as they will deem requisite.
6. The arbitrator will, as soon as practicable after their selection, render forth their findings of facts, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision that requires the commission of an act prohibited by law.
7. Arbitrator's Jurisdiction: The jurisdiction and authority of the arbitrator of the grievance and their opinion and award will be confined to disputes between the parties as to the meaning or application of the terms of the Agreement. The arbitrator will have no authority to add to, subtract from, or modify any provision

of the Agreement. The arbitrator will not hear or decide more than one grievance at any one time without the mutual consent of the Board and the Association unless the grievance at issue directly relates to the same express provision or provisions of this Agreement and each was timely appealed to arbitration by the parties. The award in writing of the arbitrator on the merits of any grievance adjudicated within the arbitrator's jurisdiction and authority, as specified in this Agreement, will be final and binding on the aggrieved MBU, the Association, and the Board, subject to judicial review as provided by law.

8. The costs for the services of the arbitration, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of any room will be borne equally by the Board and the Association. All other expenses will be paid by the party incurring them.

E. MISCELLANEOUS

1. If a grievance affects a group or class of MBUS, and if the Immediate Supervisor has no authority to resolve the grievance in the determination of the Superintendent, said group or class of MBUs, or their Association Representative, if they so desire, may submit such grievance in writing to the Superintendent directly and processing of such grievance will be commenced at Level Two.
2. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
3. Forms and other necessary documents for filing and processing grievances will be prepared by the Superintendent and a representative of the Association and made available through the Superintendent's office.
4. Meetings under this Grievance Procedure will be conducted in private and will include only parties in interest and their representatives necessary to process the grievance.

ARTICLE IV - COMPLAINTS AGAINST AN MBU

The parties recognize that complaints made against an MBU need to be treated on an individual basis, taking into consideration the severity of the complaint, the due process interests of the MBU, the interests of the students, and, if warranted, the need to conduct an investigation.

- I.** In the event of minor complaints regarding an MBU made to an administrator by a parent or student pertaining to classroom teaching or performance, the complainant will be encouraged to discuss the complaint with the MBU in question within 24 hours of receipt. The administrator will apprise the MBU of the potential contact and the nature of the complaint.
- II.** Complaints of a more serious nature will be reduced to writing, dated and signed, and promptly investigated by the Superintendent/designee and will be brought to the attention of the MBU. The MBU will be provided a copy of the said complaint as soon as possible and no later than 24 hours after the complaint was received. An attempt to contact the MBU will be documented prior to the start of any investigation. The MBU will not be required to respond any sooner than 24 hours or one full workday after being informed of the complaint, but the investigation will not be delayed during this period. The MBU may be placed on paid administrative leave during an investigation.

ARTICLE V – MBU RIGHTS AND RESPONSIBILITIES

- I.** No MBU on a continuing contract will be disciplined, dismissed, or non-renewed without just cause.
- II.** Whenever any MBU is required to appear before the Superintendent, Board, or any committee or member thereof, concerning any matter which either party has determined could affect the continuation of that MBU in their employment or the salary or any increments pertaining thereto, then they will be given a three (3) day written notice of the reasons for such meeting or interview. They will be entitled to have a representative of the Association present to advise them and represent them during any such meeting or interview. The Superintendent or Board may, at its discretion, place an MBU on paid administrative leave for the purposes of conducting an investigation or while charges are pending. Whenever practicable, hearings, and/or other means of processing the charges, will be expedited as soon as possible.
 - A.** In the case of an emergency, whenever an MBU is required to appear before the Superintendent concerning any of the situations detailed in Article VI. II. above, they will be given at least two (2) days prior written notice.
 - B.** Except in emergencies, whenever an MBU is required to appear before the Board concerning any of the situations detailed in Article VI. II. above, they will be given at least fifteen (15) days prior written notice.
 - C.** In the case of an emergency, whenever an MBU is required to appear before the Board or any committee or member thereof concerning any of the situations detailed in Article VI. II. above, they will be given at least three (3) days prior written notice.
- III.** The Board has the right to subcontract bargaining unit work to those qualified, when necessary, MBUS will be notified but subcontracted work will be awarded based on qualifications.

ARTICLE VI – ASSOCIATION RIGHTS AND PRIVILEGES

Whenever any MBU is mutually scheduled by the parties of this "Comprehensive Contract" to participate during working hours in negotiations, grievance proceedings, mediation, fact findings, arbitration, complaint hearings, conferences, or meetings, they will suffer no loss in pay.

ARTICLE VII – MBU EMPLOYMENT

- I.** Any MBU accruing a minimum of one hundred twenty (120) days of teaching experience during a school year will be advanced to the next step on the salary schedule the following year.
- II.** Upon return from an approved leave of absence, all unused, accumulated leave days will be restored to the MBU.
- III.** Probationary teachers will be notified of the Superintendent's decision to nominate or not to nominate the teacher for another teaching contract prior to May 15th.
- IV.** Continuing contract MBUs will be notified of any change in their contract status for the ensuing year no later than March 1.
- V.** All MBUs will be given written notice of their room assignment and class and/or subject assignments for the forthcoming year as soon as possible following the last day of the school year, but no later than July 31. All changes made subsequent to this date will be made after direct discussion with the MBU. If a reasonable effort to contact the MBU is unsuccessful, a certified letter will be sent to the MBU notifying them of the change no later than the date when a second attempt to contact is unsuccessful.
- VI.** If a teacher is required to move to another location within the district, regardless of which building, the reassigned MBU will be compensated for two (2) days of pay at their hourly rate. This does not apply to temporary moves. Custodial staff and equipment will be available for such a move.
- VII. REDUCTION-IN-FORCE:**
 - A.** In the event that the Board determines a reduction-in-force is necessary due to changes in local conditions, the Board will notify the Association of the positions to be eliminated and will give the Association an opportunity to discuss the elimination of such positions with the Superintendent. The final decision pertaining to these matters will remain the sole prerogative of the Board.
 - B.** Impact areas are the types of service for the District within which the MBUs are employed. For the purpose of this Article, the following impact areas will be utilized:
 - 1. Pre-Kindergarten
 - 2. K through Grade 8 (including Literacy, Title 1, Reading Recovery, STEM)
 - 3. Special Education
 - 4. Speech Therapists
 - 5. Occupational Therapists
 - 6. Art
 - 7. Music
 - 8. Physical Education
 - 9. World Language
 - 10. Guidance
 - 11. Nursing

There will be no movement between impact areas. Within the impact area, MBUs not on continuing contracts will be eliminated first.

- C.** Once the impact area for layoff has been determined by the Board, the following criteria will be utilized to determine the specific MBUs whose contracts will be terminated.
- 1.** Academic preparation.
 - 2.** Length of continuous service within the District.
 - 3.** Educator Effective Rating Scale
 - 4.** The number of endorsements held relevant to the district.
- D.** In consideration of the relative qualifications of all MBUs within the specific impact areas subject to a reduction-in-force and according to the criteria, the affected MBU will be the person with the least number of points. Points will be assigned to the individuals within the impact area in accordance with the following criteria:
- 1.** Academic Preparation:
 - a)** One (1) to three (3) points determined by earned degree.
 - b)** One (1) point will be awarded for a Bachelor's Degree, BA, or BS.
 - c)** Two (2) points will be awarded for each Master's Degree, MA or MS.
 - d)** Three (3) points will be awarded for a Doctorate, Ph.D. or EdD.
 - 2.** Certification:
 - a)** One (1) point will be awarded for each current provisional or professional teaching endorsement that corresponds to the impact areas (Article VII, VI, B)
 - 3.** Length of teaching service - One (1) point per year up to fifteen (15) years consecutive in the district - Maximum total points fifteen (15).

ARTICLE VIII – SALARIES

The salaries of all MBUs covered by this Agreement are set forth in Schedule A, which is attached hereto and made a part hereof.

- I.** The annual salaries of MBUs will be paid in twenty-six (26) installments due every other Wednesday via direct deposit to a bank account of the MBU's choosing. An MBU may choose to receive their remaining contract pay for the summer months, payable the first payroll in July if such desire is indicated in writing by May 1. Proper payroll deductions will be made from this check for retirement and other authorized deductions so as to afford coverage for the individual until the first deduction the following fall.
- II.** When a payday falls on or during a legal holiday, MBUs will receive their paycheck on the previous working day.
- III.** Tax-sheltered Annuities: Payroll deductions for new tax-sheltered annuities after September 1, 1993, will be limited to six (6) with no minimum number of subscribers.
- IV.** Itinerant MBUs required to travel between schools in the performance of their instructional duties will receive an annual travel stipend of five hundred (\$500) dollars to be paid on a semi-annual basis.
- V.** For purposes of initial placement on the salary scale, new hires will be given year-for-year credit for certified teaching experience. New hires with relevant experience outside of classroom teaching experience may be given additional years' credit for exceptionally difficult positions to recruit at the discretion of the Superintendent, as long as the compensation package can be accommodated within the approved budget.
- VI.** Those receiving their Master's/PhD/EdD must notify the Superintendent's Office by April 15th in order to receive the pay increase in the following school year. Verification, such as transcripts and/or a letter from the Dean of Students, must be received by the Superintendent's Office before the teacher's first workday of the following school year.

ARTICLE IX: INSURANCE

- I. Employees will have options through the M.E.A. health plan. Any employee who elects to participate in the health insurance program may select either (1) the Standard Plan, (2) the M.E.A. Choice Plus Plan, (3) The M.E.A. Standard 500, or (4) The M.E.A. Standard 1000 Plan. The dollar amount equal to the Choice Plus cost of the selected coverage level, based on the percentages below, will be applied to the selected plan and the MBU will pay the difference.

- A. If the amount the Board would pay under the Choice Plus Plan exceeds 100% of the amount required to cover the MBU under any plan the MBU selects (i.e. the Standard 500), the amount required to pay 100% of the plan the MBU selects will be the limit of the Board's obligation under this section. The Board conducts a selection period from May 1 through May 30 each year of the contract during which all eligible employees currently enrolled in the health insurance program will be given the option to remain with, or change to, one of the M.E.A. plans listed above. The effective date of changes made during the selection period will be September 1 of the next school year.
- B. MBUS who do not participate in the M.E.A. Health Plan may be reimbursed \$2,500 each year of this contract, pursuant to all applicable laws and regulations, providing they produce proof of insurance elsewhere. This amount will be added to income and taxed accordingly. Payment for reimbursement will occur semi-annually on the first pay period in December and June. Reimbursement does not count for retirement purposes. Those taking the \$2,500 need to notify the Central Office in writing once and this benefit will continue yearly unless otherwise noted by the recipient.

II. Insurance Rates:

Regardless of the date of hire, the Board agrees to pay health insurance for all full-time MBUS. Coverage rates to be paid by the Board are all based on the M.E.A. Benefits Trust Choice Plus Plan for the categories shown below (e.g. "Single"), whether or not the MBU elects the Choice Plus Plan.

The Board will pay the following percentage of insurance premium rates:

95% Single

75% Two Adult

90% Adult with child

70% Family

III. Dental Insurance:

During the term of this Agreement, the Board agrees to contribute three hundred and thirty-five four hundred twenty-five (\$425) dollars yearly toward the cost of dental insurance.

ARTICLE X- LEAVE

I. Earned Paid Leave:

Full-time employees will be credited in advance with 40 hours of Earned Paid Leave (EPL) at the beginning of each contract year (September 1 to August 31).

Newly hired employees may not use EPL until they have been employed by the District for thirty (30) calendar days.

The following notice requirements apply depending on whether EPL leave is used for planned purposes or unplanned/emergency purposes:

- A. **Planned purpose:** To use EPL, employees will provide written notice of use to their supervisor at least 14 days in advance for a purpose that can be planned. The 14-day notice may be waived at the discretion of the superintendent.

Any such use of EPL will not run concurrently with any other type of paid leave for which the employee is eligible for this purpose (such as sick leave). In general, planned EPL may not be used for more than three (3) consecutive workdays. Planned EPL, to the MBU's best ability, should be avoided on days that will create an undue hardship on the district such as, immediately before and/or after a holiday or vacation period, on the first day of school, workshop days, mandatory training, or during the time in which state assessments are being administered in the MBU's classroom unless granted approval by the Superintendent.

- B. **Unplanned/ Emergency Purpose:**

EPL may be used for an emergency, illness or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule, and is otherwise unforeseeable. In these cases, employees are required to notify the District as soon as practicable in the circumstances.

The employee will provide an appropriate explanation or reasoning demonstrating the necessity of using EPL for unplanned/emergency purposes. Employees may be asked to provide additional documentation upon request when an employee requests such leave for three (3) consecutive workdays or more, or if there is evidence of misrepresentation.

Unused EPL may not be carried over to the next contract year. Upon separation of employment, any credited EPL time that was used, but not yet accrued, will be deducted from the employee's final paycheck. The accrual of EPL for the purpose of this calculation will be based on a full-time employee accruing one (1) hour of EPL for every week worked. Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked. However, if the employee returns to work within one year of leaving, the employee may use the EPL credited to them at the time they are rehired without waiting thirty (30) calendar days.

Any teacher who does not use any Earned Paid Leave days during a school year will receive a payment of three hundred dollars (\$300.00) in the last pay for the Fiscal Year (end of June). Up to three (3) days of unused EPL will be added to accrued sick leave.

II. Sick Leave

At the start of the school year, all MBUs employed will be entitled to thirteen (13) days of sick leave, accumulative to one hundred fifty (150) days. With prior approval from the Superintendent, one (1) sick day may be used to conduct business that must occur during school hours. If an MBU leaves before the end of the school year due to illness, they will forfeit pay beyond their accumulated leave and beyond that which they are allowed to borrow from the sick leave pool.

A. Sick Leave Bank:

1. A Sick Leave Bank, established by the Board and hereinafter referred to as the Bank, will be jointly managed by the Association, through two members appointed by the Association, and the Superintendent, representing the Board.
2. The RSU 63 Central Office will be responsible for tracking donations, use, and available days in order to maintain an accurate and current count.
3. The Bank will be available to all MBUs. Its intended use is for personal or family illness or injury (Family as defined under the Family Medical Leave Act, FMLA, and found in this Article X, Part II, Section E). The need must be verified by a doctor. The sick bank is not to be used for Parental Leave.
4. The maximum number of days within the Bank will be 250.
5. To qualify for application to the Bank, an MBU must contribute one (1) of their annual sick leave days to the Bank by October 1 each year. An employee who commences employment with the District during a contract year will not be a member of the Bank until the employee has contributed one (1) sick leave day to the Bank within the employee's first full pay period or October 1, whichever comes first. A sick day will automatically be contributed to the sick bank each year. If the MBU does not wish to donate a day the MBU will fill out and submit paperwork provided to all MBUs on the first day of school.
6. To request use of days within the Bank, a qualifying MBU must submit the RSU 63 Sick Bank Use Application to the Association President(s) and the Superintendent at least one week before the leave can be used, except in emergencies where this requirement may be waived. Any waiver must be mutually agreed to by both the managing two members of the Association and the Superintendent.
7. Sick Bank usage must be approved by both the managing two members of the Association and the Superintendent.
8. No more than fifty (50) school days may be taken from the bank during one contract year by any one teacher. A teacher must exhaust their Earned Paid Leave and sick leave before using the Sick Bank. Additional days may be given in catastrophic circumstances. Additional days must be approved by the managing two members of the Association and the Superintendent. If an agreement regarding additional sick bank days beyond the fifty (50) cannot be reached, the case will go to the Board. The decision by the Board will be final.

- B.** Any MBU who is unable to teach because of personal illness or disability, and who has exhausted all sick leave available, will be granted a leave of absence without pay for a

maximum of sixty (60) additional days. A physician's certification may be requested by the Board.

- C. In cases of an MBU absence due to a job-related injury, the District will pay to such MBU the difference between their salary and the benefits received under the Workers' Compensation Act for a period not exceeding the MBU's accumulated sick leave time. Such absences will be charged against the MBU's accumulated sick leave time in direct proportion to the sick leave salary paid by the District in relation to the benefits received under the Workers' Compensation Act (Example: Total absence=18 days. District pays one-third (1/3) of salary, Workers' Compensation pays two-thirds (2/3). Accumulated sick leave is reduced by six (6) days.)
- D. Other Use of Sick Days:
1. Sick days will not be permitted for elective surgery and associated recuperation time (i.e., surgery performed on a date selected by the MBU) if, in the attending physician's opinion, the surgery and recuperation time could be scheduled during a time when schools are not in session without being detrimental to the health of the MBU.
 2. Sick days will be permitted for dental work/medical appointments of a non-emergency nature. If necessary, an MBU may leave immediately after student dismissal for a pre-scheduled dental appointment, with the approval of the immediate building supervisor.
 3. If an MBU is injured while performing the duties of a non-teaching second job, the sick benefits will be coordinated with the sick leave benefits of the second employer. District sick leave pay will be reduced by any amount due to the MBU from the benefits provided or legally required by the second employer, such as Workers' Compensation. Sick leave benefits under this section will not exceed the MBU's accumulated sick leave time.

E. Sick Leave Reimbursement at Time of Retirement

Teachers who have:

1. reached normal retirement age as defined by the Maine Retirement System,
2. taught in RSU 63 for fifteen (15) consecutive years,
3. shown evidence in writing to the Superintendent no later than March 1st that they plan to retire from the teaching profession at the end of that school year, and
4. accumulated at least one hundred (100) unused sick leave days will receive five thousand dollars (\$5,000) for thirty (30) of those unused days added to their final year's salary. This sick leave reimbursement provision is intended to reward extended service to RSU 63 and is not intended as an incentive to retire. Said pay will be paid either on the last payroll in June or the first payroll in July.

III. Temporary Leaves of Absence

A. Bereavement leave:

Five (5) days for bereavement of an immediate family member. One day per year as sympathetic leave as needed for bereavement. Earned paid leave can be used for additional bereavement or sympathetic leave.

B. Additional personal leaves may be granted, without pay, upon approval of the Superintendent.

C. Jury Duty:

The Board will grant each MBU time off for jury duty and will pay the MBU the difference between the MBU's jury duty pay and the MBU's regular pay, the MBU must present proof, satisfactory to the Board, of their jury service and the amount paid to said MBU for such service. It is further understood that an MBU called for jury service will be expected to report for MBU District or school duties whenever they are not required by the court to be present for jury service.

D. Parental Leave:

Parental Leave will be available to MBUs who are parents, adoptive parents, foster parents, and legal guardians or whose spouse or domestic partner is a parent, adoptive parent, foster parent, or legal guardian. Upon the birth, adoption, or fostering of a child, MBUs may utilize available Family Medical Leave (FML) leave for which they are eligible under the federal or state Family Medical Leave Act. This allows for up to a maximum of 12 weeks away from work in a 12-month period [fiscal year]. MBUs may use any of their accumulated sick leave and/or Earned Paid Leave to receive up to eight consecutive calendar weeks (up to 40 workdays) of paid time concurrent to the Family Medical Leave. After eight weeks or exhaustion of accrued sick leave, whichever comes first, the MBU can take the remainder of their available FMLA time in an unpaid leave status. The MBU will initiate the leave according to the RSU 63 Policy GBN - R Family Leave Administrative Procedures. MBUs are requested to provide notice as soon as possible before the use of parental leave for budgeting and planning for teacher coverage.

E. Unpaid Parental Leave:

Up to six (6) months in duration, may be granted to an MBU, to run concurrently with Parental Leave granted under the State and Federal Family Medical Leave Act (FMLA), after six (6) months of service and when accompanied by a written statement from her their physician indicating the anticipated date of birth.

F. Family Care Leave:

An employee may use sick leave for the purpose of caring for a sick parent, spouse, child, domestic partner, or for one whose closest living relative is the MBU, whether or not a resident with the MBU. This leave will run concurrent with any available leave under FMLA and does not qualify the MBU for days in the sick bank. Up to three (3) months of additional unpaid leave may be granted for this purpose. Additional unpaid leave may be granted at the discretion of the Board.

G. Paid Family Medical Leave

The Board and MBUs will evenly split (i.e., 50/50) any premium due under the Paid Family and Medical Leave Act, 26 M.R.S.A. Sect. 850-F or H. From May 1,

2026 to October 31, 2026, either party may request to reopen the leave provisions of this Agreement to negotiate the implementation of any other aspect of the Maine Paid Family Medical Leave Act. Upon receipt of such request in writing, the other party will meet within ten days or the parties will mutually agree to meet at a later date. Any agreement reached will be subject to ratification and will amend this Agreement if ratified by both parties.

H. Military Leave:

Leave for active military duty will be governed by the Uniformed Service Employment and Reemployment Rights Act (USERRA).

I. It is the intent of the Board to offer professional leave days when permission is granted by the Superintendent.

J. Sabbatical Leave:

Sabbatical leave may be granted to no more than one (1) MBU per year subject to the following conditions:

1. The MBU requesting such leave will apply to the Board not later than May 1 of the preceding school year. A Letter of Intent will be filed with the Superintendent before January 1 of the preceding year.
2. The MBU applying will include, with the application, details of their plan of work during the year of leave.
3. Sabbatical leave will be granted only to MBUs who have successfully completed seven (7) or more years of teaching in the District. Consideration for sabbatical leave will be given first to self-improvement and the greatest benefit to the school system and second to MBU seniority.
4. Leave will be reimbursed at the rate of one-half (1/2) salary for one full year.
5. The MBU will enter into a written agreement outlining their commitment to return to RSU 63 after completion of their sabbatical leave for a period of two years and to reimburse the district for any salary they received in the event they fail to do so.
6. Sabbatical leave policy details, other than those listed above, will be arranged at the discretion of the Board.
7. Upon returning from a sabbatical leave, a teacher will return to the salary schedule at the point that they left.
8. A teacher receiving a sabbatical must sign an agreement to return for at least two (2) years following the completion of the sabbatical.

ARTICLE XI- INVOLUNTARY TRANSFERS, REASSIGNMENTS, & RESIGNATIONS

- I.** No later than three (3) weeks after the issuance of contracts each school year, the Superintendent will post in all buildings, as well as posting on the District website www.rsu63.org, a list of the known vacancies which will occur the following year.
- II.** MBUs who desire a change in grade and/or subject assignment or desire to transfer to another building will file a written statement on forms furnished by the Board through the Superintendent's Office. Such statements will include the grade and/or subject to which the MBU desires to be assigned and the school or schools to which they desire to be transferred, in order of preference.
- III.** All MBUs will be given written notice of their class, beginning and ending report time, and building assignment for the forthcoming year as soon as possible following the last day of the school year, but no later than July 31. In the event that an MBU's class or building assignment would be changed, the MBU will be notified of the change in writing no later than thirty (30) days preceding the reassignment.
- IV.** The decision of the Superintendent will be final.
- V.** The Board and the Association agree that in all instances of transfer, the welfare of the District will be the primary consideration.
- VI.** An MBU may resign by submitting a written notice of resignation no less than sixty (60) days in advance, and at any time of the school year. An MBU may submit a letter of resignation during the month of August with the understanding that the sixty (60) days will not begin until September 1st.

ARTICLE XII - MBU EVALUATION

I. EVALUATION PROCESS

All formal, written evaluations of the work or performance of an MBU will be conducted in compliance with the Board-approved evaluation system for teachers.

II. RIGHTS OF AN MBU REGARDING PERSONNEL FILE

- A.** An MBU will have the right, upon request, to review the contents of their Personnel file and to make a copy of any document contained therein.
- B.** No written material derogatory to an MBU's conduct, service, character, or personality will be placed in their personnel file unless the MBU has had the opportunity to review such material by affixing their signature, along with any comments as to whether they do or do not agree to the copy being filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The MBU will also have the right to submit a written answer to such material and their answer will be reviewed by the Superintendent, or their agent, and attached to the file copy.
- C.** The Board agrees to protect the confidentiality of personnel files in accordance with Maine law; the Board will not keep a separate personnel file that is not available for the MBU's inspection. This does not prevent a supervisor or the Superintendent from keeping their own notes or records relating to a personnel matter.

ARTICLE XIII - PROTECTION OF MBUs, STUDENTS, AND PROPERTY

The parties to this Comprehensive Contract understand and agree that to the extent any provision in this Article conflicts with state or federal law, or District or other applicable policy, the state, federal law, or policy will control.

- I.** MBUs will not be required to work or perform tasks under unsafe or hazardous conditions. The Board will comply with applicable provisions of federal (OSHA), state, and local laws with respect to the safety and health of the employees in the workplace. No MBU will be required to work under conditions that unreasonably expose them to imminent risk of injury, death, or damage to their health. An MBU must immediately bring any claimed unsafe or unhealthy working conditions to the attention of a building administrator.
- II.** Only when behavior presents an imminent risk of serious physical injury to the student or others, and only after less intrusive interventions have failed or been deemed inappropriate, may an MBU use reasonable force as is necessary to protect themselves from attack, from imminent danger, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
- III.** The Board will give full support, to the extent of insurance coverage, to the MBU in an action brought by parents or citizens against the MBU while acting in the discharge of their duties, except when there is a violation of established policy or state or federal law.
- IV.** The Board will give full support, to the extent of insurance coverage, to the MBU for any assault against the MBU while acting in the discharge of their duties, except when there is a violation of established policy or state or federal law, or if provoked by the MBU.
 - A.** MBUs will report to their immediate supervisor, or other immediate supervisor, as soon as possible, all cases of assault and battery suffered by them in connection with their employment.
 - B.** Such notification will be immediately forwarded to the Superintendent.
- V.** The District will replace or repair any necessary items of employee's personal property, ie eyeglasses, wrist watches, contact lenses, and clothing which are damaged or destroyed in the performance of their duties. MBU's will exercise due caution in selecting clothing and accessories for work.

ARTICLE XIV - MBU FACILITIES

- I.** Each school will have the following facilities:
 - A.** An MBU work area, whenever possible, containing adequate equipment and supplies to aid in the preparation of instructional materials.
 - B.** In addition to the aforementioned MBU work area, a furnished room will be reserved for the exclusive use of school personnel as a faculty room. Although MBUs will be expected to exercise reasonable care in maintaining the appearance and cleanliness of the said room, it will be regularly cleaned by the school's custodial staff.
 - C.** A serviceable desk, chair, and filing cabinet for the exclusive use of each MBU.
 - D.** Well-lit and cleaned MBU restrooms, separate from the students' restrooms.
 - E.** Adequate parking facilities.
 - F.** Suitable closet space somewhere in the building for MBUs to store outerwear and suitable secure storage space in the MBUs' room for personal articles.
 - G.** Copies, exclusively for each MBU's use, of all texts used in each of the courses they teach.
 - H.** Adequate writing board space in every classroom.

ARTICLE XV – NON-TEACHING DUTIES

- I.** The Board and Association acknowledge that an MBU's primary responsibility is to teach and that their energies should, to the extent possible, be utilized to this end.
- II.** Therefore, the Board and Association agree, that MBUs will not be required, but are encouraged, to perform the following non-professional duties:
 - A.** Chaperone dances,
 - B.** Attend after-school events,
 - C.** Be responsible for lunch, milk, insurance, banking, picture, or related money beyond the collecting, recording, and deposit of the same with authorized personnel within the school.
 - D.** PTG events.

ARTICLE XVI – TEACHING HOURS AND TEACHING LOAD

- I.** All MBUs will be required to report to work thirty (30) minutes before the start of the instructional school day and will remain thirty (30) minutes after the end of the instructional day. On Fridays, or on days preceding holidays or vacations, the MBUs' day will end when students have been released to duty MBUs, who will remain until responsibility for all remaining students ends.
- II.** Any specified MBU will report in time for any assigned duty. Any specified duty MBU will remain until their duty has been fulfilled. All duties will be assigned equitably amongst MBUs.
- III.** The daily teaching load in District schools will not exceed seven (7) hours of pupil contact per day. Assignment to a supervised study period will be considered a teaching period for the purpose of this Article.
- IV.** Scheduled faculty meetings will be limited to no more than two (2) hours per month and scheduled to be determined at each building level.
- V.** MBUs may be required to report to work earlier in the a.m. or to remain after the end of the regular workday, without additional compensation, for the purposes of attending meetings. If in the a.m., the time of arrival will be limited to one-half (1/2) hour earlier than otherwise required by contract. If in the p.m., the meeting will run no longer than one (1) hour past the time otherwise required by contract.
- VI.** The notice of an agenda for any meetings will be given to the MBUs involved at least one (1) day prior to the meeting, except in an emergency. MBUs will have the opportunity to suggest items for the agenda.
- VII.** All MBU will have a duty-free lunch period each day for a minimum of twenty (20) minutes.
- VIII.** MBUs, upon notifying their building office of their whereabouts, may leave the building without requesting permission during their scheduled, duty-free lunch period.
- IX.** MBU participation in field trips, which extend beyond the MBU's in-school workday, and overnight and weekend trips will be voluntary.
- X.** MBUs will be required by the Superintendent/building administrator to attend up to 10 hours per school year of other special events (including but not limited to open house, curriculum night, concerts and academic fairs) outside of the expected work day as defined in this Article. For those special events that are not listed on the school calendar, to the extent possible, MBUs assigned to attend will be given 30 days' notice of the event (which does not apply to rescheduling due to weather or other unforeseen circumstances).
- XI.** Meet and Consult: The Board and the Association will meet and consult regarding changes in education policy in accordance with state law.

ARTICLE XVII - WORK YEAR

- I.** During the term of this Agreement, the MBU work year will not be more than the designated one hundred and eighty-four (184) workdays - which includes (7) workshop days for professional development, and one (1) classroom preparation day. The classroom preparation day may be any of the three weekdays preceding the first professional day of the school year at the MBU's discretion. Teachers will conduct parent-teacher conferences up to six o'clock pm for two evenings which will count as one (1) additional workday to be used as the exchange day.

MBUs will receive compensation at their per diem rate for any additional days included in the calendar year that MBUs are required to attend.

ARTICLE XVIII - DUES DEDUCTIONS FROM SALARIES

- I.** The Board agrees to deduct, in twenty-six (26) installments from MBUs' salaries, money for local, state, and national Association dues, and to deduct for such local, state, and/or national services and programs as are currently in existence at the writing of this contract as said MBUs individually and voluntarily authorize the Board to deduct, and to transmit the moneys promptly to such Associations. The Association will certify to the Board in writing, the current rate of state and national membership dues. In the event the state and/or national Association changes the rate of its membership dues, the local Association will give the Board and the Association's membership written notice prior to the effective date of such change.
- II.** The Association will indemnify and save the Board harmless against all claims and suits that may arise by reason of any action taken in making the deduction of membership dues and remitting the same pursuant to this article.

ARTICLE XIX - MISCELLANEOUS PROVISIONS

- I.** If any provision of this Agreement or any application of this Agreement is held to be contrary to law, such provision or application will not be deemed valid and effective, but all other provisions or applications will continue in full force and effect. This Agreement will not be modified in whole or in part by the parties except in an instrument, mutually agreeable to both parties, in writing, and executed by both parties.
 - A.** Copies of this Agreement will be made available within thirty (30) days after the Agreement is signed and presented to all MBUs covered by this Agreement now employed and hereafter employed by the Board.
 - B.** Whenever any notice is required to be given by one of the parties of this Agreement to the other party, pursuant to the provisions of the Agreement: if by the Association, notice will be given to the Chairman of the Board and a copy to the Superintendent. If by the Board, notice will be given to the Association in care of its President.

II. Maintain Standards

- A.** The duties of any MBU, or the responsibilities of any position in the negotiated agreement, will not be altered or increased without prior discussion with the MBU. Upon request, the Board agrees to negotiate the impact of any change on the working conditions of MBUs.

III. Professional Development and Educational Improvement

- A.** The Board agrees to pay the full cost of tuition and fees, and up to two hundred (\$200) dollars for course materials per course (including digital materials), not to exceed the University of Maine costs for the same or like courses. Reimbursement for all coursework will not exceed twenty thousand (\$20,000) in the fiscal year. Priority will be given to courses for certification purposes and degree programs.
- B.** The MBU will be required to repay tuition and mandatory fees for courses in excess of one per year during participation in the program in the following circumstances:
 1. The MBU voluntarily resigns before completing the certification program.
 2. The MBU resigns after fewer than three additional years of work.

Reimbursement for coursework will be under the following conditions:

1. The courses are approved by the Superintendent, taken, completed, and related invoices are turned in within the same fiscal year period. For the purpose of reference, the District's Fiscal Year (FY) is July 1 – June 30.
2. The courses are approved by the Superintendent in advance of taking the courses on forms provided by the Superintendent. Depletion of this designated amount will be on a first-come-first-served basis, by trimester (summer, fall, spring).
3. The Courses are successfully completed with a grade of B- or better or Pass in a Pass/Fail course.
4. Tuition receipts and official transcripts are submitted to the Superintendent thirty (30) days after the course ends and prior to the end of the FY in which the courses were approved unless otherwise authorized by the Superintendent.

5. The courses are for re-certification or a relevant advanced degree beneficial to the District or, in the opinion of the Superintendent, advance the educational goal of the District.

- C. Priority will be given to courses for certification and recertification purposes and for courses relating to teachers' current assignment and support of the educational needs of the RSU 63 students as determined by the Superintendent.

To ensure an equitable distribution of funds, each teacher shall be reimbursed for one course per trimester (summer, fall, spring) on a first come first serve basis, using the initial date of submission. If there are funds not committed by June 1st then those eligible teachers may be reimbursed for additional courses until all funds are allocated.

- D. MBUS who attend out-of-district seminars, conferences, or workshops with prior approval of the Superintendent may be reimbursed for the actual cost of registration and travel at the State of Maine mileage rate as of July 1 of each fiscal year.
- E. No payment will be made for staff development, local in-service education, local workshops, or any courses for which the District pays the instructional costs, or for which the MBU receives a stipend from another organization.

- IV. Board-approved stipends for extra and co-curricular activities will be incorporated into this Agreement as Schedule B.

ARTICLE XX - DURATION OF AGREEMENT

This Agreement will be effective as of September 1, 2025, or the date it is fully ratified, whichever is later, and will continue in effect until August 31, 2028. All items in this contract will remain in force for the duration of the Agreement.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, all on the day and year first written below.

Regional School Unit No. 63

Regional School Unit No. 63

Teacher Association

Board of Directors

By Nathan Dussalon
(Co-president)

By Steph Lavoie
(RSU 63 School Board Chair)

By _____
(Co-president)

By [Signature]
(RSU 63 Superintendent)

By _____

Dated this 27th day of August, 2025

Dated this 27 day of August, 2025

SCHEDULE A – WAGES

	<u>2025-2026</u>		
STEP	BA	MA	MA+30
0	\$46,575	\$48,575	\$50,575
1	\$47,610	\$49,610	\$51,610
2	\$48,645	\$50,645	\$52,645
3	\$49,680	\$51,680	\$53,680
4	\$50,715	\$52,715	\$54,715
5	\$51,750	\$53,750	\$55,750
6	\$52,785	\$54,785	\$56,785
7	\$53,820	\$55,820	\$57,820
8	\$54,855	\$56,855	\$58,855
9	\$55,890	\$57,890	\$59,890
10	\$56,925	\$58,925	\$60,925
11	\$57,960	\$59,960	\$61,960
12	\$58,995	\$60,995	\$62,995
13	\$60,030	\$62,030	\$64,030
14	\$61,065	\$63,065	\$65,065
15	\$62,100	\$64,100	\$66,100
16	\$63,135	\$65,135	\$67,135
17	\$64,170	\$66,240	\$68,240
18	\$65,205	\$67,275	\$69,275
19	\$66,240	\$68,310	\$70,310
20	\$67,275	\$69,345	\$71,345

* Employees whose pay is above step 20 of the pay scale as of the 2025-2026 school year ("off-scale") shall receive the following increases:

Year one of the contract (2025-2026)- \$3,000 above their current salary

Year two of the contract (2026-2027)- \$3,000 above their current salary

Year three of the contract (2027-2028)- \$3,000 above their current salary

For all employees who are currently on steps 1-20 as of the 2025-2026 school year, and for all future new hires, there will be no "off-scale" and these employees will remain on step 20, when eligible based on experience.

2026-2027

STEP	BA	MA	MA+30
0	\$48,205	\$50,205	\$52,205
1	\$49,276	\$51,276	\$53,276
2	\$50,348	\$52,348	\$54,348
3	\$51,419	\$53,419	\$55,419
4	\$52,490	\$54,490	\$56,490
5	\$53,561	\$55,561	\$57,561
6	\$54,632	\$56,632	\$58,632
7	\$55,704	\$57,704	\$59,704
8	\$56,775	\$58,775	\$60,775
9	\$57,846	\$59,846	\$61,846
10	\$58,917	\$60,917	\$62,917
11	\$59,989	\$61,989	\$63,989
12	\$61,060	\$63,060	\$65,060
13	\$62,131	\$64,131	\$66,131
14	\$63,202	\$65,202	\$67,202
15	\$64,274	\$66,274	\$68,274
16	\$65,345	\$67,345	\$69,345
17	\$66,416	\$68,416	\$70,416
18	\$67,487	\$69,487	\$71,487
19	\$68,558	\$70,558	\$72,558
20	\$69,630	\$71,630	\$73,630

* Employees whose pay is above step 20 of the pay scale as of the 2025-2026 school year ("off-scale") shall receive the following increases:

Year one of the contract (2025-2026)- \$3,000 above their current salary

Year two of the contract (2026-2027)- \$3,000 above their current salary

Year three of the contract (2027-2028)- \$3,000 above their current salary

For all employees who are currently on steps 1-20 as of the 2025-2026 school year, and for all future new hires, there will be no "off-scale" and these employees will remain on step 20, when eligible based on experience.

2027-2028

STEP	BA	MA	MA+30
0	\$49,892	\$51,892	\$53,892
1	\$51,001	\$53,001	\$55,001
2	\$52,110	\$54,110	\$56,110
3	\$53,218	\$55,218	\$57,218
4	\$54,327	\$56,327	\$58,327
5	\$55,436	\$57,436	\$59,436
6	\$56,545	\$58,545	\$60,545
7	\$57,653	\$59,653	\$61,653
8	\$58,762	\$60,762	\$62,762
9	\$59,871	\$61,871	\$63,871
10	\$60,979	\$62,979	\$64,979
11	\$62,088	\$64,088	\$66,088
12	\$63,197	\$65,197	\$67,197
13	\$64,306	\$66,306	\$68,306
14	\$65,414	\$67,414	\$69,414
15	\$66,523	\$68,523	\$70,523
16	\$67,632	\$69,632	\$71,632
17	\$68,741	\$70,741	\$72,741
18	\$69,849	\$71,849	\$73,849
19	\$70,958	\$72,958	\$74,958
20	\$72,067	\$74,067	\$76,067

* Employees whose pay is above step 20 of the pay scale as of the 2025-2026 school year ("off-scale") shall receive the following increases:

Year one of the contract (2025-2026)- \$3,000 above their current salary

Year two of the contract (2026-2027)- \$3,000 above their current salary

Year three of the contract (2027-2028)- \$3,000 above their current salary

For all employees who are currently on steps 1-20 as of the 2025-2026 school year, and for all future new hires, there will be no "off-scale" and these employees will remain on step 20, when eligible based on experience.

SCHEDULE "B" STIPENDS POSITIONS SEPTEMBER 1, 2025 - AUGUST 31, 2028

Schedule "B" positions will be calculated as a percentage of the base negotiated salary in accordance with Article XIX, part IV. as agreed upon by the RSU 63 School Board and the RSU 63 Teachers Association.

The tiered system below uses a time factor for each position to determine to which tier each stipend position belongs. An experience factor time span is taken into consideration to calculate the percentage of the base rate utilized to formulate the stipend to be paid.

TIER I

POSITION	PERCENTAGE OF THE BASE YEARS EXPERIENCE RANGE						
	1-3	4-6	7-9	10-12	13-15	16-19	20+
Basketball A-boys	5%	5.5%	6%	6.5%	7%	7.5%	8.5%
Basketball A-girls	5%	5.5%	6%	6.5%	7%	7.5%	8.5%
Cheering A	5%	5.5%	6%	6.5%	7%	7.5%	8.5%

TIER II

POSITION	PERCENTAGE OF THE BASE YEARS EXPERIENCE RANGE						
	1-3	4-6	7-9	10-12	13-15	16-19	20+
Basketball B-boys*	4%	4.5%	5%	5.5%	6%	6.5%	7.5%
Basketball B-girls*	4%	4.5%	5%	5.5%	6%	6.5%	7.5%
Cheering B*	4%	4.5%	5%	5.5%	6%	6.5%	7.5%
Chess	4%	4.5%	5%	5.5%	6%	6.5%	7.5%

*"B" coach or "A Team" Assistant coach as needed

TIER III

POSITION	PERCENTAGE OF THE BASE YEARS EXPERIENCE RANGE						
	1-3	4-6	7-9	10-12	13-15	16-19	20+
Softball A	3%	3.5%	4%	4.5%	5%	5.5%	6.5%
Baseball A	3%	3.5%	4%	4.5%	5%	5.5%	6.5%
Soccer A-girls	3%	3.5%	4%	4.5%	5%	5.5%	6.5%
Soccer A-boys	3%	3.5%	4%	4.5%	5%	5.5%	6.5%
Cross Country	3%	3.5%	4%	4.5%	5%	5.5%	6.5%

TIER IV

POSITION	PERCENTAGE OF THE BASE YEARS EXPERIENCE RANGE						
	1-3	4-6	7-9	10-12	13-15	16-19	20+
Soccer B co-ed*	2%	2.5%	3%	3.5%	4%	4.5%	6.5%
Assistant Cross Country	2%	2.5%	3%	3.5%	4%	4.5%	6.5%
Baseball B*	2%	2.5%	3%	3.5%	4%	4.5%	6.5%
Softball B*	2%	2.5%	3%	3.5%	4%	4.5%	6.5%
Civil Rights Team Advisor	2%	2.5%	3%	3.5%	4%	4.5%	6.5%

*"B" coach or "A Team" Assistant coach as needed

TIER V

POSITION	PERCENTAGE OF THE BASE YEARS EXPERIENCE RANGE						
	1-3	4-6	7-9	10-12	13-15	16-19	20+
Music/Drama Holden Elementary		4%					
Music/Drama Eddington Elementary		4%					
Music/Drama Middle School		4%	Additional 2.5% for musical production				
Yearbook Advisor		3%					
Student Council Advisor		3%					
Music Co-curricular		3%					
Fall Intramurals		2%	10 sessions minimum				
Winter Intramurals		2%	10 sessions minimum				
Spring Intramurals		2%	10 sessions minimum				
Art Club		2%	10 sessions minimum				
World Culture Club		2%	10 sessions minimum				
Math Team Advisor		2%	10 sessions minimum				
8th Grade Advisor		2%					

Teacher Stipends for Committee Work:

Certificate Committee (maximum 6 MBUs) - \$35/ hr (6 hrs./ yr.) Maximum \$210/ MBU

Mentors (# determined as required) - \$35/hr (10 hrs/yr) Maximum \$350/ MBU

\$35 per hour for Clubs, Committees, and Non-stipend positions.