
AFT AND TPS NEGOTIATED AGREEMENT
PRESENTED FOR RATIFICATION
2026-2027 SCHOOL YEAR

AFT NEGOTIATIONS TEAM

Nancy Leonard - President of AFT 6049 Team & Committee and Lead Negotiator
Lillian Graham – Bus Driver, AFT Vice President
Matt Hamm - Custodian, Lewis & Clark Elementary, AFT IT/Treasurer
Donna Garner - Paraprofessional, Lanier Elementary, AFT Chief Steward
Ginnie Holly - Cafe Manager at Rogers, AFT Chief Steward
Jason Starr - Campus Police, AFT Chief Steward
Jenn Hicks – Attendance Clerk at Rogers, AFT Secretary
Tori Pennington - AFT State President Specialist, Advisor

TPS NEGOTIATIONS TEAM

Joe Jennings - Chief Information and Operations Officer, Lead Negotiator
Sue Ann Bell - Facilities Director
Jaxon Richins - Special Education, Administrative Services Manager
Sarah Gooldy - Director of Employee Relations and Retention
Tracy Thompson - Executive Director of Finance Strategy
Naomi Whitby-Brown - Child Nutrition Director
Donnie Lewis - Chief of Campus Police
Marcus James - Director of Transportation

COLLECTIVE BARGAINING AGREEMENT BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. 1 OF TULSA COUNTY, OKLAHOMA,

AND

AFT TULSA LOCAL 6049
OF THE AMERICAN FEDERATION OF TEACHERS

FOR THE 2026-2027 FISCAL YEAR

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The Board recognizes the American Federation of Teachers, 6049 Oklahoma as the sole and exclusive negotiating representative of the employees of the bargaining unit in matters pertaining to wages, hours, fringe benefits, and other terms and conditions of employment. The Board, on its own behalf, retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Oklahoma and the United States of America. (August 2019)

Pursuant to OKLA. STAT. tit. 70, § 509.1et seq. (Supp. 2001), the following sets forth all of the terms of the Agreement (the "Agreement") between Independent School District No. 1 of Tulsa County, Oklahoma (the "District") and AFT Tulsa Local 6049 of the American Federation of Teachers ("the Union") for the 2026 - 2027 fiscal year. The following documents will be recognized and negotiated between Independent School District No. 1 of Tulsa County, Oklahoma and AFT Tulsa Local 6049, of the American Federation of Teachers including but not limited to:

- A. The collective bargaining agreement
- B. Negotiated Procedural Agreement with addendums

Throughout this Agreement, the definitions section of the Negotiations Procedural Agreement between the parties shall apply. [Revised August 2017]

Discrimination, harassment or retaliation of any type against any individual or group based on real or perceived race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable laws or district policy is prohibited. This prohibition includes sexual harassment of an employee, student or third party such as a patron or vendor. (August 2019)

Public Reprimands, Dignity and Respect: The district administration expects that the worth, dignity, and rights of the individual shall be paramount in all administrator/supervisor/manager support staff relationships.

It is recognized that professional and ethical behavior is expected of all district employees. Therefore, administration/management/supervisors will not discipline or reprimand any support staff employee in the presence of students, parents, or fellow support staff employees. Additionally, support staff employees will interact with administration/management/supervisors/teachers/parents in a positive and professional manner.

Support staff need to be respected as the professionals that they are and given the proper respect and dignity for the work that they do for the district. (July 2025)

If any provision of this agreement or the application of this agreement is found to be contrary to law that provision shall cease to exist; all other provisions or application of this agreement will continue in full force and effect. If AFT Tulsa, Local 6049 and the Board mutually agree, they may commence negotiations within thirty (30) Working days for the purpose of coming to a legally permissible replacement for the voided provision(s). [August 2019]

Within 60 days of Board approval, the District shall prepare an electronic copy of this Agreement for Distribution by AFT Tulsa Local 6049. Official communication between employees and management will be your assigned TPS email. It is the responsibility of the employee to access and use email. (June 2026)

TITLE I: UNION RIGHTS & RELATIONSHIP

Article 1: Union Dues Check-Off and Payroll Deductions

- A.** The Board shall make payroll deductions for Union dues upon the request of any school support employee and shall transmit all such deducted funds to the Union, provided that the Union delivers to the Payroll Office a signed, written authorization thereto. Said written authorization may be revoked at any time. Such deduction for said revoking employee will cease at the next payroll period following the revocation, upon the expiration of this Agreement, or the termination of employment of said support employee (whichever occurs sooner). Upon receipt of a request, the School District shall notify the Union of the initiation or termination of payroll deductions within fifteen (15) business days.
- B.** All deductions for dues of the Union made by the Board shall be in equal installments for each pay period for the term of each employee's contract and remitted monthly during the term of each employee's contract. Dues will be remitted by the Board to the Union by the fifth (5th) business day of the month following the month in which the dues were withheld. The Union will submit to the Board the amount of each employee's dues to be deducted.
- C.** The Director of Payroll shall furnish to the Union a monthly record of eligible school support employees for whom deductions have been made together with the amount of such deductions for each individual. The Director of Payroll shall notify the Union when earned wages are insufficient, or no deductions are made. The responsibility for collection of such insufficient dues shall rest with the Union.
- D.** Upon written authorization, signed by the employee, the Board agrees to withhold political contributions providing:
 - 1. The amount of the paycheck is sufficient to cover the amount of the requested deduction
 - 2. The signed authorization shows the amount to be deducted from each paycheck and authorizes the Board to make the requested change.

Article 2: Union Activities, Etc.

- A.** Union Activities - The Board recognizes AFT Tulsa Local 6049 as the sole and exclusive negotiating representative of the employees of the bargaining unit in matters pertaining to wages, hours, fringe benefits, and other terms and conditions of employment. The Board, on its own behalf, retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Oklahoma and the United States of America. Furthermore, the Union may hold meetings in District-owned buildings, when such buildings are open, before or after normal business hours of that site. The union shall follow the district procedure for facilities usage. The District may charge the Union its actual out-of-pocket labor expenses attributable to that meeting.

B. Employee Representatives

1. The District recognizes the right of the Union to designate not more than three (3) employee representatives per job site, with the exception of the Transportation and Maintenance job sites in which the Union may designate not more than four (4) employee representatives for each such job site. The names of each employee representative for each site shall be provided, in writing, by the Union to the Chief Talent Management Officer annually. Any change to site representatives after September 1 shall be communicated to the employer in writing as soon as practicable. No employee representative will be recognized by the School District unless such written designation is made by the Union to the Chief Talent Management Officer.
 2. The authority of the employee representatives so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:
 - a. Presentation of grievances in, accordance with the provisions of the Grievance Procedure; at grievance presentations, tape recordings may be made if known to all parties present. Copies of tape recordings shall be available to both parties. [November 2007]
 - b. The transmission of such messages and information which shall originate with, and are authorized by, the Union or its officers, provided such messages and information have been reduced to writing or, if not reduced to writing, or of a routine nature, do not involve the work stoppage, slow down, or any other interference with the operations of the School District.
 3. Employee representatives have no authority to take strike action or any other action interrupting the District's business.
- C. Union Visitation** - Subject to other provisions of this Agreement, the Union Representative may visit schools or any work site to conduct Union business. Upon arrival at the job site, the Union Representative must report to the site supervisor or his/her designee. Permission for such visits will not be unreasonably withheld. The conduct of such Union business shall not interfere with any employee's workday.
- D. Bulletin Boards** - The Union shall have the exclusive use of space not to exceed four (4) square feet in areas available to all employees. If approved by the site supervisor, an additional bulletin board may be placed at a mutually agreed upon site. The authorized Union Representative will be responsible for the posting and removal of such material. If denied, the decision may be appealed to the Chief Talent Management Officer.
- E. Personnel Listing** - The District shall make available twice a year, at the start of the year, and after Winter Break a listing of members of the bargaining unit employed as of that date, their date of hire, job title, work site, grade, and annual salaries.
- F. Leave for Union Conferences Conventions and Meetings** - Absences for support employees for Union business will be limited to not more than a total of thirty (30) working days total for all support employees per fiscal year without loss of pay or charged against other leave or vacation to attend Union related conferences, conventions, negotiations or meetings. Such

requests shall be submitted by the Union to the appropriate supervisor. Such approval will not be unreasonably withheld. [Amended September 2012] [Revised April 2024] [Updated June 2026]

- G. Up to two (2) support employee Union members at a time shall be given an extended leave of absence from their regular assignment concurrent with their term(s) in office. Upon return, the former officers will be restored to their previous assignment(s). In the event the previous assignment(s) has (have) been eliminated during the leave of absence, they shall be assigned to a similar position at the appropriate salary level for that position, no returning employee shall suffer a reduction in their salary due to a change in position. In the event these support employees do not return to employment with the District upon the expiration of their term in office, the support employees will be deemed to have resigned his/her employment with the District. [Revised August 2010] [Revised September 1, 2022]
- I. The Executive Director of Talent Management, or his or her designee, will meet with up to three (3) local Union representatives on a monthly basis to discuss outstanding issues in the District. The first meeting of each fiscal year will be chaired by a representative of the Union. [Amended September 2012] [June 2026]
- J. AFT Tulsa will be invited to have representation on the following committees: School Calendar Committee and the child nutrition food advisory committee or equivalent and any future, district level committees organized to address workplace safety. (August 2019)

Article 3: Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, resolution of grievances which may arise.

A. Definitions:

- 1. A "grievance" is a dispute, disagreement, or controversy involving a violation or interpretation of the Collective Bargaining Agreement between the District and the Union, or any written Board policies or procedures or handbooks, or any action which results in reduced compensation for any support employee. The term "grievance" shall not apply to any matter in which (a) the method of review is prescribed by law or (b) the Board is without authority to act, and shall not apply to employee evaluations or discipline or termination of employees. [June 2026]
- 2. An "aggrieved person" is any support employee asserting a grievance.
- 3. An aggrieved person may be represented by an authorized Union Representative or a representative of a statewide professional educators' association.
- 4. The term "days," when used in this Procedure, shall mean days when schools are open during the regular school year. At a time other than during the regular school year, the term "days" shall mean those days when the Education Service Center of the District is normally open.

5. A "party in interest" is the person, or persons, making the grievance and any party who might be required to take action or against whom action might be taken in order to resolve the grievance.

B. General Procedures:

1. The number of days for the processing of grievances indicated at each level should be considered as a maximum. The time limits specified may, however, be extended or limited by written mutual consent.
2. Nothing herein contained will be construed as limiting the right of an aggrieved person to discuss the matter informally with any appropriate and authorized member of the administration of the District and have the grievance adjusted.
3. No grievance shall be considered or processed unless it shall have been presented at the appropriate level within ten (10) days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based; and, if not so presented, the grievance shall be considered forever waived.
4. An aggrieved person may withdraw a grievance at any time by notifying, in writing, the Superintendent of Schools and the Union. Any such grievance that is withdrawn shall be considered forever waived.
5. If a grievance affects more than one support employee at more than one site, the aggrieved persons may submit such grievance in writing to the Superintendent, or his designee, and the processing of such grievances shall be commenced at Level Two.
6. When it is necessary at any level beyond Level One for an aggrieved person to attend a meeting or a hearing called by the Superintendent or his/her designee during the school day, the Superintendent or his/her designee, shall so notify the principal or immediate supervisor of such persons and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
7. Any aggrieved person or party in interest who is adversely affected by a disposition of a grievance, may, within the time limits provided for herein, appeal to the next level.
8. Failure, at any step of this Procedure, to communicate the decision of a grievance within the specified time limits to the aggrieved person shall permit the aggrieved person to proceed to the next level.
9. Failure by an aggrieved person or a party in interest at any level of this Procedure to appeal the grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision given at that level.
10. All necessary forms and documents for the filing of grievances, making reports, and appeals regarding the alleged grievances, shall be approved by the Union and provided to the support employee upon his/her request to the Director of Support Talent and will be posted on the School District's website.
11. Prior to initiating a civil action in any court, an aggrieved person or party in interest must exhaust all remedies provided by this Procedure.

12. All meetings and hearings conducted under the provisions of this Grievance Procedure (except as to Level Three before the Board of Education) shall be in private and are limited to the parties in interest.
13. A grievance file shall be maintained by the administration to contain all records regarding the processing of grievances filed by support personnel of the District. No grievance documents shall be filed in the support employee's personnel file.
14. At any level of the grievance process, the employee has the right to be represented by a union.
15. An aggrieved person may be represented by an authorized local Union Representative or a representative of an affiliated statewide professional educators association when requested by the employee.
16. Any aggrieved person who desires Union representation must make such request to the Union within one (1) day of filing the grievance at Level Two of the Grievance Procedure. Failure to notify the Union, in a timely way, shall relieve the Union of all responsibility for representation of the aggrieved party during any stage of the Grievance Procedure.

C. Level One - Principal/Department Head:

With regard to school site employees, a grievance will first be discussed with the aggrieved person's principal with the objective of resolving the matter informally or, in his/her absence in between school years, with the appropriate area superintendent. With regard to non-school site employees, a grievance will first be discussed with the aggrieved person's department head with the objective of resolving the matter informally. Any employee whose grievance is not resolved in the informal discussion may file a written grievance within ten (10) days of the alleged violation. A meeting shall be held within five (5) days of the filing of the grievance unless such time limits are extended by mutual agreement of the aggrieved person and the principal, or area superintendent, or department head, as applicable.

D. Level Two - Superintendent or their designee:

1. If the aggrieved person or a party in interest is not satisfied with the disposition of his/her grievance at Level One, he/she, or his/her designated representative, may file a written appeal with the Superintendent within five (5) days of the date of the decision given at Level One. The appeal shall include a copy of the decision at Level One and a statement as to why the decision is unacceptable and the recommended course of action.
2. Appeals at this level shall be heard by the Superintendent or his/her designee within ten (10) days of his receipt of the appeal. Written notice of the time and place of the hearing shall be given by the Superintendent or his/her designee no later than three (3) days prior to the hearing to the aggrieved person and any party in interest. Within five (5) days of the hearing, the Superintendent or his/her designee shall communicate his/her decision, in writing, to the principal, department head, appropriate area superintendent, the aggrieved person, and any party in interest.

E. Level Three - Board of Education:

1. If the aggrieved person or any party in interest does not receive a satisfactory disposition of the grievance at Level Two, the aggrieved person or any party in interest may then appeal the issue to the Board of Education. The appeal must be filed within five (5) days of the date of the report from the Superintendent. This appeal shall include a copy of the decisions rendered at Level One and Level Two, and the grounds for regarding the decision and the report unacceptable and the requested course of action.
2. Appeals at this level shall be heard by the Board within fifteen (15) days of receipt of the appeal. This hearing may be during a regularly scheduled meeting or at a special meeting called by the Board. Written notice of the time and place of the hearing shall be given by the Board's designee no later than three (3) days prior to the hearing to the aggrieved person and any party in interest.
3. The Board shall render its decision in writing within ten (10) days after the conclusion of the hearing to the aggrieved person and any party in interest with copies to the principal, department head, appropriate area superintendent, the Superintendent, the aggrieved person and any party in interest. The decision of the Board will be final.

TITLE II: EMPLOYMENT STATUS & JOB SECURITY

Article 4: Evaluations and Written Disciplinary Action

No employee shall be disciplined, given a written reprimand, or discharged by the Employer except for cause. The president of the Union or designee will be given a copy of any written discipline imposed upon a bargaining unit member within twenty-four (24) hours of such discipline. [June 2026]

- A.** The concepts of “progressive discipline” and the prohibition of disparate treatment by an administrator are to be applicable. Progressive discipline should include the following steps:
 - Oral warning and directive
 - Written warning (push pin) and directive
 - Personal Development Plan (PDP)
 - Employment Action
- B.** Support employees shall be evaluated annually. Supervisors should strive to provide each employee with an evaluation on or before May 1st, signed by the employee and the supervisor. The original copy will be given to the support employee, a copy will be retained by his/her supervisor, and a copy placed in the employee's official personnel file. (August 2019)
- C.** All written evaluations and disciplinary actions of support employees shall be performed by the employee's applicable supervisor, in a timely manner and in good faith, based on his/her personal investigation, judgment and facts available to him/her as it relates to the action being taken. Support employees may provide a written response to any disciplinary material or evaluations within 20 working days and have it placed with the corresponding document in their personnel file. (August 2018)
- D.** Written discipline should be provided in a timely manner in relation to the final incident that led to the discipline. Upon completion of the investigation, if applicable, the appropriate supervisor will have fifteen (15) work days to provide written discipline. As appropriate and reasonable in light of the context, this discipline may respond to or reference prior conduct of the same or a similar nature especially if there are recurring or unresolved concerns. Timelines stated herein may be extended by mutual consent of the District and AFT Tulsa. Consent shall not be unreasonably withheld. (Amended August 2019)
- E.** Any time a member of the Bargaining Unit, which is represented by AFT Tulsa Local 6049, is asked to confer with an administrator on an issue of professional competency, or an issue of concern regarding job performance, the member of the bargaining unit shall have the right to have a representative of their choice, from a statewide professional educators association, if requested. (Moved from Article 2, Amended August 2017)
- F.** The supervisor shall advise the employee when the meeting is disciplinary and that they are entitled to Union representation prior to beginning the meeting.

- G. The employee representative may make reasonable and professional comments during the discussion of the written disciplinary action and may serve as an advocate for the support employee. During the meeting, the representative may ask for a brief delay to meet privately with the employee. The employee representative shall be in an off-duty status when possible. To the extent practicable, a supervisor will present a written disciplinary action to a support employee when there is an employee representative available in an off-duty status. Following any meeting where an employee is issued a written disciplinary action and/or Personal Development Plan (PDP), the employee may request a follow-up meeting in which the representative of the Union may help present the employee's concerns to the supervisor issuing the written disciplinary action and/or PDP or the supervisor one level above the supervisor issuing the written disciplinary action and/or PDP. [Amended November 2014] [moved from Article 2 August 2017]
- H. Members of the bargaining unit do not have the right to representation when discussing normal job duties, work assignments, or other matters that do not involve disciplinary matters. [August 2017]
- I. When scheduling a conference for the purpose of issuing an admonishment, personal development plan, or any disciplinary document to be placed in the employee's personnel file, the Administrator shall:
 - 1. Inform the individual of the specific nature of the subject to be addressed.
 - 2. Allow for a reasonable amount of time for the individual to secure representation, if desired. [Moved from Article 2, Amended August 2017]

Article 5: Employment Contracts

- A. Each support employee should receive either a temporary or annual employment contract specifying the duration of the employment relationship, as well as other terms and conditions of employment. An employment contract becomes binding and effective only upon approval by the Board of Education. The contracts for support personnel will terminate at the end of each contract year/term. Support personnel on regular contracts and whose contracts will be recommended for renewal for the next school year/term will be notified no later than ten {10} days after the effective date of the education appropriation bill or June 1. (August 2018)

Article 6: Seniority, Reduction in Force, Vacancies

- A. Seniority shall be determined department-wide on a district basis beginning with the date of hire on a regular contract. Employees who leave and return to employment within one calendar year will not suffer a loss of seniority.
- B. Support employees who have been employed by the Board for more than one (1) year shall be subject to suspension, demotion, termination, or non-reemployment only for cause and are entitled to due process under Oklahoma law and TPS Policy 4210 Suspension, Demotion, Nonreemployment, or Termination of a Support Employee.

- C. Termination of Seniority - Seniority (continuous service) and the employment relationship shall be terminated when an employee:
 - 1. Quits, retires; or
 - 2. Is lawfully discharged.
- D. Recall - On recall from reductions in the work force, the employees will be recalled on the basis of all job evaluations and PDPs, if any, seniority, and job skills and the qualifications to perform the available work in the reverse order from which they were laid off. Recall rights of employees shall last for one (1) fiscal year. [Amended September 2012]
- E. All regular support personnel job vacancies will be posted on the School District's website for not less than one week and support employees will be permitted to apply for those vacancies.
- F. Support employees will be given reasonable access to a School District site computer in order to access job postings. Support employee applicants shall be considered on the basis of job evaluations, seniority, job skills, and the qualifications to perform the work.
- G. District agrees that, fifteen (15) calendar days prior to soliciting a request for a proposal to enter into a contract for outsourcing or subcontracting any present work directly performed by members of the bargaining unit, which may result in a reduction of the work force, it will notify the Union of the proposed request for proposal. [June 2026]
- H. If a support employee is reassigned to any job within the District and the District determines that the support employee needs additional training to satisfactorily perform that job, then the School District will provide such training to the support employee as the District deems reasonably necessary.

Article 7: Personnel Files

- A. Official personnel files shall be those files maintained in the office of the Talent Management Department at the Education Service Center. Working files are those maintained by the supervisor. [Revised August 2015]
- B. The employee's official personnel file will be open for inspection by the employee and/or an authorized Union Representative or a representative of a statewide professional educators' association when written authorization is given to the Talent Management Department by the employee.
- C. Provisions shall be made to assure privacy of official and working personnel files and to protect the files from examination for other than legitimate purposes.
- D. No disciplinary document shall be placed in the official personnel file of an employee unless the employee has had an opportunity to read and acknowledge receipt of the material to be filed. A copy of the document shall be provided to the employee.
- E. Upon written request by a support employee, documents involving disciplinary action of the support employee may be removed, with the written approval of the Chief Talent Management Officer, from the support employee's personnel file after two (2) years from the disciplinary action. Approval shall not be unreasonably denied.

TITLE III: WORK SCHEDULE & TIME

Article 8: Hours of Work

- A.** The recognized workweek shall be 12:01a.m. Monday through 11:59 p.m. Sunday.
- B.** The regular starting time for all support employees shall be determined by each site supervisor.
- C.** Support employees who work six (6) or more hours per day will have a thirty {30} minute uninterrupted lunch period per day without pay. It is recognized that extenuating or emergency circumstances may exist on occasion that may interrupt the lunch period. When this occurs, the employees lunch period will be extended to make up for the lost time. [August 2015]
- D.** Support staff working more than 5 hour shifts shall be provided with two paid 15-minute breaks, while those working five hours or less shall receive one paid 15-minute break. These breaks are intended to support employee well-being and productivity during the workday. Breaks may not be combined, nor may they be used to leave work early or to extend a lunch period, ensuring consistent scheduling and adequate coverage of duties. The employee's immediate supervisor will schedule breaks and lunch. If the employee leaves the site or work area during the break, they are required to clock-out. Breaks are only paid if the employee remains on site. [June 2026]
- E.** When employees are required to work on a holiday, they shall be paid one and one-half (1-1/2) times their hourly rate, in addition to holiday pay. If required to work on a holiday, a minimum of two (2) hours will be guaranteed.
- F.** Paraprofessionals should not be used to substitute for teachers on a routine basis. The building administrator will make a reasonable attempt to exhaust the substitute list prior to assigning a paraprofessional to a substitute teacher assignment. Paraprofessionals and teacher assistants shall be paid an additional twenty-five dollars (\$25.00) per day when required to substitute (consecutive hours or not). [Revised February 2022] [Revised September 1, 2022] [Revised July 2025] [June 2026]

Article 9: Holidays

- A.** The paid holidays for all full-time, permanent (12) month support employees shall be: Labor Day, Thanksgiving Day and the Friday after, Winter Break as observed by the Education Service Center; including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin L. King Day, Presidents Day, Friday of Spring Break, Memorial Day, and Independence Day, and Juneteenth. [August 2019] [Revised September 1, 2022]
- B.** Full time employees, on permanent contracts, who work less than twelve (12) months with two (2) or more years of service as of July 1, will be paid for Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and one (1) more day of holiday pay with payment to be made in the first biweekly check in January. [Revised August 2019] [Revised April 2024]

Article 10: Vacations

- A. All twelve (12) month support employees, as well as hourly and daily rate employees whose full time regular (see definition) employment throughout the year is continuous (those completing 90% of their working days), are eligible to earn vacation time with pay.
- B. Those who have worked four (4) complete years or less will earn ten (10) vacation days a year; five (5) through eight (8) complete years, fifteen (15) vacation days and those having worked nine (9) complete years or more, twenty (20) days of annual vacation.
- C. Former support employees returning to the Tulsa School District with at least six (6) years previous employment credit will be given four (4) years of credit on the District's vacation schedule.
- D. Any vacation day(s) earned must be used within two (2) years of the date it is earned or it will be lost.
- E. When a support employee's employment terminates for any reason, the support employee will be paid for any existing and unused vacation.
- F. A full year of service is defined as twelve (12) months from the date of hire. On the last day of the year, when he/she completes the appropriate number of years of service, an employee will be eligible for the next higher vacation step.
- G. All full years of service as a contract, full-time employee in TPS will count toward vacation increments.
- H. Ten (10) and eleven (11) month contracts which have been successfully completed will count as "good" years toward vacation computation for those employees who later become twelve (12) month employees.
- I. The Payroll Department shall interpret the monthly-accumulated earned vacation according to the following schedule:
<https://www.tulsaschools.org/about/teams/talent-management/paid-time-off>
- J. An employee must work one-half of the working days of a month to receive credit toward vacation for that month. This would refer either to a beginning or terminating employee. Also, an employee must not be on Leave of Absence more than one-half of a month if he/she is to receive vacation credit for that month.
- K. Vacation requests will not be unreasonably withheld if the request is made ten (10) days prior to the date being requested. Requests made without advance notice may be denied by the immediate supervisor if a substitute is not available. (July 2025)
- L. The earning of vacation time continues and is considered as time served when an employee is using his/her sick days or vacation.
- M. Vacation days will not accrue, however, for absences after the expiration of sick days or for other absences which are not covered by sick days or vacation time and which are more numerous than one-half of the working days in any one month. (Added September 2010)

TITLE IV: LEAVE & ABSENCES

Article 11: Bereavement Leave, Emergency Leave, Personal Business and Maternity Leave

- A.** The District will provide up to five (5) paid leave days to any regular support employee for the death of any immediate family. The term “immediate family” shall mean husband, wife, spouse and the following relatives: parent, child, sibling, grandchild, grandparents, and corresponding relatives by affinity (marriage/union). The support employee must notify his/her supervisor prior to taking bereavement leave. If additional time off is needed, personal leave may be used prior to personal business leave being exhausted. (Amended September 2012) [June 2026]
- B.** Employees will have up to five (5) days, at no loss of pay, available annually for purposes of handling emergencies. The purpose of this leave is for handling unforeseen events of an emergency nature that cannot be handled outside the normal workday. Whenever possible, approval of his/her supervisor or designee of the Superintendent, prior to taking the leave is required. [Revised November 7, 2011] Nonessential support employees can utilize an emergency day for days when the district is closed due to emergency events such as inclement weather or unforeseen building closures. [June 2026]
- C.** TPS provides all support employees with five (5) non-cumulative days for personal business upon request of the support employee. This benefit may be offered to all regular contract support employees working twenty (20) hours or more per week who have successfully completed one (1) year of continuous employment with TPS. All support personnel eligible for Personal Business Days may have unused days converted to their accumulated sick days, at the beginning of the next school year or employment period. A Personal Business Day will not be approved on the first or last day of a contract period or the day before or immediately following an official non-work holiday. [Added September 2010] [June 2026]
- D.** Support staff who have been employed by TPS for at least one (1) year, but do not meet the minimum hour requirements for FMLA or state paid maternity leave will be granted six (6) weeks of paid maternity leave (as otherwise defined by state statute) if they have worked a minimum of 60% of scheduled hours in the previous 12 months. Paid maternity leave only covers time that would otherwise be paid. [Added April 2024]

Article 12: Absences and Sick Days

- A.** Sick day benefits are provided to all regular full-time (25-40 hours per week) regular contract employees and regular part-time (contract 20-24 hours per week) employees of TPS in an effort to offer an element of security during the time of family illness.
- B.** Support personnel may earn up to twelve (12) sick days each year, and these days will begin to accrue at the rate of up to eight (8) hours for each calendar month depending on the number of hours per day specified in the employee's contract for regular full-time employees, and no more than four (4) hours per calendar month for regular part-time employees.

- C.** Twelve (12) month employees will begin to earn their sick days in July, and ten (10) month or eleven (11) month employees when their contract begins.
- D.** A new employee must work one-half of the working days in a pay period to receive sick day credit for that pay period.
- E.** Unused sick days will accumulate from year to year as long as the employee remains continuously employed by TPS.
- F.** The maximum accumulated sick day credit shall be unlimited.
- G.** Accumulated sick day credit will be reduced by one (1) day for each day on which the employee is absent for reasons covered by the sick day policy.
- H.** An employee is considered "absent" when he/she does not report to work or when he/she does not spend the major portion of a full day or half day at his/her work assignment.
- I.** When an employee is off on continuous and/or consecutive sick leave days, the days shall be considered as a single incident when determining excessive absences as described in Article 24. [Amended September 2012]
- J.** Support personnel may use accumulated sick days for personal illness or for illness and/or death in the immediate family. Sick days may also be used for routine dental or medical appointments with a minimum two (2) hours deducted.
- K.** Immediate Family - Consists of husband, wife, father, mother, son, daughter, brother, sister, grandchild, grandparents and corresponding relatives by marriage. We recognize that there are circumstances where the immediate y f.1mil extends beyond this definition. Exceptions will be approved on an individual basis by the Chief Talent Management Officer or designee. (August 2017)
- L.** The term "illness" shall include but not be limited to temporary disability resulting from pregnancy, miscarriage, childbirth and the recovery therefrom.
- M.** In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of sick days. An employee who abuses the sick day policy is subject to dismissal or other disciplinary action. As a general rule, an average of twelve (12) or more absences per year is considered excessive.
- N.** Employees must submit appropriate evidence when requested by the principal, supervisor, or Talent Management under the following circumstances:
 - 1. After five (5) consecutive days of absence [Amended September 2012] [June 2026]
 - 2. After any absence when the employee has had excessive absences or pattern absences in the past
 - 3. A sick day is claimed on days of unusual or inclement weather
 - 4. A sick day is claimed on days immediately preceding or immediately following holidays or non-workdays other than weekends
 - 5. A sick day is claimed during the last two (2) weeks of employment
- O.** Appropriate evidence will include any of the following:

1. A physician's statement endorsed by the employee
 2. The employee's statement endorsed by the principal or immediate supervisor
 3. Copies of claims submitted for insurance benefits
 4. Any other pertinent information as may be indicated by the circumstances
- P.** Any employee who is a "no call/no show" to an authorized worksite representative for three (3) or more workdays is deemed to have voluntarily resigned his/her employment with the District if, after reasonable efforts to contact the employee by the employee's site supervisor and a Talent Management administrator, no contact can be made with the employee. The efforts made to contact the employee shall be placed in writing to the Executive Director of Talent Management and placed in the employee's personnel file. The employee shall be notified, in writing, by the Executive Director of Talent Management, at the employee's last known address, of such efforts and that the employee has been deemed to have voluntarily resigned. [November 2014]
- Q.** Unused Sick Days - Employees who leave the district for any reason, other than resignation or termination for criminal activity, after a minimum of ten (10) years of continuous service to TPS shall be paid for accrued sick days at the rate of thirty (\$30) dollars per day according to the following schedule: [June 2026]

Years of Consecutive Service in TPS	Percent of Accrued Sick Days to be Paid
20 or more	100%
18 - 19	90%
16 - 17	75%
10 - 15	50%
4 – 9	25%

- R.** When computing payment for unused sick days, a creditable year of service shall be six (6) school months of service during the contract year. This is equivalent to one hundred twenty (120) school days. At the termination of employment for any reason---except death--prior to ten (10) years of service, all accumulated sick days shall be canceled. Such cancellation of accumulated sick days shall not apply to employees while on leaves of absence. In the event an employee's service is terminated by reason of death, the School District will pay the unused sick days to the employee's estate, (or in such manner as the School District may deem appropriate), the employee's accrued, but unused) sick days credit at the rate of thirty (\$30) dollars per day.

TITLE V: COMPENSATION & BENEFITS

Article 13: Compensatory Time for Overtime

- A.** For purposes of this Article, “non-exempt support employee” means any support employee who is considered to be non-exempt under the Federal Fair Labor Standards Act. [Added August 2015]
- B.** Overtime will not be allowed to any non-exempt support employee unless prior approval has been given, in writing, by the employee’s department head or his/her designee. Non-exempt support employees working in excess of forty (40) hours per work week, without prior written approval, may be subject to appropriate disciplinary action.
- C.** The parties agree that if a non-exempt support employee is properly assigned to work more than forty (40) hours in a work week, the District may provide compensatory time (“comp time”) off in lieu of monetary overtime compensation at a rate of not less than one and one half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee’s supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or their designee by the end of the week following the week in which the overtime is worked.
- D.** Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request. All department heads and supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the Division Chief Officer or Chief Talent Management Officer to schedule a date for the comp time to be taken. (Revised August 27, 2003)
- E.** Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purpose.
- F.** Non-exempt employees are not allowed to do “volunteer” work for the District.
- G.** Non-exempt employees are not permitted to be at their work stations prior to the regular starting time and are required to leave their work stations promptly at the end of their work day.
- H.** Any non-exempt support employee whose employment with the District terminates and who has accrued but unused comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment.

- I. The District reserves the right to substitute a cash payment, in whole or in part, for comp time. Any combination of comp time and overtime payment in cash must be made so that the principle of “time and one-half” for overtime wage is maintained.
- J. This compensatory time off article shall be considered as a condition of employment for all non-exempt support employees of the District.
- K. For purposes of this Article, “non-exempt support employee” means any support employee who is considered to be non-exempt under the Federal Fair Labor Standards Act.

Article 14: Wages

- A. Career increments will be given to all support employees who are beginning their 10th, 15th, 20th, 25th, 30th, 35th and 40th years of consecutive employment with the District. These career increments will be in the following amounts [April 2023]:
 - 1. See the attached addendum for monthly career increment payments and schedule.
 - 2. Thirty-five cents (\$.35) per hour for all hourly employees. (August 2013) [May 2023] [July 2025] [June 2026]
 - 3. 1.5% for all salary employees in BG grades 1 – 6 (July 2025) [June 2026]
- B. All full-time support employees shall receive shift differential pay as follows: five percent (5%) of base salary for staff who work from 3:00 p.m. to 11:00 p.m. (2nd shift) and ten percent (10%) of base salary for staff who work from 11:00 p.m. to 7:00 a.m. (3rd shift).
- C. A tool allowance of \$100 per month, subject to all lawful withholdings, will be paid to each bus mechanic, (apprentice, craftsperson, master craftsperson and lead). [Revised (October 16, 2008) [Amended September 2012]
- E. All forepersons in the maintenance department will receive differential pay of five percent (5%). This applies to the foreperson’s base salary only. (Revised August 2010)
- F. Interpreter Differential – The district will provide a differential for employees, who are designated by the Superintendent or his/her designee, to serve as a district interpreter and/or translator. The person receiving the differential must demonstrate fluency by the written or oral language competency test administered through the TPS Title III Office. Individuals who have been approved and passed the fluency test Level 1 for speaking (interpreting) will be paid \$1.00 per hour. Individuals who have been approved and passed the fluency test Level 1 for Writing (translating) will be paid \$1.00 per hour. Individuals who have been approved and passed the fluency test Level 2 for speaking (interpreting) will be paid \$2.00 per hour. Individuals who have been approved and passed the fluency test Level 2 for writing (translating) will be paid \$2.00 per hour. The number of employees receiving the differential will be allocated on an as needed basis and the interpreter function must be included in the individual's job description. [Revised August 2015] [Revised April 2024]
- G. Pay up to five (5) employees an additional \$5,000 stipend to maintain a contractor license for TPS. No more than one person per shop. The shops are child nutrition, asbestos, electrical, plumbing, and HVAC.

- I. Pay \$1.00 per hour for up to three (3) designated BGSS when they are training new custodians. There will be one (1) designated BGSS for elementary, one (1) for middle, and one (1) for high schools. Management will designate the employee to train the custodians and to receive the stipend.
- J. Pay \$.50 per hour for up to ten (10) employees for grounds personnel who obtain a turf and ornamental category herbicide applicator's license.
- K. Any non-exempt hourly employee, covered by this collective bargaining agreement, whose position requires that the employee respond to urgent or emergency situations outside of the employee's regular working hours, and who is assigned by their supervisor to be "on-call" outside of the employee's regular working hours as evidenced by a signed on-call acknowledgment, will be paid \$1.75 per hour for any time they are on-call and ready to work if needed. If such an employee is required to work during their on-call shift, they will be paid for their working time at their straight time or overtime rate, as applicable, instead of (not in addition to) the \$1.75 per hour. If such an employee is required to report to work on-site during an on-call shift, they will be paid a minimum of two (2) hours at their straight time or overtime rate, as applicable. [Revised February 2022] [Revised September 1, 2022]
- L. Nothing in the foregoing paragraph requires the district to designate certain hours of a day or workweek as on-call time and to pay on-call pay as described herein to an employee during those hours. Rather, the district retains the right to set employee work schedules and require employees to work overtime or outside of their regular schedule as needed, and the district shall have sole discretion to determine when and under what circumstances formal on-call coverage is required such that the payment provisions of the foregoing paragraph apply. The district has the right to discontinue on-call coverage for a particular position or department at any time. Signed on-call acknowledgements shall be terminable by the district at any time for any reason and employees will have no due process rights with respect to on-call assignments or on-call pay. Receipt of on-call pay by any employee in the past does not guarantee any employee the right to continue to be assigned to be on-call or to receive on-call pay. Further, to the extent multiple employees are available to cover any on-call shift that the district may determine is required for a particular position or department, the district shall have sole discretion to determine which employee(s) will be assigned to be on-call. [Added February 2022]
- M. Police officers will be paid a minimum of two (2) hours of pay, when as part of their duty, they are required to attend court and are off contract. [November 7, 2011]
- N. Police officers will be paid two (2) hours of pay when an event has been canceled and no one has attempted to contact them at least (1) hour prior to their report time. [November 7, 2011]
- O. Highly Qualified Employees:

Employees required to be "Highly Qualified" under NCLB, will receive the following increases upon becoming "Highly Qualified".

1. "Highly Qualified" by Test

Teacher Assistants, Library Assistants, Library Clerks, Computer Lab Assistants, In-House Assistants, CSRD Tutors, and Paraprofessionals who are "Highly Qualified" by test will be placed on Hourly Grade 3. [August 2018] [Revised April 2024]

2. "Highly Qualified" by Education

Teacher Assistants, Library Assistants, Library Clerks, Computer Lab Assistants, In-House Assistants, CSRD Tutors, and Paraprofessionals who are "Highly Qualified" by education will be placed on Hourly Grade 6. [Revised April 2024]

- a. The new minimum rate of pay for employees who have a bachelor's degree will be the mid-point of the pay range.

3. MD/ED/Autism Paraprofessionals

Paraprofessionals who are assigned to MD/ED/Autism classrooms will be reclassified as MD/ED/Autism Assistants and placed on hourly IS Grade 10, \$13.49. New employees will be hired at Hourly Grade 12. [August 2018] [Revised April 2024]

- a. New employees who maintain a current teaching certificate, or existing employees who obtain and maintain a current teaching certificate, will be placed at the range mid-point. [Amended November 2014]
4. When a highly qualified (by test/education) support employee is assigned to cover a MD/ED classroom for a day, they will be compensated at the MD/ED Assistant rate for that day.

P. Deaf Interpreters

Adjust the hourly rate for deaf interpreters to the following scale based on their American Sign Language (ASL) certification:

Level 3	\$37.00
Level 4/NAD 3	\$40.00
Level 5/NAD 4	\$44.00
RID CI or RID CN/NAD 5	\$48.00
RID CSC or CI/CT	\$50.00

- Q.** Hourly paid support employees who accept an interim assignment as a supervisor and perform those duties for a minimum of ten (10) working days will receive a temporary pay increase equal to the amount they would receive if they were promoted into the position. The pay increase will begin the first day of the assignment. [August 2018]
- R.** Health Assistants who train new health assistants will be paid \$20 per day of training. [Added April 2024]
- S.** Child Nutrition Managers that have to emergency sub-manage a second site will be paid a daily stipend of \$20.00 per day for extra duties necessary to perform that duty. (Consecutive hours or not). [Added April 2024]

Article 15: Employee Benefits & Insurance

The District shall provide employee benefits, including insurance benefits, in accordance with the benefits described on the District's Talent Management webpage, [Compensation and Benefits - Tulsa Public Schools](#).

Article 16: Hazardous Pay for Electricians

The District will pay a "hazardous pay" stipend of One dollar (\$1) per hour to be paid as an additional wage to a maximum of two (2) duly qualified District electricians, as may be deemed necessary and appropriate by the applicable District representative(s). There are two basic purposes for this payment. First, the stipend will compensate support personnel selected by the District for performing the additional hazardous duty of climbing stadium poles and maintaining stadium lights at heights above 75 feet. Second, the stipend will enable the District to perform this essential service, rather than hiring more costly non-District contractors. Any employee selected by the District to receive the stipend will be provided adequate training prior to performing the hazardous duties. Only District personnel who have applied for, been selected by the District, and have been trained to perform the hazardous duties will be permitted to do so.

Article 17: Market Wage and Benefits Survey

- A.** When the School District performs any market surveys or analyses related to wages and benefits, the School District will provide a copy of the results to the Union.
- B.** Prior to March 1 of each year, the Union may make recommendations to the Chief Talent Management Officer of specific positions to be subjected to a market survey, or analyses related to wages and benefits.

Article 18: School Incentive Awards

- A.** The School District and Union acknowledge the positive impact of monetary awards that, when made to individual employees for joint and cooperative effort, serve as an incentive for innovation and excellence in education. The School District may, when fully funded by private donor organizations and individuals, establish a system whereby individual employees are eligible to receive performance-based awards that reflect the commitment of TPS to educational accountability, improvement, and excellence. Incentive awards, tied to overall school performance, extend to employees an opportunity to compete, as a part of a team, for recognition and monetary awards based on the School District's Accountability Plan. Any monetary awards will be equally divided among eligible school employees.

TITLE VI: WORKING CONDITIONS & SAFETY

Article 19: Work Practices/Conditions

- A.** If an employee becomes aware of a condition or practice that, if left uncorrected, might foreseeably result in serious injury or death to other employees, students, or patrons, the employee must promptly notify their supervisor or any leader in the talent management or campus police office. When a support employee is required by a supervisor to work under a condition, which the employee regards as a violation of safety laws, rules or regulations, the support employee has the right, at any time, to report the condition directly to the manager of employee relations (or comparable position) for appropriate disposition. The Director of Support Talent shall prepare and transmit a written memorialization of the determination, made as soon as practicable, which shall be made available to the employee. [Revised August 2019]
- B.** If any employee is required to attend any safety meeting or classes, the District shall either allow the employee's attendance during duty hours without loss of pay or shall provide compensatory time off for such required attendance.
- C.** The District will pay the cost of any medical, psychiatric or psychological examination, which the District has required the employee to undergo.
- D.** School Site Closing – The closing of schools, as a result of weather or other acts of nature, shall be announced by the Superintendent. Notification of such closing shall be made to the news media.

1. Support employees who work less than twelve (12) months will not report to duty when buildings are closed but will be required to work when make-up days are scheduled.

2. Twelve (12) month employees shall report to work unless the Education Service Center (ESC) is closed. Non-essential twelve (12) month employees may use their unused vacation days and not report to work if approval for such days is given by the employee's immediate supervisor or a designated representative of the Superintendent. The employee's request for vacation on inclement workdays must be made by 9:00 a.m. of the day in question. Permission to use accrued, but unused, vacation days shall not unreasonably be withheld. (July 2025)

Essential support employees who work twelve (12) months and who perform functions necessary to maintain the integrity or security of the District's equipment or facilities, will be required to work when the Education Service Center (ESC) is closed due to inclement weather. A list of all positions required to report to work when the ESC is closed will be posted prior to November 1 of each school year. Employees required to work on days designated as inclement weather days will be paid time and a half for hours worked. (July 2025)

3. In any school year, the District will provide up to two days of pay to non-twelve (12) month hourly paid employees for purposes of covering day's work missed when schools and district offices are closed for the entire day due to inclement weather. Such payment shall be made at the next available payroll period. If District schools and offices are not closed during a school year due to

inclement weather, then no such payment will be made. Employees required to work on days designated as inclement weather days (per Article 9, section D, subsection 3) will be paid time and a half for hours worked. Closure of District schools for other than inclement weather does not trigger any payment under this paragraph. [April 2023]

- E. Terminations: A Support employee may be suspended, demoted or terminated for the practice of any of the following inappropriate acts: [Revised August 2019]

Professionalism Concerns:

1. Chronic tardiness or unexcused failure to be at work station at starting time.
2. Unexcused or chronic absenteeism, misuse or abuse of any school district leave policy or guidelines, or avoidable and repeated failure to follow proper absence reporting/call-in procedures.
3. Wasting time, abuse of “breaks” (rest periods) or meal period policies, loitering during working hours, walking off one’s job or otherwise leaving work area during work hours, without permission.
4. Excessive personal calls, texting or time on personal devices during working hours, except for emergencies. This includes incoming and outgoing calls.
5. Clocking another employee’s time card or time sheet in or out.
6. Refusal of job transfer, if the transfer does not result in a demotion.
7. Unable, due to illness or accidental injury, to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within twelve (12) work weeks or the number of workdays equal to employee’s total accumulated sick days, whichever is longer, measured from the date of the first absence due to the illness or injury.
8. After exhausting all available paid and unpaid leave provided for by law or applicable school district policy, the employee i) fails to return to work or ii) is unable, due to the employee’s own physical or mental condition, to perform (with or without reasonable accommodations if the employee is disabled) the essential functions of the employee’s assigned position, unless the employee remains on TTD/total temporary disability status for a work-related injury.
9. With regard to positions requiring an employee to take and pass a physical agility or physical examination (ex: certain campus police positions, certain transportation positions), the employee is unable to perform the physical requirements of the employee’s assigned position as measured by the physical agility test or physical examination and who are not qualified for any other open, available and funded position with the district.
10. Unable to maintain the required licensing, certification(s), and/or endorsement(s) that are required for the position that an employee currently holds regardless of

circumstance, inclusive of medical condition or another issue. If such circumstances inhibit the employee from performing all the duties outlined for that position the employee is subject to termination. It is the employee's sole responsibility to notify their supervisor immediately upon receiving the knowledge of an issue with their renewal process. The district in good faith may work with the employee when possible and within reason, however, it is at the sole discretion of the district to offer an extension. [Added January 8, 2021]

Job Performance Concerns:

- 11. Insubordination, refusal to follow instructions of supervisor.
- 12. Refusal or failure to do work assignment.
- 13. Poor workmanship.
- 14. Interfering with another employee's performance of his/her job.

General Conduct/Ethical Behavior Concerns:

- 15. Falsification of personnel or other records, or other dishonesty of a similar nature and degree.
- 16. Removing school district property or records from school district premises without proper authority or written permission of the superintendent or designee.
- 17. Theft or misappropriation of property of employees, students or of the school district.
- 18. Sabotage.
- 19. Unauthorized operation of machines, tools or equipment.
- 20. Gambling on school district property.

School/Workplace Culture Concerns:

- 21. Making or publishing false, vicious or malicious statements concerning any employee or supervisor.
- 22. Immoral conduct or indecency, including abusive and/or foul language.
- 23. Creating a disturbance on or in school district property (including district vehicles) or at an off-campus school district event if employee is on duty. This violation includes, without limitation, fighting or bullying behavior.
- 24. Playing "practical jokes" which are injurious to other employees, students and/or school district personnel or school district property.

25. Possession, use, distribution, purchase, sale or being under the influence of marijuana in violation of board policy; possession, use, distribution, purchase, sale or being under the influence of alcohol or an illegal chemical substance in violation of board policy, or refusal to submit to an alcohol or drug test permitted by board policy and state or federal law.
26. Disregard for known safety rules or common safety practices, including being impaired while working due to the influence of legal chemical substances, unsafe operation of motor driven vehicles or equipment, or operating machines or equipment without using the safety devices provided.

Safety Concerns:

27. Smoking or using tobacco products on or in district property (including a district vehicle), or at a school-sponsored event; this prohibition pertains to cigarettes, vaporizers or similar devices.
28. Possession of weapons on school premises.
29. Threatening, intimidating, coercing, exploiting, injuring or interfering with other employees or students, whether on- or off-campus.
30. Willful retaliation or bullying of another employee or student to include verbal, written, or electronic statements.
31. The unnecessary or otherwise unreasonable use of force or strength against a student. (It is understood that there may be situations in which force or strength may be necessary and reasonable in the context of defending oneself or other individuals from bodily injury or death.)
32. Creating or contributing to unsafe or unsanitary conditions, including violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.

Miscellaneous Concerns:

33. Willful abuse, misuse, defacing or destruction of school district property, including tools, equipment or property of other employees.
34. Unauthorized distribution of literature, written or printed matter of any description on school district property.
35. Violation of any written administrative or board policy, practice, procedure, directive or regulation, or violation of any state or federal law.
36. When the wrongful or improper conduct of the support employee is not specifically covered by one of the foregoing provisions, but it is detrimental to the best interests of

students or staff of the School District, then an employee may be suspended, demoted, dismissed or have his or her contract not renewed.

37. Posting or removing notices, signs or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.

Article 20: Assaults on Employees

All cases of assault suffered by support employees in connection with their employment shall be reported to campus police. As soon as practicable, employees shall submit a report in writing to the principal or supervisor, who shall transmit the report to the president of the Union and the Superintendent or his/her designee. The Superintendent or his/her designee shall acknowledge receipt of such report to the principal and employee. [June 2026]

Article 21: Dress Code (Revised July 2025)

Support staff are expected to dress in a manner appropriate for the position they occupy. The information below is intended to provide guidelines for managers and employees. Department supervisors will provide specific guidance when necessary.

A. Dress, including jewelry, and personal grooming, must not offend common standards of decency, contain language which refers directly or indirectly to drugs, alcohol or tobacco, contain direct or indirect sexual references, present health or safety problems, or otherwise constitute inappropriate dress or grooming for the position which the employee occupies.

B. Employees should use reasonable judgment when displaying tattoos. Visible tattoos must not offend common standards of decency, directly or indirectly refer to drugs, alcohol, or tobacco, or contain direct or indirect sexual references of any type. Tattoos shall not violate the District's nondiscrimination policies and regulations.

C. The following is not considered appropriate for school-based support staff or district office support staff:

1. Tank tops, or halter tops
2. Sweatshirts (without school logo) and sweatpants
3. Cutoffs or shorts
4. Gym suits or warm-up suits
5. Flip flops or thong style shoes (shower shoes)
6. Ripped, stained, soiled clothing or clothing which is too tight or revealing
7. Caps, hoods, or hats worn in the building

D. All custodians, child nutrition, transportation, maintenance, grounds, warehouse and campus police employees, shall be required to wear safety shoes/bots during work hours for safety reasons. Personal safety equipment that is required for these positions will be provided by the district annually. [June 2026]

E. TPS shall provide police officers and security guards, who are required to wear uniforms, two (2) shirts and two (2) pair of pants, annually. Employees may choose the type of shirts they receive (long-sleeved or short sleeve). [June 2026]

F. Any such employee whose employment terminates with the District shall be required to return all uniform items received from the District in satisfactory condition, normal wear and tear is expected. Any such employee who fails to turn in all or any portion of a uniform or uniform set or turns in all or a portion of such uniform in an unsatisfactory condition shall have the cost of replacement of such uniforms or part thereof deducted from their final paycheck.

TITLE VII: JOB-SPECIFIC & OPERATIONAL PROVISIONS

Article 22: Professional Certifications

- A.** Any person who is previously approved, in writing, by the Chief Talent Management Officer to seek a certification listed below and who attains such certification will receive the applicable salary increase stated below, effective the first day of the month following receipt of the certification.
- B.** Approved certifications:
 - 1. Microsoft Certified Systems Engineer
 - 2. Cisco Certified Network Professional
- C.** PT grade 10 or the grade and rate of pay equal to a five percent (5%) increase in salary, whichever is greater.
- D.** Hourly Grade 8 Secretaries
Upon receipt of the designation, "Certified Professional Secretary" or "Certified Administrative Professional", secretaries who are currently on an Hourly Grade 8 will be advanced to Hourly Grade 9 on the Clerical Administrative salary schedule beginning with the next pay period.
[Revised August 2013]
- E.** Health Assistants will, upon receipt of the following professional certifications, be advanced from Hourly Grade 5 to Hourly Grade 6 on the hourly salary schedule beginning with the next pay period. Professional Certifications are: Certified Nurse Assistant (CNA), Registered Medical Assistant (RMA), Certified Medical Aid (CMA), Licensed Practical Nurse (LPN). If Professional Certification lapses, Health Assistant will upon lapse be moved to Hourly Grade 5 with a reduction in pay. [October 2006] [Updated list 2018] [Revised April 2024] [Removed promotional formula reference July 2025]

Article 23: Bus Driver Bidding on Field Trips (Revised June 2026)

- A.** Route assignments will be based on seniority, safety, attendance and bus maintenance.
 - 1. Process shall consist of:
 - a. Terminal management will review and determine route assignments
 - b. Terminal management will meet with Transportation Director and/or Assistant Director for approval of assignments
 - c. Route assignments, including any changes to permanent routes, should be communicated via TPS email to the driver, as well as the Director and/or Assistant Director
- B.** Field Trips
 - 1. Drivers may be requested to drive Field Trip Requisition (RQ) with little notice; however, the driver may decline.
 - 2. Field Trip Requisition (RQ) requests shall be communicated via TPS email to the employee, as well as the Director and/or Assistant Director

Addendums

2026-2027 Pay Schedule

Grade	Min	Mid	Max
04	11.89	13.47	15.09
05	12.37	14.01	15.69
06	13.14	14.75	16.52
07	13.72	15.41	17.26
08	14.29	16.06	17.99
09	14.74	16.76	18.94
10	15.38	17.50	19.78
11	16.07	18.28	20.66
12	16.78	19.10	21.58
13	17.51	19.94	22.53
14	18.09	20.84	23.76
15	18.89	21.77	24.82
16	19.75	22.77	25.96
17	20.65	23.83	27.17
18	21.75	25.05	28.56

Career Increments

The following Career Increments will be added after negotiations, effective at the beginning of 7/1/2026

10 years of creditable service	\$.50/hour
15 years of creditable service	\$.50/hour
20 years of creditable service	\$.50/hour
25 years of creditable service	\$.50/hour
30 years of creditable service	\$.50/hour
35 years of creditable service	\$.50/hour
40 years of creditable service	\$.50/hour

DATED this 10th day of Sept. 2026

ATTEST: Sharon Mason
Deputy Clerk of the Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 1 OF
TULSA COUNTY, OKLAHOMA

BY: Susan Jamhi
President of the Board of Education

OKLAHOMA FEDERATION OF TEACHERS
6049 OKLAHOMA (AFL/CIO)

BY: Norrey Leonard
President and Business Manager of AFT 6049