

2015-2018 COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF DIRECTORS

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 33

and

***MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 33
EDUCATION ASSOCIATION***

PROFESSIONAL STAFF UNIT

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PREAMBLE

This agreement entered into by and between the Education Association of Maine School Administrative District No. 33 and the Board of Directors of Maine School Administrative District No. 33 as follows:

ARTICLE 01 - RECOGNITION

- 01:01** The Board hereby recognizes the Association as the sole and exclusive bargaining agent as defined under Maine Law 26 M.S.R.A. Chapter 9-A, as amended, for the bargaining unit designated in paragraph 01:02.
- 01:02** The bargaining unit shall consist of all certified professional employees, as defined by Maine Law 26 M.S.R.A. Chapter 9-A § 962 §§ 5, of Maine School Administrative District No. 33. Excluded from the unit are the building Principals, Assistant Principals, Guidance Counselors, Curriculum Coordinator, Department Heads, while acting as such, Athletic Director, Superintendent, and the Assistant Superintendent.

ARTICLE 02 - NEGOTIATION PROCEDURE

- 02:01** The Board agrees to begin negotiations with the Association in executive session pursuant to Maine Law 26 M.S.R.A. Chapter 9-A, in accordance with the procedure set forth herein, to secure a successor agreement. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be adopted and signed by both the Board and the Association. The parties hereto agree that the signed agreement shall be accepted as written notice for collective bargaining in future fiscal years as stipulated under Maine Law 26 M.S.R.A. Chapter 9-A § 965.
- 02:02** During negotiations, the Board and the Association shall present relevant data; exchange points of view and make proposals and counter proposals.
- 02:03** Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.

ARTICLE 03 - DEFINITIONS

- 03:01** ADMINISTRATOR - Whenever the term "ADMINISTRATOR" is used, it shall refer to a person whose duties include the development, supervision or internal management of a school, school system, or school program (Department Heads shall not be considered administrators).
- 03:02** ASSOCIATION - Whenever the term "ASSOCIATION" is used, unless otherwise expressly provided or clearly indicated by the context of this agreement, it shall refer to

the Maine School Administrative District No. 33 Education Association.

- 03:03** BOARD - Whenever the term "BOARD" is used, it refers to the Maine School Administrative District No. 33 Board of Directors and any of its designated representatives, by committee, individual member, or authorized agent whether or not a member.
- 03:04** DEPENDENT – Whenever the term “DEPENDENT” is used (Article 17:01), it will include a person who is living in your home and you provide over half of the person’s financial support.
- 03:05** EXTRA-CURRICULAR ACTIVITIES - Whenever the term "EXTRA-CURRICULAR ACTIVITY" is used, it will mean a school activity (excluding field trips which are extensions of the classroom) which takes place outside of the regular school day and in which a coach/advisor is directly involved with students.
- 03:06** GENDER - Whenever the masculine is used, it is to include the feminine unless otherwise expressly provided or clearly indicated by the context.
- 03:07** NUMBER - Whenever the singular is used, it is to include the plural unless otherwise expressly provided or clearly indicated by the context.
- 03:08** PRINCIPAL - Whenever the term "PRINCIPAL" is used, it is to include the administrator of any work location or functional division.
- 03:09** SCHOOL - Whenever the term "SCHOOL" is used, it is to include any work location or functional division.
- 03:10** SENIORITY - Whenever the term “SENIORITY” is used, it shall refer to the period of the employee’s continuous years of service within Maine School Administrative District No. 33 as of the employee’s most recent date of hire in the Professional Staff Unit.
- 03:11** SUPERINTENDENT - Whenever the term "SUPERINTENDENT" is used, it shall include the Superintendent of Schools of Maine School Administrative District No. 33, the Assistant Superintendent, or any other person whom the Superintendent or the Board specifically designates to act for him in any particular situation or class of situations.
- 03:12** TEACHER - Whenever the term "TEACHER" is used, unless otherwise expressly provided or clearly indicated by the context of this agreement, it shall refer to all public employees defined by Maine Law 26 M.S.R.A. Chapter 9-A as amended. However, the word "teachers" shall not include (1) evening school personnel, while acting as such, (2) summer school personnel, while acting as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school program or after school extracurricular programs, while acting as such.

ARTICLE 04 - GRIEVANCE PROCEDURE

04:01 Purpose

The purpose of this procedure is to secure, at the lowest possible level, appropriate solutions to the problems which from time to time may arise affecting the terms and conditions of employment as provided by this agreement. Both parties agree that these proceedings will be kept informal and confidential at all levels of the procedure. Informal settlements at any stage shall bind the immediate parties to the settlement but shall not be precedent in a later grievance proceeding.

04:02 Definitions

04:02:01 A grievance is any alleged violation of this agreement or any dispute with respect to its meaning or agreement or any dispute with respect to its meaning or application.

04:02:02 An aggrieved party is the teacher or group of teachers who submit a grievance (or on whose behalf it is submitted) and/or the Association.

04:03 Submission of Grievances

04:03:01 Before submission of a written grievance, the aggrieved party must attempt to resolve it informally within fifteen (15) days of the occurrence.

04:03:02 If the situation is not resolved within fifteen (15) days of the occurrence, the aggrieved party may, within five (5) days, submit a formal grievance. All formal grievances will be submitted in writing and handled in the following order and manner:

- Step 1-Submit a formal grievance to the principal.
- Step 2-Submit a formal grievance to the Superintendent.
- Step 3-Submit a formal grievance to the chairperson of the Board of Directors.

At each level of the formal grievance procedure, a conference shall be held with the aggrieved party, if so requested.

Formal grievances shall be appealed and settled as promptly as possible. In the first step, the Principal shall make a decision within five (5) days; in the second step, the Superintendent shall make a decision within five (5) days; in the third step, the Board of Directors shall make a decision within twenty (20) days. In order to appeal a decision, the aggrieved party must respond to the first step within five (5) days; and to the second step within five (5) days.

If the grievance is not settled through the aforementioned procedure, then either party may, within twenty (20) days, appeal the grievance to arbitration. The parties shall jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) days, they shall use the rules and procedures of the American Arbitration Association.

For the purpose of processing a grievance, days shall be defined as business days of the employer office.

Grievances submitted in writing shall contain at least the following information: Identification of the grievant, date of the alleged agreement violation, date of filing, contract articles violated, brief statement of the grievance, and remedy sought.

04:04 Miscellaneous

04:04:01 No reprisals of any kind shall be taken by either party against any participant in the grievance procedure by reason of such participation.

04:04:02 All meetings and/or hearings under this proceeding shall be conducted in private session and shall include only the grievant, the grievant's and employer's designated representative(s), appropriate parties in interest, and witnesses.

04:05 Arbitration

04:05:01 The Arbitrator's decision will be in writing and will set forth his findings, reasoning and conclusions on the issues submitted. The Arbitrator will be without power or authority to make any decision, which requires the commission of an act, prohibited by law or which violates the terms of this agreement. The decision of the Arbitrator shall be final and binding on both parties. The Arbitrator shall have no power to alter, add to, or detract from the provision of this agreement.

04:05:02 The cost for the services of the Arbitrator will be borne equally by the Board and the Association. All other expenses incurred by such proceedings shall be borne by the parties incurring them.

ARTICLE 05 - TEACHER RIGHTS

05:01 The Board agrees that no teacher will be disciplined or reprimanded without just cause, and that no teacher on continuing contract of employment will be dismissed or non-renewed without just cause.

05:02 Whenever it becomes the intention of the administration of Maine School Administrative District No. 33 to recommend to the Board the elimination of a teaching position, the administration will meet and review with representatives of the

Association the elimination of such position, prior to final action being taken by the Board.

Whenever teaching positions are eliminated in Maine School Administrative District No. 33, it will be the policy of the administration to retain those teachers who by training, seniority, and experience are most capable of meeting the needs of the students in both the short and long run. Emphasis will be placed on maintaining a balanced staff.

05:03 Whenever any teacher is required to appear before the Superintendent and/or the Board in a disciplinary hearing concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment, or the salary or any increments pertaining thereto, he shall be given prior written notice of the reasons(s) for such hearing and shall be entitled to have a representative of the Association present to advise him and to represent him during such hearing.

05:04 Suspension of any teacher prior to disciplinary action shall be with pay.

ARTICLE 06 - ASSOCIATION RIGHTS AND PRIVILEGES

06:01 Whenever any teacher is mutually scheduled, in advance, by the Superintendent and the President of the Association, in writing, and by individual name, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.

06:02 Representatives of the Association, the Maine Education Association, and the National Education Association shall be permitted to transact official Association business or meetings on school property provided that it is at reasonable times, that it shall not interfere with or interrupt normal school operations, and that approval of the time and place has been received from the building principal in advance of all such planned meetings.

06:03 The Association shall have the right to make reasonable use of the school facilities and equipment at reasonable times provided permission has been received from the building principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

06:04 The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary, provided such use is approved in advance by the building principal.

06:05 Within five days following the reading and accepting of Board meeting minutes, a copy of same minutes shall be e-mailed to the President of the Association.

06:06 The Administration shall provide an annual pool of five (5) non-cumulative days from which the Association officers or their representatives may draw, until expended, for

Association business at the county or state levels. These days shall total five (5) days for the Association and not per officer. Whenever possible, the Association agrees to give forty-eight (48) hours advance notice to the Superintendent's office for all such days used and shall bear the cost of all such substitutes used on such days.

ARTICLE 07- TEACHING HOURS AND LOAD

- 07:01** As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
- 07:02** The arrival and departure times for all teachers shall be designated in writing.
- 07:03** Teachers shall be required to report for duty no later than twenty (20) minutes prior to the start of the pupils' school day and shall be permitted to leave twenty (20) minutes after the close of the pupils' school day, unless non-teaching duties have been assigned. On Fridays or on days preceding holidays or vacations the teachers' day shall end at the close of the pupils' day.
- 07:04** The daily teaching load shall be kept as equitable as can be reasonably arranged through discussion by both parties.
- 07:05** All feasible attempts shall be made to provide all teachers with a continuous preparation period within regular school hours.
- 07:05:01** If a teacher is required to substitute for another teacher during a scheduled planning period, that teacher shall receive a daily maximum of a quarter of the rate of pay for a substitute at their level of education and certification provided that the subbing is not for State-required testing.
- 07:06** All feasible attempts shall be made to provide teachers with a daily 20-minute duty-free lunch period.
- 07:07** Teachers may leave the building during their scheduled duty-free lunch periods, provided the principal's office is notified as to where they may be reached.
- 07:08** Building-based teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings two days each month, except for emergency meetings. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than seventy-five (75) minutes, except for emergency meetings.

The notice of an agenda for any meeting shall be given to the teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

- 07:08:01** If a Special Education teacher has more than 3 IEP team meetings per month held beyond the regular work day, he will be compensated for all additional meetings at the rate of \$25.00 per meeting.
- 07:09** Application for vacancies occurring in extra-co-curricular activities positions will be open to all employees on a voluntary basis. Assignment to those positions will be by mutual agreement. Employees accepting assignments are responsible for conducting the activity and shall be compensated according to the rate of pay established by the Board.
- 07:10** Teacher participation in field trips (which are extensions of the classroom) extending beyond the teacher's in-school workday, overnight or weekend shall be voluntary.
- 07:11** Teachers participating in field trips (which are extensions of the classroom) during weekends and/or vacation periods shall be credited with release time equivalent to one half (1/2) a teaching day per full day of field trip provided that the field trip received prior Board approval. This release time shall be non-accumulative. Release time shall be granted on non-student days only. A teacher may elect per diem payment equivalent to one half (1/2) a teaching day per full day of field trip in lieu of release time.
- 07:12** Teachers will be compensated for voluntary summer or vacation period curriculum work in an approved system-wide program by the Superintendent of Schools at the rate of \$20.00 per hour.

ARTICLE 08 - EVALUATION

- 08:01** All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, or audio system, and similar surveillance devices shall be strictly prohibited. Teachers will be given a copy of any evaluation report prepared by their administrator(s) and will have the right to discuss such report with their administrator(s).
- 08:02** If and when written evaluations which have been submitted to the Superintendent by Building Principals are to be used, in whole or in part, as a basis for recommendations to the Board on the performance of any teacher, the administrator who wrote the evaluation will be present for initial presentation to the Board.
- 08:03** Teachers have the right, upon request, to review the content of their personnel file. A teacher will be entitled to have a representative of the Association accompany him during such review. There shall be no separate file unavailable for teachers' inspection. No material derogatory to a teacher's conduct, service, character, or personality will be placed in his personnel file unless the teacher has received a copy of the material. The teacher shall acknowledge that he has received such materials by affixing his signature to the copy to be filed, with the express understanding that such signature in no way

indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such materials, and his answer shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE 09 - TEACHER FACILITIES

09:01 By the beginning of the school year, each school will have the following facilities:

- Locking storage facilities, in each classroom in which teachers may store instructional materials and supplies.
- Teachers' work area containing adequate equipment and supplies to aid in the preparation of instructional materials.

09:02 In addition to the aforementioned teacher work area, an appropriately furnished room shall be reserved for all employees as a lounge. Although employees shall exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

09:03 In order to permit freedom of access both during and after regular school hours, all teachers shall be permitted to have keys to the employee lounge, teacher work area and interior hallway gates of their base school. Upon request and subject to reasonable regulation, a teacher shall be provided with a key or other means of access to an outside door in their area of the building.

ARTICLE 10 - LIAISON

10:01 The Association will select a Liaison Committee for each school building which shall meet with the Principal within a reasonable time following a request to meet, normally not more than once per month, to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies.

10:02 The Association's representative(s) shall meet with the Superintendent within a reasonable time following a request to meet (normally not more than once per month) to review and discuss current school problems and practices.

ARTICLE 11 - SABBATICAL LEAVE

11:01 Pursuant to Maine Law 20-A M.S.R.A. Chapter 507 §13604, a teacher who has been employed by Maine School Administrative District No. 33 for seven (7) years may be granted Sabbatical Leave for either one-half (1/2) of a school year or for a full school year. A teacher on Sabbatical Leave shall be paid by the Board at fifty (50) per cent of the salary rate that he would have received if he had remained on active duty.

11:02 Sabbatical Leave will be granted in the following manner:

- No more than one (1) member of the faculty shall be on Sabbatical Leave at any one time.
- Qualifications for the leave will be at least seven (7) years of service in Maine School Administrative District No. 33.
- Less than a full-year Sabbatical shall be granted only if a well qualified substitute is available.

11:03 Request for Sabbatical Leave shall be submitted no later than six (6) months prior to the proposed effective date of the Sabbatical Leave. The Board shall take action no later than four (4) months prior to the proposed effective date of the sabbatical leave.

11:04 The Board will use the following criteria for selection of teachers:

- Date of filing the application.
- Purpose of the leave.
- Seniority of service in the school system.
- Professional growth of staff members
- Potential benefit to the school system.
- Demonstrated dedicated service to the school system.

11:05 On the part of the recipient, the granting of Sabbatical Leave carries an obligation to return to the system and to teach for a period of time at least twice the length of the period for which the Sabbatical Leave was granted.

As a condition to receiving final approval for a Sabbatical Leave a teacher shall file with the Superintendent's office a written agreement stipulating that, following the leave, he will remain in the service of Maine School Administrative District No. 33 for a period of:

11:05:01 One year of teaching service in Maine School Administrative District No. 33 schools commencing with the District's semester following termination of the leave period (in case of a semester leave).

11:05:02 Two (2) years of teaching service in Maine School Administrative District No. 33 Schools commencing with the District's semester following termination of the leave period (in case of a year's leave).

11:06 A teacher granted a Sabbatical Leave must provide, within sixty (60) days, positive

written indication he has applied as a full time matriculated student in a masters, C.A.S., Ed. D. and/or Ph. D. program, as appropriate. Failure to do so will result in the teacher not receiving the leave with pay pursuant to section 01 of the Article. If the teacher is not accepted as a matriculated student, or he should change his mind about the Sabbatical, he will be allowed to maintain his position, if it is still vacant. However, if the position has been filled, he will be granted a leave of absence without pay equal to the length of time necessary to properly terminate the contract of the replacement teacher.

- 11:07** Credits earned while on Sabbatical Leave, if any, shall not be subject to the provisions of Article 21.
- 11:08** All benefits to which a teacher was entitled at the time his leave commenced, including unused accumulated sick leave, shall be restored to him upon his return.
- 11:09** No credit on the salary schedule or seniority will accrue to a teacher while on sabbatical leave.

ARTICLE 12 - HEALTH INSURANCE

- 12:01** The Board agrees to pay up to the following amounts toward the cost of premiums for health and major medical insurance on behalf of each teacher participating in the district's group health insurance plan:
 - 2015-2016... \$8,703.72 (the single subscriber rate)
 - 2016-2017... Up to the single subscriber rate
 - 2017-2018... Up to the single subscriber rate
- 12:02** Employees not desiring health insurance through the District, but able to provide documentation that they are covered under another health insurance plan, shall receive \$750.00 annually in lieu of such coverage. Current employees must provide documentation by May 1 of the previous year to be eligible. New employees must provide documentation at the time of employment. Payment will be made at the end of the school year.
- 12:03** Should the Affordable Care Act trigger the "Cadillac Tax" on employer-provided health coverage beginning January 1, 2018, the employee will pay the excise tax on the "excess benefit".
- 12:04** In the event of the District considering a change of carrier, the Board will meet and review with the Association prior to taking any action.
- 12:05** A teacher's health insurance benefit shall be pro-rated based on full-time equivalency employment.

ARTICLE 13 - TEACHER EMPLOYMENT

13:01 Each teacher will be placed on his/her proper step and column of the salary schedule as of the beginning of the school year in accordance with paragraph 13:01:03, and no personnel will be hired off scale.

13:01:01 A teacher who notifies the Superintendent in writing by May 15 of his/her intent to complete a degree shall be placed on his/her proper step in the new column upon presenting an official transcript indicating the attainment of said degree.

13:01:02 Upon initial employment, credit up to the appropriate level of the teachers' salary schedule shall be given for previous teaching experience in the public schools of this State or outside of Maine. Years of less than one hundred fifty (150) teaching days will not count as an entire year, but several similar years, when combined, will be accepted provided the number of days accumulated within the last ten (10) years exceed one hundred fifty (150).

13:01:03 For the purpose of determining salary experience credit, vocational teachers shall be granted one (1) year's experience for each year of employment in education and one (1) year's experience for every two (2) years of employment in work related areas.

13:02 Teachers will be notified of their contract and salary status, if possible, for the ensuing year no later than June 1.

13:03 The scheduled employment year of teachers covered by the classroom teachers' salary schedule shall begin no more than three days prior to the opening of school, shall not exceed seven (7) days beyond student days, and shall not exceed 182 days.

13:04 The work year for teachers at the St. John Valley Technology Center will be set by the Northern Aroostook Vocational Advisory Committee to take into account the last day of attendance of students at the Tech Center in June and contracts will be adjusted per diem on a program-by-program basis. Only those teachers who are needed with students will work up to a maximum of 182 days and in no event shall the number of work days be less than 180 days.

ARTICLE 14 - TEACHER ASSIGNMENT

14:01 Teachers will be notified, in writing, of their programs for the coming year (including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have) no later than June 1, under normal conditions.

ARTICLE 15 - SALARIES

15:01 The annual salaries as per the salary schedule of the agreement will be paid in twenty-six (26) approximately equal installments due every other Thursday except when a holiday occurs within a week.

ARTICLE 16 - COMPENSATION FOR ADDITIONAL WORK

16:01 For the purpose of this Article, additional work shall be defined as work performed on committees approved by the Board. Participation on all such committees shall be voluntary and compensated at \$20.00 per hour with a minimum of one hour paid per meeting.

16:02 In order to be eligible for compensation, the following conditions will apply:

- The committee has received prior Board approval.
- The participant has received prior approval from the Superintendent.

ARTICLE 17 - SICK LEAVE

17:01 All teachers shall earn sick leave days at the rate of one twelfth (1/12) per day. Sick leave shall be used in the event that a teacher is incapable of performing his duties due to personal illness or injury. Up to five (5) days per year will be permitted to care for an employee's dependent or an employee's parent with a life-threatening condition. If sick leave exceeds three (3) consecutive days, medical certification issued by a health care provider may be required to support the leave.

17:02 Any teacher who must leave his teaching position due to illness after reporting for work shall be charged one sick day if he leaves before the half day is reached, and half a sick day if he leaves after the half day is reached.

17:03 The day following a normal childbirth delivery, the teacher may elect a fifty-six (56) consecutive day leave and may use any accrued paid sick leave for any scheduled work days occurring during this calendar leave period. If the delivery was the result of a "C" section, the leave period is up to seventy (70) consecutive calendar days and the teacher may elect to receive accrued paid sick leave days for any scheduled work days that occur within this period.

With a normal childbirth delivery, a teacher may not access days from the sick bank. If the delivery is a "C" section, the teacher may access days from the sick bank.

17:04 Each teacher shall be entitled to accumulate the unused portion of each year's sick leave to a maximum of one hundred forty (140) days.

17:05 At the beginning of each school year, the Board will provide a written statement for

every teacher indicating the total sick leave credit.

- 17:06** Upon written request, accompanied by a physician's statement supporting the request, a teacher who is unable to teach shall be granted a leave of absence, with accumulated sick leave days and/or without pay, for up to one (1) calendar year. A teacher on paid sick leave shall not work in any other capacity for income. A teacher on a leave of absence without pay receives no benefits during that period.
- 17:07** In case of injury covered under the Workers Compensation Act, a teacher will receive, from his accumulated sick leave, the difference between the amount of his regular pay and the amount received as workers' compensation. The difference shall be charged on a pro rated basis to the teacher's accumulated sick leave and shall cease when the teacher's sick leave is exhausted.
- 17:08** Previously accumulated unused sick leave days will be restored to all teachers returning from leaves of absence.
- 17:09** A bonus of \$250.00, for not using sick leave days during a school year, will be paid in the final payroll of the fiscal year.

ARTICLE 18 - SICK LEAVE BANK

- 18:01** The Board and the Association will cooperate in the establishment of a Sick Leave Bank to which teachers may contribute days of credited sick leave. The Association Executive Committee shall administer the sick leave bank. A list of contributors shall be given to the Superintendent by October 1st of each school year.

The Superintendent agrees to honor withdrawals from the bank upon proper certification by the Association Executive Committee. In the event that problems arise not covered by the following guidelines, the Superintendent and the Association Executive Committee will meet to resolve the issue.

- 18:02** The following guidelines will govern the sick leave bank:
- 18:02:01** Participation will be voluntary for the members of the Bargaining Unit.
- 18:02:02** Days donated to the bank will accumulate each year. At the close of each school year in June, all accumulated days will be carried forward and added to the bank for availability during the succeeding school year. At the beginning of the school year in August, the Association will certify to the Superintendent, the total number of accumulated days in the sick leave bank, up to a maximum of eighty (80) per year.
- 18:02:03** To be a member, the teacher will be required to sign an authorization form on the first workshop day indicating his/her intention to donate one (1) or two (2) day(s). When the total number of accumulated days in the sick leave bank reaches 75% of the

maximum number of days allowed, the donation of sick days to the bank will be limited to one (1) per teacher. Sick leave bank authorization forms will be distributed and collected by the Association building representatives. Teacher donated days to the sick leave bank will personally reduce said teacher's cumulative total by one (1) or two (2) days. Teachers withdrawing from membership in the sick leave bank will not be able to withdraw contributed days.

- 18:02:04** A teacher must have exhausted all accumulated personal sick leave and go one (1) day without pay before receiving any days from the sick bank.
- 18:02:05** Teachers hired after May 26, 2015 shall not be allowed days from the sick bank during their probationary period.
- 18:02:06** A teacher or his/her authorized representative must file a request in writing to the Association President prior to withdrawing days from the sick bank. A doctor's certificate of need substantiating the fact of an application regarding a claim of illness must accompany the request and will be a prerequisite to withdraw days from the bank.
- 18:02:07** Application for withdrawal of sick days shall be presented to the Superintendent as soon as possible upon receipt of a request for withdrawal of days by a member of the sick bank.
- 18:02:08** A maximum of twenty (20) days in any one school year may be withdrawn by any one member.
- 18:02:09** Teachers withdrawing sick leave days from the sick bank will not have to replace these days except as a regular contributing member of the sick bank.
- 18:02:10** Teachers withdrawing sick leave days from the sick bank will not receive the following benefits on those days: accumulating sick leave days, temporary leaves (Article 19), and tuition reimbursement.
- 18:02:11** Days from the sick leave bank are not earnable compensation for MainePERS.

ARTICLE 19 - TEMPORARY LEAVES

- 19:01** At the beginning of the school year, teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
- 19:01:01** Three days funeral leave in the event of the death of a teacher's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandfather, grandmother, grandchild or any other member of the teacher's immediate household. Funeral leave must be taken at the time of the funeral except that one of these days may be taken separately in the event of a spring interment. It is understood that funeral pay is granted for the purpose of attending the funeral or

commitments relating to the death.

19:01:02 One day funeral leave in the event of the death of a teacher's step-parent, grandparent-in-law, or blood uncle, aunt, nephew or niece to attend the funeral. Two additional days of funeral leave per school year may be approved by the Superintendent in cases where there is a need for out-of-state travel.

19:01:03 The funeral leave days provided in this article shall be for funerals, memorial services, Shiva, or other religious and/or cultural celebrations at the time of death as practiced by the affected teacher and his/her family. Funeral leave days shall not be cumulative with multiple deaths occurring in a single accident.

19:01:04 Two days personal leave. Teachers not working a full year will have personal leave days pro-rated. In the event that a teacher does not use his personal days during the school year, he will receive payment of \$65.00 per unused personal day unless he has withdrawn sick leave days from the sick bank. Teachers who receive out-of-state travel days for funeral leave under Article 19:01:02 shall not receive payment for unused personal days for the number of travel days granted.

19:01:05 Time necessary for jury duty. Teachers shall submit a statement of income as a juror and the District will pay the difference between his salary as a teacher and pay as a juror. A teacher shall not directly submit his name for jury duty.

19:01:06 Two days leave, for the purpose of interviewing for employment, shall be granted in the event that a teacher is given notice of termination of employment due to a reduction in force.

19:02 The Board may grant extended leaves, without pay, for a period not to exceed one (1) year, at its discretion. Teachers desiring extended leave, shall apply in writing stating the reasons to the Superintendent. The Board shall review the application and render its decision within thirty (30) days of the application.

ARTICLE 20 - DUES DEDUCTION

20:01 The Board agrees to deduct from teacher salaries, in approximately twenty-six equal installments, money for local, state, and national association dues for each teacher who individually and voluntarily authorizes the Board to make such deductions. The Board will promptly transmit the monies so deducted to the Association.

20:02 The Association will certify to the Board in writing the current rate of such dues, and will provide the Board with written notice at least thirty days in advance of any change in such dues rates.

20:03 The Association agrees to indemnify and hold harmless the Board for any loss of monies and/or for other liability that may result from the Board's action in accordance

with this article.

ARTICLE 21 - TUITION REIMBURSEMENT

- 21:01** The District shall make it a practice to have educational institutions providing courses for teachers directly bill tuition costs to Maine School Administrative District No. 33 pursuant to the following conditions:
- The teacher is employed by the District when the course is taken.
 - The course has the approval of the Superintendent.
 - Tuition reimbursement will be contingent upon a grade of no less than a "B."
- 21:02** In the event that tuition costs cannot be directly billed to Maine School Administrative District No. 33, the District shall reimburse teachers upon the completion of a course pursuant to the above conditions and upon the presentation of a receipt of tuition paid.
- 21:03** Tuition reimbursement shall be made at no greater than the per hour credit charged at the University of Maine during the year the course was taken.
- 21:04** In all cases a grade report from the college or university must be forwarded to the superintendent's office. Should the grade be less than a "B," the employee will be required to reimburse Maine School Administrative District No. 33 for any District prepaid tuition. Such tuition will be deducted from the employee's pay during the next two regular pay periods.
- 21:05** On the part of the recipient, tuition reimbursement carries an obligation to remain within the system for a period of one (1) year per course reimbursed. If a teacher leaves on his own accord prior to satisfying such obligation, the teacher will be required to reimburse the District for the amount of tuition paid by the District, and such tuition will be deducted from the teacher's final pay. No teacher will be responsible for reimbursement for more than three (3) courses.

ARTICLE 22 - MILEAGE

- 22:01** A teacher who is required by his regular daily teaching assignment to report to more than one school building in the District, and who is required to use his personally owned automobile to travel from one work location to the other, will be reimbursed quarterly at the State of Maine rate for mileage upon submission of proper vouchers as prescribed by the Superintendent. This provision will not apply to travel between the teacher's home and the schools, nor to non-required travel performed by the teacher between buildings.

ARTICLE 23 - ELIGIBILITY OF BENEFITS

23:01 It is expressly understood that benefits provided in this agreement shall be prorated for part-time teachers or in the event that a teacher leaves on his own accord and has taught for less than a full year.

ARTICLE 24 - RETIREMENT

24:01 Upon retirement, a teacher who has been employed in the Maine School Administrative District No. 33 for at least twenty (20) years shall receive payment at the rate of sixty-five dollars (\$65.00) per day for any days exceeding thirty (30) days of accumulated sick leave. Payment shall be made thirty (30) days following the teacher's retirement.

ARTICLE 25 – EMPLOYMENT OF RETIRED TEACHERS

25:01 The Board reserves the right to place retired teachers who are employed in Maine School Administrative District No. 33 on the salary scale at a step of no less than step 10, and as mutually agreeable to the Board and the individual being employed.

25:02 Accrued sick leave accumulated prior to retirement may not be carried forward upon re-employment.

25:03 A retired Maine School Administrative District No. 33 teacher who is re-employed and who has previously received a payment for accrued unused sick leave, shall be ineligible for additional such payments upon final cessation of employment.

25:04 Rehired retirees shall not be eligible for sabbatical leave.

25:05 Rehired retirees will have had a break in service and shall serve a three-year probationary period.

ARTICLE 26 - EDUCATIONAL POLICIES

26:01 The parties recognize their obligation to "Meet and Consult" with respect to educational policies and to bargain if there is an impact as a result of a change in educational policies.

26:02 The District shall "Meet and Consult" with the Association's officers no less than one week prior to the adoption of the school calendar.

ARTICLE 27 - MANAGEMENT RIGHTS

27:01 Except as explicitly limited by a specific provision of this agreement, management shall continue to have all rights and authority available to it under law, regulation, or policy. Management shall have the exclusive right to take action it deems appropriate in the

operation of the School District, in the implementation of education policy, and in the direction of the work of the employees covered herein.

ARTICLE 28 - SCOPE AND SEPARABILITY

- 28:01** This agreement incorporates the entire understanding of the parties on all matters that were or could have been the subject of negotiations. It is agreed that all negotiable items have been discussed during the negotiations leading to this agreement and that no additional negotiations on this agreement will be conducted on any item whether contained herein or not, except as provided for in Article 29 - DURATION.
- 28:02** If any provision of this agreement or any application of this agreement is contrary to law, then such provision or application will be of no force and of no effect. All other provisions or applications of this agreement will continue in full force and effect.

ARTICLE 29 - DURATION

- 29:01** This agreement will be effective as of August 1, 2015 and will continue in effect until July 31, 2018, subject to the Association's right to negotiate over a successor agreement. This agreement will not be extended orally, and it is expressly understood that it will expire on the date indicated.
- 29:02** No amendment to or modification of this agreement will be made except by a voluntary, mutual written agreement duly signed by both parties. Should the parties negotiate a mutually acceptable amendment to this agreement, it will be reduced to writing and, if ratified by the Association and approved by the Board of Directors, duly signed and made a part of this agreement.
- 29:03** In witness thereof the parties hereto have caused this agreement to be signed by their respective representatives, this _____ day of _____.

Maine School Administrative
District No. 33 Education Association

Maine School Administrative
District No. 33 Board of Directors

By _____
President

By _____
Chairperson

By _____
Chief Negotiator

By _____
Chief Negotiator

SALARY SCALE 2015-2016

| Step | Non-Degree | Associate | Bachelors | Masters |
|-------------|-------------------|------------------|------------------|----------------|
| 0 | 28,575 | 30,163 | 31,750 | 35,750 |
| 1 | 29,289 | 30,917 | 32,544 | 36,544 |
| 2 | 30,004 | 31,671 | 33,338 | 37,338 |
| 3 | 30,718 | 32,425 | 34,131 | 38,131 |
| 4 | 31,433 | 33,179 | 34,925 | 38,925 |
| 5 | 32,147 | 33,933 | 35,719 | 39,719 |
| 6 | 32,861 | 34,687 | 36,513 | 40,513 |
| 7 | 33,576 | 35,441 | 37,306 | 41,306 |
| 8 | 34,290 | 36,195 | 38,100 | 42,100 |
| 9 | 35,004 | 36,949 | 38,894 | 42,894 |
| 10 | 35,719 | 37,703 | 39,688 | 43,688 |
| 11 | 36,433 | 38,457 | 40,481 | 44,481 |
| 12 | 37,148 | 39,211 | 41,275 | 45,275 |
| 13 | 37,862 | 39,965 | 42,069 | 46,069 |
| 14 | 38,576 | 40,719 | 42,863 | 46,863 |
| 15 | 39,291 | 41,473 | 43,656 | 47,656 |
| 16 | 40,005 | 42,228 | 44,450 | 48,450 |
| 17 | 40,719 | 42,982 | 45,244 | 49,244 |
| 18 | 41,434 | 43,736 | 46,038 | 50,038 |
| 19 | 42,148 | 44,490 | 46,831 | 50,831 |
| 20 | 42,863 | 45,244 | 47,625 | 51,625 |
| 21 | 43,577 | 45,998 | 48,419 | 52,419 |
| 22 | 44,291 | 46,752 | 49,213 | 53,213 |
| 23 | 45,006 | 47,506 | 50,006 | 54,006 |
| 24 | 45,720 | 48,260 | 50,800 | 54,800 |
| 25 | 46,434 | 49,014 | 51,594 | 55,594 |
| 25+ | 47,863 | 50,522 | 53,181 | 57,181 |

SALARY SCALE 2016-2017

| Step | Non-Degree | Associate | Bachelors | Masters |
|-------------|-------------------|------------------|------------------|----------------|
| 0 | 29,003 | 30,614 | 32,225 | 36,225 |
| 1 | 29,728 | 31,379 | 33,031 | 37,031 |
| 2 | 30,453 | 32,144 | 33,836 | 37,836 |
| 3 | 31,178 | 32,910 | 34,642 | 38,642 |
| 4 | 31,903 | 33,675 | 35,448 | 39,448 |
| 5 | 32,628 | 34,440 | 36,253 | 40,253 |
| 6 | 33,353 | 35,206 | 37,059 | 41,059 |
| 7 | 34,078 | 35,971 | 37,864 | 41,864 |
| 8 | 34,803 | 36,737 | 38,670 | 42,670 |
| 9 | 35,528 | 37,502 | 39,476 | 43,476 |
| 10 | 36,253 | 38,267 | 40,281 | 44,281 |
| 11 | 36,978 | 39,033 | 41,087 | 45,087 |
| 12 | 37,703 | 39,798 | 41,893 | 45,893 |
| 13 | 38,428 | 40,563 | 42,698 | 46,698 |
| 14 | 39,153 | 41,329 | 43,504 | 47,504 |
| 15 | 39,878 | 42,094 | 44,309 | 48,309 |
| 16 | 40,604 | 42,859 | 45,115 | 49,115 |
| 17 | 41,329 | 43,625 | 45,921 | 49,921 |
| 18 | 42,054 | 44,390 | 46,726 | 50,726 |
| 19 | 42,779 | 45,155 | 47,532 | 51,532 |
| 20 | 43,504 | 45,921 | 48,338 | 52,338 |
| 21 | 44,229 | 46,686 | 49,143 | 53,143 |
| 22 | 44,954 | 47,451 | 49,949 | 53,949 |
| 23 | 45,679 | 48,217 | 50,754 | 54,754 |
| 24 | 46,404 | 48,982 | 51,560 | 55,560 |
| 25 | 47,129 | 49,747 | 52,366 | 56,366 |
| 25+ | 48,579 | 51,278 | 53,977 | 57,977 |

SALARY SCALE 2017-2018

| Step | Non-Degree | Associate | Bachelors | Masters |
|-------------|-------------------|------------------|------------------|----------------|
| 0 | 29,453 | 31,089 | 32,725 | 36,725 |
| 1 | 30,189 | 31,866 | 33,543 | 37,543 |
| 2 | 30,925 | 32,643 | 34,361 | 38,361 |
| 3 | 31,661 | 33,420 | 35,179 | 39,179 |
| 4 | 32,398 | 34,198 | 35,998 | 39,998 |
| 5 | 33,134 | 34,975 | 36,816 | 40,816 |
| 6 | 33,870 | 35,752 | 37,634 | 41,634 |
| 7 | 34,607 | 36,529 | 38,452 | 42,452 |
| 8 | 35,343 | 37,307 | 39,270 | 43,270 |
| 9 | 36,079 | 38,084 | 40,088 | 44,088 |
| 10 | 36,816 | 38,861 | 40,906 | 44,906 |
| 11 | 37,552 | 39,638 | 41,724 | 45,724 |
| 12 | 38,288 | 40,415 | 42,543 | 46,543 |
| 13 | 39,025 | 41,193 | 43,361 | 47,361 |
| 14 | 39,761 | 41,970 | 44,179 | 48,179 |
| 15 | 40,497 | 42,747 | 44,997 | 48,997 |
| 16 | 41,234 | 43,524 | 45,815 | 49,815 |
| 17 | 41,970 | 44,301 | 46,633 | 50,633 |
| 18 | 42,706 | 45,079 | 47,451 | 51,451 |
| 19 | 43,442 | 45,856 | 48,269 | 52,269 |
| 20 | 44,179 | 46,633 | 49,088 | 53,088 |
| 21 | 44,915 | 47,410 | 49,906 | 53,906 |
| 22 | 45,651 | 48,188 | 50,724 | 54,724 |
| 23 | 46,388 | 48,965 | 51,542 | 55,542 |
| 24 | 47,124 | 49,742 | 52,360 | 56,360 |
| 25 | 47,860 | 50,519 | 53,178 | 57,178 |
| 25+ | 49,333 | 52,074 | 54,814 | 58,814 |