

**RAYMOND CENTRAL PUBLIC SCHOOLS  
MASTER CONTRACT - CERTIFICATED INSTRUCTIONAL STAFF  
2019-2020 Contract Year**

These rules and regulations agreed upon by the Raymond Central Board of Education(hereinafter referred to as the "Board") and the Raymond Central Education Association (hereinafter referred to as the "Association" or "RCEA") shall continue in full force until amended and/or altered by official Board action; provided such action shall be in conformity with the provision of this agreement. All agreements heretofore agreed upon by both parties are hereby superseded by this agreement.

**ARTICLE I  
RECOGNITION**

The Board recognizes the association as the official negotiating representative for all certified personnel, excluding the Superintendent, Principals, and Assistant Principal for the purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment.

**ARTICLE II  
AGREEMENT**

**Section 1. COMPENSATION**

**(a) Base Salary:**

2019-2020 Contract Year: The base salary shall be \$37,825 for the 2019-2020 contract year, based on a 186 day contract with increments of 4% for longevity and 5% for professional; Appendix A attached hereto.

**(b) Salary Schedule:** The following number of professional preparation columns and longevity steps will be allowed:

BA	7 steps
BA + 9	9 steps
BA + 18	11 steps
BA + 27	12 steps
*MA or BA + 36	15 steps
MA + 9	15 steps
MA + 18	15 steps
MA + 27	15 steps
MA + 36	15 steps

See, Appendix A attached hereto.

\*For those teachers hired after the 1984-85 school year only a Masters degree will be accepted for placement in this column.

Beginning with the 2012-13 contract year, the Salary Schedule PhD column will be replaced with MA + 36 and only columns containing 13 steps will have one step added for a total of 14 steps. Beginning with the 2015-16 contract year, only columns containing 14 steps will have one added for a total of 15 steps.

**(c) Schedule Placement:**

1. Vertical Movement. One step vertical movement represents one year of experience in the school district. Staff shall move one step vertically each year unless they are at the bottom step of the column appropriate for their education, in which case they would be frozen vertically. No one may move more than one step vertically in any year.

2. New Staff Placement. Beginning with the 2002-03 contract year, new staff members to the district may be given credit up to six (6) years for prior teaching experience outside of the Raymond Central school district. Effective with the 2005-06 contract year, if the Board feels they need to offer more to someone to fill a specific position, the Board will negotiate with the RCEA for a one time waiver or hiring bonus.
3. Horizontal Advancement. In order to advance horizontally beyond the BA Column on the salary schedule, only graduate hours can be used and must have prior approval from Superintendent. The staff member is also required to present an official college transcript or proof of completed course work until an official transcript can be presented prior to September 10 of the contract year demonstrating:
  - earned post-baccalaureate degree graduate hours from an accredited institution in a educational related field of study provided by the education college or department, or which would lead to an additional Nebraska teaching or administrative certificate endorsement or endorsements.
4. Master's Degree Placement. In order to advance horizontally to the Masters Degree (MA) or Masters Degree Plus (MA+) columns, a staff member shall have earned a Masters Degree and presented an official college transcript representing the completed requirements or additional hours by September 10 of the contract year. Hours beyond the MA column must be graduate hours in an educational field of study, or graduate hours applied towards an additional endorsement, or graduate hours applied towards an advanced degree. A Masters Degree shall be defined as an earned Master's Degree from an accredited college or university.
5. Horizontal Advancement  
Employees covered by this agreement will need to notify the Superintendent by May 15, 2019 if they intend to advance horizontally on the salary schedule for 2019-20. If the employee fails to notify the Superintendent or indicates that he or she will not advance horizontally they will be frozen in their column placement and not be allowed to advance horizontally during the following contract year.

**(d) Longevity Pay:**

When a teacher retires after a minimum of 25 years of service to Raymond Central Public Schools and the certified staff member has accumulated 45 unused sick days, ten of the forty-five unused sick days will be compensated at the rate of \$100 per day. The certified staff member must also agree to donate their remaining 35 days to the catastrophic sick leave bank. The certified staff member must agree to the above qualifications to receive the ten days of compensation.

**(e) Noon Duty:**

The Board of Education shall provide a free lunch to teachers who accept noon duty in place of their duty free lunch period.

**(g) Ticket Sellers:**

Ticket sellers shall receive \$15.00 for the first two (2) hours. After the first two hours they shall be paid at the rate of \$5.00 per hour, rounded to the nearest one-half hour.

**(h) Covering Classes:**

The School District shall pay at the rate of \$3.00 more than the current substitute teacher pay when divided by six (6) per class period to any secondary teacher and that same rate per hour for any elementary teacher required to cover another teacher's class or when scheduled plan time is lost during a given school day. School Counselors, media specialists, or other teachers who do not have a specific scheduled plan time, but are needed to cover classes will be compensated at the above rates.

**(i) Personal Expenses:**

Staff members will receive full compensation for expenses incurred as a part of teaching duties, conferences, and workshops which would be delegated and/or assigned to them by the administration. Compensation for travel expenses if assigned to teach in several buildings within a school day will be paid by the district. This expense is to be paid only when travel is necessary to perform assigned duties in several buildings on the same day. In the event the staff member is not provided, a school vehicle for transportation he/she will be paid at the legal rate established by the State of Nebraska.

**(j) Extended Contract:**

Teachers who are assigned to work days in addition to the 186 regular contract days will be compensated at their per diem rate by the District for each extended contract day actually worked as assigned. The per diem rate shall be based solely on the scheduled salary and shall not include extra duty pay, cash in lieu (if applicable), or any other compensation. Per Diem rate will be calculated on the Teacher's placement on the then-current salary schedule divided by the number of regular contract days.

**(k) Activities Assignments:**

Activities assignments are paid from a schedule based on years of experience and category of responsibility; Appendix C attached hereto. The rate of pay shall be calculated by multiplying the appropriate percentage times the base salary as agreed upon for the current year. New assignments not presently on the schedule will be categorized according to the degree of difficulty and areas of responsibility by the Superintendent. Placement for previous experience can be recommended by the Superintendent and approved by the Board of Education. Assistant coaches/sponsors will be considered for Categories IV when the number of participants exceeds twenty-five (25) students per activity.

The School District and Association agree to appoint a joint committee comprised of the Athletic Director, the High School Principal, a representative from the athletic coaching staff, a representative from the activities staff, and an Association member at-large to make findings and recommendations for changes to the existing extra duty schedule attached to this Agreement. The committee's recommendations will be presented to the Board of Education for approval by June of each year at the regular board meeting.

**Section 2. INSURANCE**

**(a) Health**

The School District shall provide the full cost of health insurance at each of the four tiers (single, employee spouse, employee children, and family) to each teacher which includes single dental insurance, except those teachers who (1) elect the Cash-in -Lieu of Insurance Benefit set forth in paragraph (b) below and (2) execute an affidavit to the School District's insurance carrier certifying that they have alternative health insurance coverage from another source. Teachers working one half-time or less shall receive benefits in direct proportion to their contract when they choose to pay the remaining proportion of the premium not paid by the district.

Any teacher working more than half time shall receive the same benefits as a full time teacher. The carrier for the 2019-20 contract year from September 1, 2019 through August 31, 2020 shall be Nebraska Educators Health Alliance (NEHA) - Blue Preferred \$1050 Deductible Plan or HSA-Eligible \$3,500 Deductible Dual Choice Plan, unless both the Board of Education and RCEA mutually agree to change such carrier or level of insurance. Employees electing to take the HSA-Eligible plan will be responsible for establishing their own Health Savings Account. For employees that elect coverage under the \$3,500 deductible HSA-eligible plan, the school district will contribute the difference in premium between the Employee coverage for the \$1050 Deductible Health Plan and the HSA-Eligible \$3500 Deductible Dual Choice Plan to the individual's Health Savings Account (HSA) based on current rates. The School District shall pay each teacher electing insurance the sum of twenty dollars and zero cents (\$20.00) per month to defray the cost of the health insurance deductible.

The dental insurance plan is the PPO 80% A & B with 50% C coverage. If coverage is denied when hired, but the teacher decides to take accept coverage the following year, they will be given the PPO 80% A & B plan only for the first 12 months.

**(b) Cash-in -Lieu of Insurance Benefit:**

The School District shall provide the option for teachers to enroll in a cash benefit plan of \$3,750.00 per year in place of the single health insurance coverage as shown in section 2 (a). (Revised February 15, 1993); (Revised August 4, 1997); (Revised July 19, 1999); (Revised February 27, 2002); (Revised March 8, 2004); (Revised June 20, 2005); (Revised August 17, 2009); and (Revised December 1, 2018).

**(c) Long Term Disability Insurance:**

The District shall pay for long term disability insurance; such insurance to provide a benefit covering sixty percent (60%) of the teachers salary and health insurance premium with a forty-five (45) day waiting period.

**(d) 125 Plan:**

The School District will provide a 125 plan for all teachers. The School District will pay for the administration of the 125 Plan.

**Section 3. LEAVE**

**(a) Personal Leave**

Each full time teacher shall be allowed ten (10) days of personal leave the first day of school to be used to cover any absence of a personal nature. Teachers working less than full time will be granted days in direct proportion to their contract. Personal Leave days not used during the school year may be transferred into an individual sick leave bank which may be used to cover absences due to personal illness. Teachers shall be allowed to accumulate forty-five (45) days in their individual sick leave bank. Teachers must use all of their yearly allotment of ten (10) personal/sick leave days prior to using any days that they might have in their own sick leave bank. The sick leave bank days are to be used for actual sick leave only, not for personal leave days. If a teacher has used up their allotted ten (10) days in any given year and needs additional personal days the time that is missed will be deducted at the rate of 1/186 of that individual's teaching contract. A teacher shall be allowed to use days from their sick leave bank only when their own, their spouse (effective 2005-2006), or that of their children's personal illness or injury is of such a nature that their attendance at school is prohibited and after their ten (10) personal days have been used. (Routine doctor or dental appointments do not qualify as sick leave). The sick leave bank will include five (5) bereavement days.

Unless the request for Personal Leave is of an emergency nature, such as sickness (Family, self, bereavement, etc.) the following rules shall apply:

1. Personal leave days shall be requested a minimum of seven (7) days in advance of the day(s) to be missed.
2. If three (3) staff members from the same building are already scheduled to be absent for other reasons (Sickness, workshops, medical appointments, etc.) personal leave requests will not be approved.
3. Teachers may not be excused from Parent-Teacher Conferences. (An exception would be if an individual teacher needs to attend her own child's conference.) Under exceptional or unusual circumstances the building principal may use his/her own discretion in waiving items 1-2-3 above. If the leave is not waived, the teacher will have their salary reduced by \$120.00 per day, or portion thereof.
4. On June 1, leave days not used during the year will be transferred into the teacher's sick leave bank. If the teacher then has forty-five (45) days, all other unused personal leave days will be compensated at fifty (50) dollars per day (effective 2018-2019). Payment for these days will be considered as a bonus check between June 1st and July 1<sup>st</sup>.

**(b) Catastrophic Illness Leave:**

In the event of a catastrophic illness of a certified staff member or a member of his/her immediate family, the eligible staff member may make withdrawals from a Catastrophic Illness Leave Bank. Immediate family shall include spouse, parent, or child. A certificated staff member shall be allowed to use days from their sick leave bank only when their own, their spouse, or that of their children's personal illness or injury is of such a nature that their attendance at school is prohibited and after their ten (10) personal days have been used.

To be eligible, a staff member must have exhausted all of his/her ten (10) yearly personal leave days and accumulated sick leave days. Should the need arise, days in the Catastrophic Leave Bank are transferred voluntarily by fellow teachers from their unused personal leave or sick leave bank into the Catastrophic Leave Bank at a rate of one (1) "Personal Leave" or "Sick Leave Bank" days (effective 2006-2007) to equal one (1) "Catastrophic Leave" day. A retiring certified staff member with at least 25 years of service for

Raymond Central Public Schools has the ability to donate 35 out of their 45 unused sick days to the Catastrophic Leave Bank (effective 2018-2019). Catastrophic leave days, if available from the district Catastrophic Leave Bank, will be limited to thirty (30) days per individual per contract year.

Requests from potential qualifying individuals shall be made to the RCEA President for review. The RCEA President will submit request(s) to Superintendent for final approval determination.

A catastrophic illness or injury is defined as one which has totally incapacitated an employee's ability to work. Generally, if medical confirmation indicates that the condition causes the inability to work for an extended period of time, the condition can be considered catastrophic. Chronic conditions such as cancer, major surgeries, and residual effects of a stroke, may be considered catastrophic, even if the condition results in only intermittent absences. The school district will determine each situation on a case by case basis. Conditions which are short-term in nature (i.e. flu, common illnesses, common injuries, etc.) are not considered catastrophic.

**(c) Professional Leave:**

Teachers who request and receive administrative permission to attend professional growth activities shall be reimbursed for expenses in accordance with current board policy relative to personnel expense reimbursement. Acceptable or approvable professional leave for teachers shall mean that the requested activity presents a reasonable expectation that the attending teachers' instructional performance will improve as a result of participation in the activity.

**Section 4. GRIEVANCE PROCEDURE**

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment in this school district. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the district's employees.

**(a) Definition:**

1. Grievance - Any claim or claims by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretations, or misapplication of any District policies covering terms and conditions of employment including, but not limited to, the terms of this Agreement.
2. Grievant - Teacher, group of teachers, or the Association making the claim as provided in the paragraph above.
3. Time Limits - All time limits herein shall consist of teacher working days except when a grievance is submitted after the end of the school year; the time limit shall consist of all week days Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the Board or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
4. Grievance Meetings or Hearings - All meetings and hearings under this procedure up to and including Step 2, shall be conducted in private and shall include only the administration's representatives, the grievant, and grievant's designated representatives. If the grievant chooses to not have a representative assist them, the Association shall have the right to be present at all levels of the grievance procedure. All parties shall have the right to record the proceedings of any hearing or meeting at all formal levels of the grievance procedure. Hearings before the Board shall be closed, at the discretion of the grievant.

**(b) Association Representation**

A grievant shall have the right to have Association representatives present to represent the grievant at each level of the grievance procedure. Where a grievant chooses to not have a representative assist them, the Association, at its discretion, may have representatives present for any meetings, appeals, or other proceedings relating to a grievance which has been formally presented. Nothing herein shall be construed as limiting the right of any teacher to discuss their grievance informally with their immediate supervisor, and having the grievance adjusted informally. The Association shall be notified in writing of the issues and the

settlement before any settlement becomes effective. The settlement shall not be inconsistent with the terms of the Negotiated Agreement.

**(c) Reprisals -**

No reprisals of any kind shall be taken against any employee who utilizes this grievance procedure.

**(d) Withdrawal of a Grievance -**

An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party. Where the Association feels that the issues involved should be resolved, the Association may assume the grievance at the point discontinued by the individual and proceed through the remainder of the procedures.

**(e) Advanced Step Filing -**

The Grievance shall be initially filed at the level where the decision resulting in the grievance was made.

**(f) Procedures -**

Informal Resolution

The parties believe that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. When requested by the teacher, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

Step 1

The grievant shall present the grievance in writing to the employee's principal. A hearing shall be held within three (3) working days. Within two (2) days of the hearing the principal shall provide a written answer to the grievance.

Step 2

If not resolved Step 1, the grievant may appeal to the Superintendent. The Superintendent shall arrange for a hearing with the grievant within five (5) days of the appeal. Each party shall have the right to call such witnesses as deemed necessary to develop the facts pertinent to the grievance. The Superintendent will have four (4) days from the date of the hearings to provide the grievant and the Association a written decision.

Step 3

If the grievance is not resolved at Step 2, the grievant may appeal the grievance in writing to the Board president. Within ten (10) days from the date of the appeal is received, the Board president shall schedule a hearing on the grievance before the Board of Education, or a committee there from. The hearing shall be held not later than thirty (30) days from receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. The Board will have five (5) days from the date of the hearing to notify, in writing, the grievant and the Association of the Board's decision.

**Section 5. PROFESSIONAL GROWTH**

Every six (6) years tenured certified employees shall give evidence of professional growth. Six (6) semester hours of college credit in the teaching field shall be accepted as evidence of professional growth. As an alternative such other professional growth activities as approved by the administration and Board of Education shall be accepted in place of or in combination with college credit in the teaching field. A listing of those alternative activities and their corresponding growth points shall be developed in cooperation with representatives of the teaching staff and made available to all members in the teaching staff following their approval.

**Section 6. MISCELLANEOUS**

**(a) Contract Release:**

Prior to June 1st teachers who for plausible and professionally sound reasons wish to be excused from performance under their present contract will be released therefrom upon written request, supported by cause, filed with the Board of Education.

(b) Length of School Day:

The teacher work day shall be eight (8) hours.

(b) Payroll Deductions:

The Board agrees to allow teachers to have NEA, NSEA, PAC, and RCEA dues deducted from their salaries on a monthly basis.

(c) Bus Driving:

No coach or sponsor shall be required to drive a school bus to any school activity. A coach or sponsor may volunteer to drive a school bus if mutually agreeable with said party and the schools' administration. Each coach or sponsor who volunteers to drive must have an activity bus operator's permit as per NDE Rule 31 including a CDL license.

**Section 7. MANAGEMENT RIGHTS**

(a) Subject only to the limitation contained in this agreement, the Board retains the exclusive right to manage its business including (but not limited to) the right to determine the methods and means by which its operations are to be carried on, to hire, assign, and direct the staff and to conduct its operations in an effective manner.

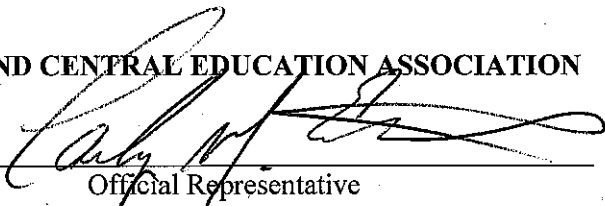
(b) As the legislative body charged with the operations on the Raymond Central Public Schools, it is acknowledged that the Board has the final responsibility of establishing the educational policies of the Raymond Central Public Schools.

Both the Board and the Association agree that this contract constitutes a complete agreement on all matters and that if other proposals have been made or considered, they have been withdrawn in consideration of this contract.

**Section 8. EFFECTIVE DATE**

Once signed by the below listed parties this contract becomes effective at the start of the 2019-2020 contract year, and shall continue in effect until amended by mutual agreement of the Board of Education and the Association.

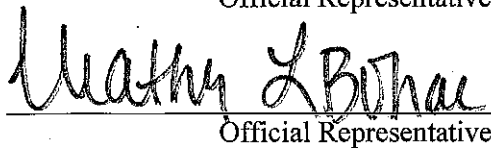
**RAYMOND CENTRAL EDUCATION ASSOCIATION**

  
Official Representative

2-14-19  
Date

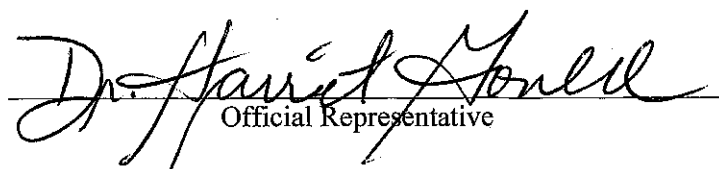
  
Official Representative

2/15/19  
Date

  
Official Representative

2/22/19  
Date

**RAYMOND CENTRAL BOARD OF EDUCATION**

  
Official Representative

2/13/2019  
Date

**APPENDIX A**  
**RAYMOND CENTRAL PUBLIC SCHOOLS**  
**2019-20 SALARY SCHEDULE**  
**Base = \$37,825 4% Down / 5% Across**

STEP	BA	BA +9	BA +18	BA +27	*BA +36/MA	MA +9	MA +18	MA +27	MA +36
1	1.00 \$37,825.00	1.05 \$39,716.25	1.10 \$41,607.50	1.15 \$43,498.75	1.20 \$45,390.00	1.25 \$47,281.25	1.30 \$49,172.50	1.35 \$51,063.75	1.40 \$52,955.00
2	1.04 \$39,338.00	1.09 \$41,229.25	1.14 \$43,120.50	1.19 \$45,011.75	1.24 \$46,903.00	1.29 \$48,794.25	1.34 \$50,685.50	1.39 \$52,576.75	1.44 \$54,468.00
3	1.08 \$40,851.00	1.13 \$42,742.25	1.18 \$44,633.50	1.23 \$46,524.75	1.28 \$48,416.00	1.33 \$50,307.25	1.38 \$52,198.50	1.43 \$54,089.75	1.48 \$55,981.00
4	1.12 \$42,364.00	1.17 \$44,255.25	1.22 \$46,146.50	1.27 \$48,037.75	1.32 \$49,929.00	1.37 \$51,820.25	1.42 \$53,711.50	1.47 \$55,602.75	1.52 \$57,494.00
5	1.16 \$43,877.00	1.21 \$45,768.25	1.26 \$47,659.50	1.31 \$49,550.75	1.36 \$51,442.00	1.41 \$53,333.25	1.46 \$55,224.50	1.51 \$57,115.75	1.56 \$59,007.00
6	1.20 \$45,390.00	1.25 \$47,281.25	1.30 \$49,172.50	1.35 \$51,063.75	1.40 \$52,955.00	1.45 \$54,846.25	1.50 \$56,737.50	1.55 \$58,628.75	1.60 \$60,520.00
7	1.24 \$46,903.00	1.29 \$48,794.25	1.34 \$50,685.50	1.39 \$52,576.75	1.44 \$54,468.00	1.49 \$56,359.25	1.54 \$58,250.50	1.59 \$60,141.75	1.64 \$62,033.00
8		1.33 \$50,307.25	1.38 \$52,198.50	1.43 \$54,089.75	1.48 \$55,981.00	1.53 \$57,872.25	1.58 \$59,763.50	1.63 \$61,654.75	1.68 \$63,546.00
9		1.37 \$51,820.25	1.42 \$53,711.50	1.47 \$55,602.75	1.52 \$57,494.00	1.57 \$59,385.25	1.62 \$61,276.50	1.67 \$63,167.75	1.72 \$65,059.00
10			1.46 \$55,224.50	1.51 \$57,115.75	1.56 \$59,007.00	1.61 \$60,898.25	1.66 \$62,789.50	1.71 \$64,680.75	1.76 \$66,572.00
11			1.50 \$56,737.50	1.55 \$58,628.75	1.60 \$60,520.00	1.65 \$62,411.25	1.70 \$64,302.50	1.75 \$66,193.75	1.80 \$68,085.00
12				1.59 \$60,141.75	1.64 \$62,033.00	1.69 \$63,924.25	1.74 \$65,815.50	1.79 \$67,706.75	1.84 \$69,598.00
13					1.68 \$63,546.00	1.73 \$65,437.25	1.78 \$67,328.50	1.83 \$69,219.75	1.88 \$71,111.00
14					1.72 \$65,059.00	1.77 \$66,950.25	1.82 \$68,841.50	1.87 \$70,732.75	1.92 \$72,624.00
15					1.76 \$66,572.00	1.81 \$68,463.25	1.86 \$70,354.50	1.91 \$72,245.75	1.96 \$74,137.00

\*For those teachers hired after the 1984-85 school year, only a Masters Degree will be accepted for placement in this column.



## Appendix B

### Raymond Central Public Schools/Raymond Central Education Association 2019-2020 Co-Curricular Salary Schedule

(Adopted by Board of Education June 19, 2006 - Revised January 13, 2016)

<u>Category I</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Basketball	12	13	14	16	18	2	6,7,8,9,11
Football	12	13	14	16	18	3	6,7,8,9,11
Volleyball	12	13	14	16	18	2	6,7,8,9,11
Track	12	13	14	16	18	3	6,7,8,9,11
Wrestling	12	13	14	16	18	1	6,7,8,9,11
Speech	12	13	14	16	18	2	6,7,8,9,11
Band	12	13	14	16	18		

<u>Category II</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Vocal Music	9	10	11	13	15		
Baseball	9	10	11	13	15	1	4,5,6,7,8
Softball	9	10	11	13	15	1	4,5,6,7,8
Musical	3	3.5	4	4.5	5		

<u>Category III</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Cheerleaders	5	6	7	9	11		
Cross Country	5	6	7	9	11	1	4,5,6

<u>Category IV</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Jr High Basketball	3	4	5	7	9		2,3,4,5,6
Jr High Football	3	4	5	7	9	1	2,3,4,5,6
Jr High Track	3	4	5	7	9	2	2,3,4,5,6
Jr High Volleyball	3	4	5	7	9		2,3,4,5,6
Jr High Wrestling	3	4	5	7	9		2,3,4,5,6
Drill Team	3	4	5	7	9		2,3,4,5,6
FFA	3	4	5	7	9	1	2,3,4,5,6
*FBLA	3	4	5	7	9	2	2,3,4,5,6
Skills USA (VICA)	3	4	5	7	9	1	2,3,4,5,6
One Act	3	4	5	7	9	1	3% for 1 Production-Limit 2
Mock Trial	3	4	5	7	9		

\*Grandfathered FBLA only, hired before 1993-94 - 10% of base salary on 5th step.

<u>Category V</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Destination Imagination	3.5	5	7	8	1	2,3,4
AdvancED Chair	3.5	5	7	8		

<u>Category VI</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Category VIII</u>	<u>1st</u>	<u>3rd</u>
Junior Class Sponsor	2.5	3.5	4.5	Asst Mock Trial	.004	.008
AdvancED (NC)	2.5	3.5	4.5	National Honor Society	.004	.008
FCCLA	2.5	3.5	4.5	Curriculum Development Com	.004	.008
Yearbook	2.5	3.5	4.5	Quiz Bowl	.004	.008
Website Coordinator	2.5	3.5	4.5	Seventh Grade Class/JH SC Asst	.004	.008
				Eighth Grade Class/JH SC Asst	.004	.008
				Freshman Class/SH SC Asst	.004	.008
				Sophomore Class/SH SC Asst	.004	.008

<u>Category VII</u>	<u>1st</u>	<u>3rd</u>	<u>Category IX</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Senior Class Sponsor	.008	.015	TeamMates	3		
Art Club	.008	.015				
SADD Club	.008	.015				
Science Fair	.008	.015				
SH Student Council	.008	.015				
Spanish Club	.008	.015				
JH Student Council	.008	.015				
High Ability	.008	.015				

**FORMAL GRIEVANCE PRESENTATION  
(Level II - Step One)**

(To be completed by Grievant)

Date of Hearing \_\_\_\_\_  
(Within 3 Working Days)

Grievant \_\_\_\_\_

Home Address of Grievant \_\_\_\_\_

School \_\_\_\_\_

Subject Area or Grade \_\_\_\_\_

Name of Association School Representative \_\_\_\_\_

Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant



**DECISION BY SUPERINTENDENT  
(Level II - Step Two)**

(Hearing to be held within five (5) days after receipt of appeal;  
Superintendent of Schools decision to be made within four (4) days after hearing with grievant.)

Grievant Person(s) \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

Date Appeal Received by Superintendent \_\_\_\_\_

Date Hearing Held by Superintendent \_\_\_\_\_

Decision of Superintendent and Reasons Therefor: \_\_\_\_\_

Decision of Principal (or other Administrator) and reasons therefor:

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date of Decision

Grievant Person's Response: (To be completed by Grievant within five (5) days of decision)

\_\_\_\_\_ I accept the above decision of principal (or other administrator).

\_\_\_\_\_ I hereby refer the above decision to the Superintendent of Schools.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date of Response

