

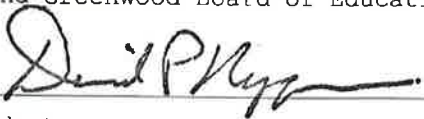
**TERMS AND CONDITIONS OF EMPLOYMENT
2020-2021 & 2021-2022 SCHOOL YEARS
ASHLAND-GREENWOOD BOARD OF EDUCATION
AND
ASHLAND-GREENWOOD EDUCATION ASSOCIATION**



Awaken...Develop...Enhance

The contents of these TERMS AND CONDITIONS OF EMPLOYMENT have been agreed upon by both parties January 13th, 2020 and formally approved January 20th, 2020.

Ashland-Greenwood Board of Education



President

Ashland-Greenwood Education Association



President

**Master Agreement for Certified Teaching Staff
Ashland-Greenwood Public Schools
2020-2021 and 2021-2022**

This agreement made and entered into this 20th day of January 2020 by and between the Ashland-Greenwood Education Association and the Saunders County School District Number One.

**Section 1
Association and District Relationships**

1. **RECOGNITION** - The Board of Education recognizes the Ashland-Greenwood Education Association as the sole and exclusive representative for all the full and part time, teaching 1/2 time or more, certified teachers of Saunders County School District Number One.

2. **MANAGEMENT PREROGATIVES** - Subject only to the limitations 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; provided nothing in this paragraph is to be construed as statutorily impermissible or professionally unethical.

As the elected legislative body charged with the operation of the Ashland-Greenwood Public Schools, it is acknowledged that the Board has the final responsibility of establishing the educational policies of the Ashland-Greenwood Public Schools.

3. **ASSOCIATION DUES** - The Board of Education agrees to deduct and transfer to the Ashland-Greenwood Education Association an amount of salary as requested in writing by the AGEA member through the Association.

The Association will indemnify and hold harmless the Board of Education from any liability for such service.

4. **USE OF COMMUNICATIONS SYSTEMS** - The Association and its members shall be allowed to make reasonable use of the school district's communications systems, including teachers' mailboxes, intercom, teacher bulletins, and e-mail for association business. Such use shall not cause an interruption of the educational programs of the school.

**Section II
Compensation**

1. **SALARY SCHEDULE** –

2020-21: The salary schedule for teachers of the district for the 2020-21 contract year shall be in accordance with Exhibit "C1" attached with a base of \$36,325 Placement on the schedule will reflect a vertical freeze in the years 1987-1988 and 1999-2000.

2021-22: The salary schedule for teachers of the district for the 2021-22 contract year shall be in accordance with Exhibit "C2" attached with a base of \$36,825 Placement on the schedule will reflect a vertical freeze in the years 1987-1988 and 1999-2000.

2. **SCHEDULE PLACEMENT** - The following shall be the procedures for staff to advance on the salary schedule:

(A) Vertical Movement. Staff shall move one step vertically each year unless they are the bottom 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. One step vertical represents one year of experience in the school district less any previous freezes or rollbacks. Steps 1, 2 and 3, although at the same salary schedule index factor, shall be considered separate steps for the purposes of placement on the salary schedule.

(B) New Staff Vertical Placement. New staff members to the district may be given credit for prior teaching experience outside of the school district at the administration's discretion that may be less than but may not exceed the actual number of years of verifiable experience working ½ time or more. (2001) New staff members will be provided with a copy of the most current Master Agreement at the time a contract is offered. (2002)

(C) New Staff Horizontal Placement. College hours earned to advance on the salary schedule must be earned upon completion of the Baccalaureate Degree and upon completion of initial certification with the Nebraska Department of Education. All new teachers shall initially be placed on the BA Column until the presentation of an official college transcript.

(D) Horizontal Advancement. In order to advance horizontally beyond the BA Column on the salary schedule, the staff member is required to present an official college transcript prior to October 1 of the contract year demonstrating:

- a. earned post-baccalaureate degree graduate hours from an NCTE (Nebraska Council on Teacher Education), NCATE (National Council for Accrediting Teacher Education) or TEAC (Teacher Education Accreditation Council) accredited institution in a teaching related field of study provided by the education college or department, or
- b. post-baccalaureate degree hours in another education field hours from an NCTE (Nebraska Council on Teacher Education), NCATE (National Council for Accrediting Teacher Education) or TEAC (Teacher Education Accreditation Council) accredited institution which would lead to an additional Nebraska teaching or administrative certificate endorsement or endorsements. (2002, 2011)

(E) Masters Degree Placement. In order to advance horizontally to the Masters Degree (MA) or Master Degree Plus (MA+) columns, a staff member shall have earned a Masters Degree and presented an official college transcript representing that fact by October 1 of the contract year. A Masters Degree shall be defined as an earned Masters Degree from a NCTE (Nebraska Council on Teacher Education) or NCATE (National Council for Accrediting Teacher Education) accredited college or university.

(F) Horizontal Advancement beyond a Masters Degree. College hours earned and approved under and according to this contract beyond 36 hours may be used for advancement beyond the Masters Degree column once the Masters Degree is earned. (2001, 2007)

3. EXTRA CURRICULAR SCHEDULE - The extracurricular schedule for the teachers of the district shall be in accordance with Exhibit "D" attached.

4. EXTRA CURRICULAR SCHEDULE PLACEMENT - The schedule shall be as a percentage of the base salary schedule. Placement shall be based on experience in the same sport or activity

Five years longevity in the same extra-curricular position shall be the maximum allowed for placing staff members on the extra-curricular schedule.

Staff members may be given credit for middle school or assistant or head high school coaching or activity sponsorship when being placed on the schedule for a middle school or assistant coaching or activity sponsorship positions.

Each year of experience as a head coach in the same sport shall be credited as one year when placing head coaches on the extra-curricular schedule. Each year of high school assistant coaching experience shall be credited as ½ year of experience when placing head coaches on the extra-curricular schedule. (2000, 2008)

5. EVENT SUPERVISION - In the event a teacher either sells or takes tickets or assists with the supervision or running of an event for school activities, that teacher shall be paid an hourly rate set by the superintendent and approved by the board of education prior to the first day of the teaching contract year. The pay rate for teachers will be equal, (2020) This hourly pay shall be in addition to the teacher's annual contract salary. (1976) Participation in supervising athletic games will be done on a quasi-voluntary basis. Respective building staffs will be allowed to sign up for the dates to work on a first come first serve basis. Those who do not sign up after a period of time determined by the building principal or activities director will be assigned to dates. (1994)

The teacher and the teacher's spouse and children under age 19 shall be admitted to home activity events at no charge. (2001)

6. COACHING CLINIC PAY -The Board shall pay registration fees for any and all coaches and/or activity sponsors, representing the middle or high school levels, to attend one professional development clinic within the state of Nebraska each year. (2007 2012).

7. ADDITIONAL COMPENSATION - Teachers of the district may not receive compensation from other sources for performing duties covered and paid through this master agreement. (1998)

8. UNUSED SICK/PERSONAL LEAVE INCENTIVE PAY - Staff shall be paid in July for the first three (3) days of personal leave that are unused and that cannot be carried forward during the most recently completed school term or leave days above the forty-five (45) days of sick leave that cannot be carried forward at ½ the current substitute teacher daily pay rate (2015)

9. UNUSED SICK LEAVE PAY- Upon leaving the Ashland-Greenwood Public Schools after 15 or more years a teacher shall be paid one-half of the current substitute teacher's daily pay for each day of accumulated unused sick leave up to 45 days. Termination of employment for just cause shall disqualify the teacher from receiving this benefit.

10. PAYDAY - The Board shall pay teachers monthly, in twelve payments which are nearly equal as possible, except as may be provided for in other parts of this contract. Payment shall take place on the 20th of each month with the first payment due on September 20th.

11. REIMBURSEMENT FOR COLLEGE TUITION - The school district shall reimburse teachers after being employed for one school term for tuition for graduate courses taken from an institution approved by the Nebraska Council for Teacher Education (NCTE) or the National Council on Accreditation of Teacher Education (NCATE) and that leads to a Masters Degree in the teacher's content area and that will lead to qualifying the employee to teach college credit courses to high school students at Ashland Greenwood High School and for such other priorities that from time to time may be established by the Board of Education. The following provisions shall apply:

(A) Eligibility. In order to be eligible for reimbursement the teacher shall make application and enter into an agreement with the district. The teacher must be employed by the school district for at least one school term and shall not be on a leave of absence.

(B) Reimbursement. The reimbursement shall be for the amount of tuition only and shall not exceed \$2,000 annually per eligible teacher. Reimbursement will only be made upon successful completion of the college credit with a grade of B or better. Successful completion shall be determined by the filing of an official transcript from the institution with the Superintendent's Office. No reimbursement will be permitted for ungraded courses. The agreement shall stipulate that the teacher must teach for at least five (5) complete school years for the school district after successful completion of the course. Reimbursement will be subject to payroll withholdings to the extent it is required by state and federal law and Nebraska Department of Revenue and IRS regulations.

(C) Return of Reimbursement. In order to receive reimbursement the teacher must be employed by the school district at the time of reimbursement. Any employee who receives reimburse must commit to five (5) years of continuous employment with the school district. If the employee who receives reimbursement fails to continue employment for five years with the school district, then the employee will be responsible to repay the school district 20% of the reimbursement for each year that they fail to satisfy the employment requirement.

(D) Application and Agreement. An application for college reimbursement must be made in advance and approved by the Superintendent. The district reserves the right to limit the number of agreements it enters into annually. The determination of qualifying courses for reimbursement shall be at the sole discretion of the Superintendent of Schools. Payment shall be made in October of each year based on the completion of courses in the prior school term.

12. SUMMER WEIGHTLIFTING:

\$5,000 allotted for summer weight room supervision. The money will be distributed to coaches that help out based on how many hours they work during the summer program. They will be paid based on the percentage of total hours they worked as recorded by the supervisor of the weight room for the day. The coaches will be responsible for providing the necessary information to the district office on or before July 31st of each calendar year. This includes the percentage to be paid to each person and the number of hours worked in both June and July by each person. Additionally, a calendar of the weight room "open" hours will be provided to the athletic director and will consist of at least 81 "open" hours.

13. Classroom Coverage/Planning Time:

Teachers not given a minimum of 30 minutes of daily plan time throughout the day (from beginning bell to ending bell) will be allowed to submit a stipend form request for one hour of teacher stipend pay. "Planning" is defined as time not directly responsible for the teaching or supervision of students and/or participation in mandatory meetings. Staff will complete a stipend form when eligible and submit it to the building administrator. Eligibility for stipend pay will be determined by the school administrator. In cases of disagreement, the sole discretion will rest with the superintendent.

**Section III
Insurance Benefits**

1. HEALTH AND DENTAL INSURANCE 2020-2021 and 2021-2022:

The School District will contract the Nebraska Educator's Health Alliance (EHA) to provide group health and dental insurance coverage for the 2020-2021 and 2021-2022 contract year, September 1, 2020 through August 31, 2022. The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, \$1050 deductible health insurance coverage with 100% A & 75% B with 50% C dental insurance coverage. The Board shall pay for either employee only premium; employee and children premium; employee and spouse premium; or employee, spouse and children premium Health and Accident Insurance in accordance with the coverage provided in Exhibit "A" attached, with the provision that the maximum amounts payable by the Board for 2020-2021 and 2021-2022 shall be the full employee only premium each month or the full premium each month towards the employee and children; employee and spouse; or the employee, spouse & children health and towards the employee only dental premium. (2011) If husband and wife are both teaching, an additional employee only dental amount will be paid toward family dental. Staff members declining Health and Accident Insurance coverage may receive \$2,000 annually according to the provisions of the district's "Cafeteria Plan" as adopted by the Board of Education. (1999, 2000.)

Certified teaching staff members who are covered by this agreement but who work less than full time shall receive the employee only premium for Health and Accident and Dental Insurance or the district shall pay a percentage towards the employee and children; employee and spouse; or employee, spouse and children health premium and the employee only dental premium of the Educators Health Alliance approved amount for 2020-2021 and 2021-2022 based on the percentage of the staff member's full time equivalency. A staff member covered by this agreement, electing something other than employee only health and dental insurance, shall pay the balance of the health and dental premium through a payroll deduction. (2008, 2011).

Coverage would be restricted for retiring employees to those who meet the qualifications as provided for by the carrier.

- 2. Eligible Opt-out Arrangement/Language:** No teacher shall be allowed to decline group health coverage for purposes of receiving "cash-in-lieu" (the "opt-out payment"), unless the teacher has filed a signed attestation with the superintendent's office certifying that the teacher and all other individuals for whom the teacher reasonably expects to claim a personal exemption deduction for the taxable years covered by this Agreement will have minimum essential coverage during the term of this Agreement. Teachers are not eligible for the opt-out payment if they obtained the outside

coverage in the individual market, whether or not obtained through the Health Insurance Marketplace.

The teacher must file an attestation, on a form provided by the District, which certifies that the teacher and the teacher's applicable tax family members are covered by an alternate health insurance plan which aligns with the requirements of the preceding paragraph. The attestation must also absolve both the District and the Association of responsibility for any future financial ramifications imposed as a result of the teacher's decision to decline participation in the District's health plan and any misrepresentations of the District's insurance offer made by the teacher in procuring the outside coverage.

Any teacher choosing the opt-out arrangement must provide the attestation at least annually during the timeframe established by the District. Failure to comply with all of the provisions of the "Eligible Opt-out Arrangement" will result in the denial of the opt-out payment even if the teacher declined health coverage. (2018)

Section IV Leave Benefits

1. SICK LEAVE - (A) At the beginning the school year each teacher shall be credited with nine (9) sick leave days.

Sick leave may be used for the personal illness or injury of the employee or of the employee's minor children living at home. Sick leave may also be used upon communicating with the Principal for the serious illness or injury of an employee's child, step-child, spouse, parent, parent-in-law, grandchild, grandparent, brother, sister, brother-in-law, or sister-in-law that results in hospitalization or medical care by a physician and necessitates the employee being present. Sick Leave may also be used with permission of the Principal for legal arrangements which are related to the immediate family of the employee. (2011, 2012))

The unused portion of sick leave shall be accumulated from year to year up to a total of forty-five (45) days. Amounts being paid to teachers as Workers' Compensation will be deducted from sick leave pay or other leave benefits so that the teacher does not receive more than full pay when on leave. Sick leave days will not be earned while an employee is on leave.

Teacher use of sick leave days for discretionary - elective surgery for themselves or dependent children will be prohibited. Such surgical procedures shall be accomplished outside the framework of the teacher's contracted days. A physician's statement may be required to verify the urgency of the scheduled surgery.

2. SICK LEAVE DONATION PROGRAM - A Sick Leave Donation Program will be available for use by any certified teacher covered by this Master Agreement who is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible teacher has first exhausted all other accumulated paid leave. Immediate family members shall only include a spouse and dependent children. Parents and adult children are not considered immediate family for the purposes of this benefit.

In order for a staff member to be eligible to request accumulated sick leave from other staff members, the employee must be enrolled in the district's Group Long Term Disability insurance program. The sick leave donation program is not to be used to permit a teacher to receive both benefits from the sick leave donations and other compensation while on leave; as such, a teacher may not use donated sick leave while receiving disability or workers compensation benefits. There is no pay for unused donated sick leave upon termination of employment. Donated sick leave days may not be carried forward nor shall the employee receive any further benefit from the donated days once the employee returns to work or at the conclusion of the school term in which the application is made whatever comes later. (2004)

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other certified staff members covered by this agreement. Upon receipt of a request the Superintendent shall notify all certified staff covered by this agreement of the request to voluntarily surrender sick leave. The staff member requesting the leave shall be deemed to consent to sharing of information about the staff member's health status to the extent such information is reasonably shared as part of the Sick Leave Donation Program, and will be required to sign a release to share information.

Any certified staff member covered by this agreement may voluntarily donate up to one (1) sick leave day. Staff willing to donate a day must notify the Superintendent within 7 calendar days of the notice being sent or it will be considered a refusal to donate. Staff shall be under no obligation to donate and any donations shall remain anonymous. Upon being donated, the sick leave days may not be returned to the donor even if the donee is unable to use all of the donated leave.

3. PROFESSIONAL LEAVE - Unlimited. Professional Leave shall be granted to any employee at the discretion of the building principal. Professional leave will not be granted unless it is part of a plan of professional growth developed by the staff member in cooperation with the building principal.

4. PERSONAL LEAVE - Three (3) days of personal leave will be granted to each individual teacher. Said personal leave days to be applied for to the Principal prior to their need. Said leave days to be approved if a qualified substitute can be found. No more than 10% of an instructional level teaching staff shall be absent at any given time because of personal leave requests. Instructional levels are defined as K-5, 6-12. Personal leave days are not cumulative except one {1} personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year. A personal leave day, which is carried forward, shall be considered as used with respect to coordination Unused Sick/Personal Leave Incentive Pay. (2008, 2011)

5. DEATH / BEREAVEMENT LEAVE - A total of not more than four {4} consecutive days on full pay is allowed each employee for absence in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, or a person in the same home as part of the family. A total of not more than two {2} consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren, aunt, uncle, niece, or nephew. A total of one {1} day on full pay is allowed for each employee in the case of death of a close friend or neighbor.

Death leave is not limited to four {4} days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are a minimum and the number of days granted shall be at the discretion of the superintendent.

6. FAMILY MEDICAL LEAVES - The Board of Education will comply with the Family Medical Leave Act of 1993. The year for considering families medical leave shall consist of the school district's fiscal year, which begins September 1 and ends August 31. Leave shall commence on the first day of absence regardless of whether that absence is covered by paid leave or whether the absence is unpaid leave. Under no circumstances shall leave be granted which exceeds the maximum time as specified in the Family Medical Leave Act of 1993.

7. UNPAID LEAVE - A teacher who requests leave and who does not have leave available may request unpaid leave. This unpaid leave request must be made to the Principal in writing. The employee will receive a salary deduction equal to a ratio of 1 to the number of contract days multiplied times their yearly salary. (For example if the contract days were 185 the deduction would be 1/185th of the salary).

8. JURY DUTY or COURT APPEARANCES UNDER SUBPOENA - The Board will allow a staff member to be absent without the use of leave when summoned to appear for jury duty or when subpoenaed to make an appearance at a legal proceeding. The teacher will receive regular teaching

salary from the school, but must assign any jury duty or witness compensation back to the school, less the reimbursement of expenses. (2011)

Section V Other Employment Matters and Conditions

1. **CONTRACT DAYS** - The contract of employment and subsequent contracts for continued employment shall prescribe the number of days that teachers shall perform their duties. (1976) The number of contract days under this agreement for 2020-21 and 2021-2022 shall be 185 days for returning teachers who were employed by Ashland-Greenwood Public Schools the year prior to the starting school term during the 2019-2020 school year and 186 days for teachers employed for the first time during the 2020-2021 and 2021-2022 school year. (2011, 2014) Certified employees will be awarded one teacher compensation day for participation in parent-teacher conferences. The compensation day will be selected by the Board of Education. (2012)

2. **SAFETY COMMITTEE** - The Ashland-Greenwood Education Association shall participate and accept the establishment of a district safety committee as established by the Board of Education.

3. **SUBSTITUTE TEACHERS** - Substitute teachers will be provided to teach the classes of an absent teacher whenever possible. In the event that an acceptable substitute teacher cannot be obtained, the administration may reassign teachers so as to provide for suitable teacher supervision of the students. (1976)

4. **GRIEVANCE PROCEDURE** - The Grievance Procedure for employees covered by this contract shall be as contained in Exhibit B of this Contract.

Section VI Contract Stipulations and Signatures

1. **REOPENING CLAUSE** Both the Board and the Association, during and for the term of this Agreement, voluntarily and unqualifiedly waive the right and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement, PROVIDED, HOWEVER, either party may reopen this contract for the 2021-2022 contract year if the health insurance rates for the 2021-2022 school fiscal year increase by less than 4% or increase by more than 6%; such right to reopen shall be exercised by giving the other party written notice of the intent to reopen within 30 days of the release of the new health and dental insurance rates by the carrier selected by the Board. (2018)

2. **SEVERABILITY CLAUSE** - If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

EXHIBIT A

Health, Accident and Dental Insurance Benefit

Exhibit A: The School District will contract the Nebraska Educator's Health Alliance (EHA) to provide group health and dental insurance coverage for the 2020-2021 contract year September 1, 2020 through August 31, 2021, and intends to contract with EHA for the 2021-2022 contract year (EHA Group Health & Dental Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, \$1050 deductible health insurance coverage with 100% A & 75% B with 50% C dental insurance coverage. The maximum amounts payable by the Board shall be the full employee only premium each month or the full premium each month towards the employee and children; employee and spouse; or the employee, spouse & children health and towards the employee only dental premium.

The Board shall pay for either employee only premium; employee and children premium; employee and spouse premium; or employee, spouse and children premium Health and Accident Insurance and employee only dental coverage but will allow no additional compensation in the event that employee, spouse and children coverage is not required except as may be provided in Section III Part 1 of this agreement and as specified in the "Cafeteria Plan" adopted by the Board of Education (2012).

**EXHIBIT B
GRIEVANCE PROCEDURE**

1.1 PURPOSE

The purpose of this procedure is to provide a way for the Board of Education and its employees to clarify issues that may arise concerning the interpretation, application, or meaning of the terms and conditions of employment in this school district.

1.2 DEFINITIONS

- a. Grievance, by definition, is any alleged violation, misinterpretation, or misapplication of the terms and conditions of employment.
- b. Employee - Employee shall mean a person eligible for membership in the Ashland-Greenwood Education Association.
- c. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays.
- d. Immediate Supervisor - Immediate supervisor is that employee possessing that degree of administrative authority next in rank above any grievant.
- e. Parties in Interest - Any persons or the Association involved in processing the grievance.
- f. Board - The Board of Education.
- g. Administration - The Superintendent or his designated representatives.
- h. Association - The Ashland-Greenwood Education Association.

1.3 GENERAL CONDITIONS

a. Compliance - Employees of the school district will follow all verbal and written directives, even if they are in conflict with the provisions of an applicable policy. Compliance with such directives will not in any way prejudice their right to file a grievance within the time limits contained herein, nor shall it affect the ultimate resolution of the grievance.

b. No Reprisals - The Board shall use every means at its disposal to assure every employee the unobstructed use of this grievance procedure without fear of reprisal or prejudice to his/her employment status.

c. Time Limits - Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual written agreement of the grievant and the employer.

If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the end of the year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to a grievant, the time limit set forth herein will be reduced to the extent possible so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as its practicable.

d. Failure to Meet Time Limits - The failure of the aggrieved party to proceed to the first or any subsequent step of this grievance procedure within the time limits set forth shall be deemed to have elected not to file a grievance or have accepted the response previously rendered, and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of any administrator at any step to communicate his/her decision to the aggrieved party within the specified time limit shall permit the aggrieved party to proceed to the next step.

e. Communications - All communications concerning the grievance, after the grievance is formally submitted, shall be in writing.

f. Adjustments - No adjustment shall be made in any grievance, which is in conflict with or contrary to, the provisions of any policies, applicable laws, or administrative regulations.

g. Forms - Forms for filing grievances, serving notice, taking appeals, making reports and recommendations and all documents shall be mutually agreed upon by the parties to this agreement.

The standard procedure form and the bypass procedure form shall be attached to this agreement as Appendix C.

h. Meetings - All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this article. Provided, that no meeting or hearing before the Board of Education shall be held in closed session if such a meeting or hearing would result in a violation of the public meetings law. The determination as to legality of a closed session shall be made by the Board of Education.

i. No Interference - Grievances should be processed in a manner which does not interfere with the employee's work and the normal operation of the schools.

j. Representation Assistance - A teacher may have a representative of the Association present at all levels of the grievance procedure.

k. Withdrawal of a Grievance - The employee may withdraw the grievance at any step of the procedure by indicating the acceptance of the last decision rendered.

1.4 PROCEDURE

Informal Step - All grievances must be initiated within twenty {20} days of the alleged occurrence. It shall first be discussed orally by the aggrieved party with the employee's immediate supervisor. The supervisor must give an answer orally within five {5} days of such meeting.

Step One - If a satisfactory settlement is not reached in the Informal Step, the aggrieved party may reduce his/her grievance to writing on the approved forms, and give or send a copy of the same to the building principal within five {5} days after receipt of the Informal Step answer. The principal, the aggrieved party, and the employee representatives shall meet in an attempt to settle the dispute within five {5} days. The principal must give a written answer within five {5} days after such meeting.

Step Two - If a satisfactory settlement is not reached in Step One, the aggrieved party must file their grievance in writing with the superintendent, within five {5} days from the date the employee received or should have received a response at Step One. The superintendent shall conduct a hearing with the aggrieved party and the employee representatives within five {5} days of receipt of the grievance. A written answer must be given by the superintendent within ten {10} days of the date the superintendent received the grievance if no meeting is held, or within ten {10} days of the date of the meeting.

Step Three - If a satisfactory settlement is not reached at Step Two the aggrieved party must file their grievance in writing with the Board of Education within five {5} days of the date he/she received or should have received a response at Step Two. The Board or a committee thereof shall conduct a hearing with the aggrieved party and his/her representatives within fifteen {15} days of receipt of the grievance. A written answer must be given by the Board within twenty {20} days of the date it received the grievance. After the determination by the Board, the parties may agree to binding arbitration under the rules of the American Arbitration Association. In the event both parties do not agree to arbitration, the decision by the Board of Education shall be final except proper redress may be sought through the courts, should the employee choose.

1.5 BYPASSING BUILDING LEVEL HEARINGS

If, in the judgment of the teacher, following consultation with the Association, the alleged grievance cannot be resolved at the building level due to the administrator not having the authority to resolve the grievance, the teacher may submit such grievance to the superintendent with a copy to the building principal, and the processing shall commence at Step 2. Within two {2} days of receipt of the grievance, the superintendent shall review whether the building administrator has the authority to resolve the alleged grievance and, if so, may remand the grievance to the building level for a Step 1 hearing.

EXHIBIT C 2020-2021 ASHLAND-GREENWOOD SALARY SCHEDULE

COLUMN STEP	BS	BS+9	BS+18	BS+27	MS/BA+36	MS+9	MS+18	MS+27	MA+36
BASE	\$36,325.00								
1,2,3	\$39,231.00 1.08	\$41,047.25 1.13	\$42,863.50 1.18	\$44,679.75 1.23	\$46,496.00 1.28	\$48,312.25 1.33	\$50,128.50 1.38	\$51,944.75 1.43	\$53,761.00 1.48
4	\$40,684.00 1.12	\$42,500.25 1.17	\$44,316.50 1.22	\$46,132.75 1.27	\$47,949.00 1.32	\$49,765.25 1.37	\$51,581.50 1.42	\$53,397.75 1.47	\$55,214.00 1.52
5	\$42,137.00 1.16	\$43,953.25 1.21	\$45,769.50 1.26	\$47,585.75 1.31	\$49,402.00 1.36	\$51,218.25 1.41	\$53,034.50 1.46	\$54,850.75 1.51	\$56,667.00 1.56
6	\$43,590.00 1.20	\$45,406.25 1.25	\$47,222.50 1.30	\$49,038.75 1.35	\$50,855.00 1.40	\$52,671.25 1.45	\$54,487.50 1.50	\$56,303.75 1.55	\$58,120.00 1.60
7	\$45,043.00 1.24	\$46,859.25 1.29	\$48,675.50 1.34	\$50,491.75 1.39	\$52,308.00 1.44	\$54,124.25 1.49	\$55,940.50 1.54	\$57,756.75 1.59	\$59,573.00 1.64
8		\$48,312.25 1.33	\$50,128.50 1.38	\$51,944.75 1.43	\$53,761.00 1.48	\$55,577.25 1.53	\$57,393.50 1.58	\$59,209.75 1.63	\$61,026.00 1.68
9		\$49,765.25 1.37	\$51,581.50 1.42	\$53,397.75 1.47	\$55,214.00 1.52	\$57,030.25 1.57	\$58,846.50 1.62	\$60,662.75 1.67	\$62,479.00 1.72
10			\$53,034.50 1.46	\$54,850.75 1.51	\$56,667.00 1.56	\$58,483.25 1.61	\$60,299.50 1.66	\$62,115.75 1.71	\$63,932.00 1.76
11			\$54,487.50 1.50	\$56,303.75 1.55	\$58,120.00 1.60	\$59,936.25 1.65	\$61,752.50 1.70	\$63,568.75 1.75	\$65,385.00 1.80
12				\$57,756.75 1.59	\$59,573.00 1.64	\$61,389.25 1.69	\$63,205.50 1.74	\$65,021.75 1.79	\$66,838.00 1.84
13					\$61,026.00 1.68	\$62,842.25 1.73	\$64,658.50 1.78	\$66,474.75 1.83	\$68,291.00 1.88
14					\$62,479.00 1.72	\$64,295.25 1.77	\$66,111.50 1.82	\$67,927.75 1.87	\$69,744.00 1.92
15							\$67,564.50 1.86	\$69,380.75 1.91	\$71,197.00 1.96
16								\$70,833.75 1.95	\$72,650.00 2.00

This salary schedule for 2020-2021 is calculated and agreed to in accordance with the Master Agreement for Certified Teaching Staff. Agreed to on January 20th, 2020

EXHIBIT C 2021-2022 ASHLAND-GREENWOOD SALARY SCHEDULE

COLUMN STEP	BS	BS+9	BS+18	BS+27	MS/BA+36	MS+9	MS+18	MS+27	MA+36
BASE	\$36,825.00								
1,2,3	\$39,771.00 1.08	\$41,612.25 1.13	\$43,453.50 1.18	\$45,294.75 1.23	\$47,136.00 1.28	\$48,977.25 1.33	\$50,818.50 1.38	\$52,659.75 1.43	\$54,501.00 1.48
4	\$41,244.00 1.12	\$43,085.25 1.17	\$44,926.50 1.22	\$46,767.75 1.27	\$48,609.00 1.32	\$50,450.25 1.37	\$52,291.50 1.42	\$54,132.75 1.47	\$55,974.00 1.52
5	\$42,717.00 1.16	\$44,558.25 1.21	\$46,399.50 1.26	\$48,240.75 1.31	\$50,082.00 1.36	\$51,923.25 1.41	\$53,764.50 1.46	\$55,605.75 1.51	\$57,447.00 1.56
6	\$44,190.00 1.20	\$46,031.25 1.25	\$47,872.50 1.30	\$49,713.75 1.35	\$51,555.00 1.40	\$53,396.25 1.45	\$55,237.50 1.50	\$57,078.75 1.55	\$58,920.00 1.60
7	\$45,663.00 1.24	\$47,504.25 1.29	\$49,345.50 1.34	\$51,186.75 1.39	\$53,028.00 1.44	\$54,869.25 1.49	\$56,710.50 1.54	\$58,551.75 1.59	\$60,393.00 1.64
8		\$48,977.25 1.33	\$50,818.50 1.38	\$52,659.75 1.43	\$54,501.00 1.48	\$56,342.25 1.53	\$58,183.50 1.58	\$60,024.75 1.63	\$61,866.00 1.68
9		\$50,450.25 1.37	\$52,291.50 1.42	\$54,132.75 1.47	\$55,974.00 1.52	\$57,815.25 1.57	\$59,656.50 1.62	\$61,497.75 1.67	\$63,339.00 1.72
10			\$53,764.50 1.46	\$55,605.75 1.51	\$57,447.00 1.56	\$59,288.25 1.61	\$61,129.50 1.66	\$62,970.75 1.71	\$64,812.00 1.76
11			\$55,237.50 1.50	\$57,078.75 1.55	\$58,920.00 1.60	\$60,761.25 1.65	\$62,602.50 1.70	\$64,443.75 1.75	\$66,285.00 1.80
12				\$58,551.75 1.59	\$60,393.00 1.64	\$62,234.25 1.69	\$64,075.50 1.74	\$65,916.75 1.79	\$67,758.00 1.84
13					\$61,866.00 1.68	\$63,707.25 1.73	\$65,548.50 1.78	\$67,389.75 1.83	\$69,231.00 1.88
14					\$63,339.00 1.72	\$65,180.25 1.77	\$67,021.50 1.82	\$68,862.75 1.87	\$70,704.00 1.92
15							\$68,494.50 1.86	\$70,335.75 1.91	\$72,177.00 1.96
16								\$71,808.75 1.95	\$73,650.00 2.00

This salary schedule for 2021-2022 is calculated and agreed to in accordance with the Master Agreement for Certified Teaching Staff. Agreed to on January 20th, 2020

Exhibit D Extra Curricular Schedule

Saunders County School District One – 2020-21 & 2021-2022

CATEGORY	INITIAL YEAR	3 rd YEAR	5 th YEAR	8 th YEAR	10 th YEAR	MAXIMUM TOTAL
I	12%	2%	2%	1%	1%	18%
IA	10%	2%	2%	1%	1%	16%
II	9%	1%	2%	-	1%	13%
IIA	7%	1%	1%	1%	1%	11%
IIB	6%	1%	2%	1%	1%	11%
III	6%	1%	2%	-	1%	10%
IV	5%	1%	1%	1%	1%	9%
V	4%	1%	1%	-	1%	7%
VI	3%	1%	-	-	1%	5%
VII	1%	-	1%	-	1%	3%
		-	-	-	-	

CATEGORY LIST

I	Head Football, Head Basketball (Boys & Girls), Head Wrestling, Head Volleyball, Head Softball
IA	Head Track (Boys & Girls), Asst. Activities Director, Head Cross Country
II	Asst. Football, Asst. Basketball (Boys & Girls), Instrumental Music, Asst. Wrestling, Asst. Volleyball, Asst. Softball,
IIA	Head Spirit Sponsor (1 Assistant)
IIB	Head Speech
III	Asst. Spirit Squad (1 Assistant), Asst. Track (Boys & Girls)
IV	Head Middle School Coach, Golf (Boys & Girls), FFA, Head Spirit Sponsor (2 Assistants)
V	Asst. Cross Country Coach, Asst. Middle School Coach, Yearbook, Asst. Spirit Squad (2 Assistants), Asst. Speech, One-Act Play Production, All-School Play, Vocal Music, School Musical, FBLA
VI	Student Assistant Team (SAT) Chairperson, Elementary Choir, Flag Corps, Asst. Play Production, Asst. *Spring Play/Musical, Skills USA, Spirit Squad Choreography
VII	High School Student Council, Senior Class Sponsor, Junior Class Sponsor, Middle School Student Council, Spanish Club, Academic Decathlon, Quiz Bowl, Middle School Yearbook, National Honor Society

DOLLAR VALUE – Percent of Base Salary

