

MASTER AGREEMENT

BETWEEN

HILLSBORO BOARD OF EDUCATION

AND

HILLSBORO EDUCATION ASSOCIATION

Hillsboro School District #9

Hillsboro, ND 58045

FOR the school years

2015-16 & 2016-17

NEGOTIATED AGREEMENT

This agreement shall be in effect from July 1, 2015 and remain in effect until June 30, 2017. It may be amended by mutual agreement of the same parties who entered into it originally. It shall be renewed automatically for a period of one year from the anniversary date each year unless one of the parties shall have notified the other at least sixty days before the anniversary date that it will not accept renewal, in which case it will be re-negotiated.

The Board and the Association agree that the terms and conditions set forth in this contract represent the full and complete understanding and commitment between the parties and that said terms and conditions may not be altered, changed, added to, deleted from, or modified without the mutual written consent of the parties in amendment, written and attached and made part of this contract.

In witness whereof, signatures of the duly authorized representatives of the Association and the Board indicate that this Agreement has been ratified by the Hillsboro Education Association and the Hillsboro School District School Board.

Dated this 29 day of MAY, 2015

SCHOOL BOARD



President



Business Manager

EDUCATION ASSOCIATION



President



Negotiator

TABLE OF CONTENTS

Salary Schedules:

- 1. Salary Schedule 2015-16 Page 3
- 2. Salary Schedule 2016-17 Page 4

Salary and Benefits:

- 4. Health Insurance Page 5
- 5. Dental and Vision Insurance Page 5
- 6. Long Term Disability Insurance Page 5
- 7. Teacher Fund for Retirement Page 5
- 8. Lunch Page 5
- 9. Travel Reimbursement Page 5
- 12. Extracurricular Salary Schedule Page 6
- 13. Extended Season Page 7
- 14. Teacher Prep-Substitute Pay Page 7
- 15. IEP Meeting Compensation Page 7
- 16. Vocational Salaries Page 7
- 17. Ticket Takers Page 7
- 18. Saturday Detention Page 7

Leave:

- 25. Sick Leave Page 8
- 26. Emergency Leave Page 9
- 27. Personal Leave Page 9
- 28. Professional Leave Page 9
- 29. Leave Time Granted Page 9
- 30. Maternity Leave Page 9
- 31. Sabbatical Leave Page 10
- 32. Jury Duty Page 10

Employment Issues:

- 3. Length of Employment Page 4
- 10. Salary Checks Page 4
- 11. Direct Deposit Page 4
- 19. Highly Qualified Teachers Page 7
- 20. Teaching Experience Levels Page 8
- 21. Earned Credit Page 8
- 22. Verification of Credit Page 8
- 23. Transcripts Page 8
- 24. Selection of Instructional Materials Page 8

Contract Issues:

- 33. Contract Page 10
- 34. Contract Release and Damages Page 10
- 35. Included in Contract Page 10
- 36. Savings Clause Page 10

Reduction in Force Policy Page 11

Grievance Policy Page 12-14

1. **Salary Schedule:** The salary schedule for 2015-16 is as follows:

Hillsboro Public School
 Salary Schedule
 2015-16

Base	\$39,800	BS Lanes	\$550									
Steps	\$625	MS Lanes	\$1,000									
Longevity Inc.	\$200											
Step	BS	BS+8	BS+16	BS+24	BS+32	BS+40	MS	MS+8	MS+16	MS+24	Step	
0	39,800	40,350	40,900	41,450	42,000	42,550	43,550	44,550	45,550	46,550	0	
1	40,425	40,975	41,525	42,075	42,625	43,175	44,175	45,175	46,175	47,175	1	
2	41,050	41,600	42,150	42,700	43,250	43,800	44,800	45,800	46,800	47,800	2	
3	41,675	42,225	42,775	43,325	43,875	44,425	45,425	46,425	47,425	48,425	3	
4	42,300	42,850	43,400	43,950	44,500	45,050	46,050	47,050	48,050	49,050	4	
5	42,925	43,475	44,025	44,575	45,125	45,675	46,675	47,675	48,675	49,675	5	
6	43,550	44,100	44,650	45,200	45,750	46,300	47,300	48,300	49,300	50,300	6	
7	44,175	44,725	45,275	45,825	46,375	46,925	47,925	48,925	49,925	50,925	7	
8	44,800	45,350	45,900	46,450	47,000	47,550	48,550	49,550	50,550	51,550	8	
9	45,425	45,975	46,525	47,075	47,625	48,175	49,175	50,175	51,175	52,175	9	
10	46,050	46,600	47,150	47,700	48,250	48,800	49,800	50,800	51,800	52,800	10	
11	46,675	47,225	47,775	48,325	48,875	49,425	50,425	51,425	52,425	53,425	11	
12	47,300		48,400	48,950	49,500	50,050	51,050	52,050	53,050	54,050	12	
13	47,925			49,575	50,125	50,675	51,675	52,675	53,675	54,675	13	
14	48,550				50,750	51,300	52,300	53,300	54,300	55,300	14	
15	49,175					51,925	52,925	53,925	54,925	55,925	15	
16	49,800					52,550	53,550	54,550	55,550	56,550	16	
17	50,425					53,175	54,175	55,175	56,175	57,175	17	
18	51,050					53,800	54,800	55,800	56,800	57,800	18	
19	51,675					54,425	55,425	56,425	57,425	58,425	19	
20	52,300					55,050	56,050	57,050	58,050	59,050	20	
21	52,925					55,675	56,675	57,675	58,675	59,675	21	
22	53,550					56,300	57,300	58,300	59,300	60,300	22	
23	54,175					56,925	57,925	58,925	59,925	60,925	23	
24	54,800					57,550	58,550	59,550	60,550	61,550	24	
25	55,425					58,175	59,175	60,175	61,175	62,175	25	
26	56,050					58,800	59,800	60,800	61,800	62,800	26	
27	56,675					59,425	60,425	61,425	62,425	63,425	27	
28	57,300					60,050	61,050	62,050	63,050	64,050	28	
29	57,925					60,675	61,675	62,675	63,675	64,675	29	
30	58,550					61,300	62,300	63,300	64,300	65,300	30	
31	59,175					61,500	62,500	63,500	64,500	65,500	31	
32	59,800					61,700	62,700	63,700	64,700	65,700	32	
33	60,425	Extra-curricular salary schedule					61,900	62,700	63,900	64,900	65,900	33
34	61,050					62,100	62,900	64,100	65,100	66,100	34	

2. Salary Schedule: The salary schedule for 2016-17 is as follows:

Hillsboro Public School
Salary Schedule
2016-17

Base	\$41,500	BS Lanes	\$550									
Steps	\$625	MS Lanes	\$1,000									
Longevity Inc.	\$200											
Step	BS	BS+8	BS+16	BS+24	BS+32	BS+40	MS	MS+8	MS+16	MS+24	Step	
0	41,500	42,050	42,600	43,150	43,700	44,250	45,250	46,250	47,250	48,250	0	
1	42,125	42,675	43,225	43,775	44,325	44,875	45,875	46,875	47,875	48,875	1	
2	42,750	43,300	43,850	44,400	44,950	45,500	46,500	47,500	48,500	49,500	2	
3	43,375	43,925	44,475	45,025	45,575	46,125	47,125	48,125	49,125	50,125	3	
4	44,000	44,550	45,100	45,650	46,200	46,750	47,750	48,750	49,750	50,750	4	
5	44,625	45,175	45,725	46,275	46,825	47,375	48,375	49,375	50,375	51,375	5	
6	45,250	45,800	46,350	46,900	47,450	48,000	49,000	50,000	51,000	52,000	6	
7	45,875	46,425	46,975	47,525	48,075	48,625	49,625	50,625	51,625	52,625	7	
8	46,500	47,050	47,600	48,150	48,700	49,250	50,250	51,250	52,250	53,250	8	
9	47,125	47,675	48,225	48,775	49,325	49,875	50,875	51,875	52,875	53,875	9	
10	47,750	48,300	48,850	49,400	49,950	50,500	51,500	52,500	53,500	54,500	10	
11	48,375	48,925	49,475	50,025	50,575	51,125	52,125	53,125	54,125	55,125	11	
12	49,000		50,100	50,650	51,200	51,750	52,750	53,750	54,750	55,750	12	
13	49,625			51,275	51,825	52,375	53,375	54,375	55,375	56,375	13	
14	50,250				52,450	53,000	54,000	55,000	56,000	57,000	14	
15	50,875					53,625	54,625	55,625	56,625	57,625	15	
16	51,500					54,250	55,250	56,250	57,250	58,250	16	
17	52,125					54,875	55,875	56,875	57,875	58,875	17	
18	52,750					55,500	56,500	57,500	58,500	59,500	18	
19	53,375					56,125	57,125	58,125	59,125	60,125	19	
20	54,000					56,750	57,750	58,750	59,750	60,750	20	
21	54,625					57,375	58,375	59,375	60,375	61,375	21	
22	55,250					58,000	59,000	60,000	61,000	62,000	22	
23	55,875					58,625	59,625	60,625	61,625	62,625	23	
24	56,500					59,250	60,250	61,250	62,250	63,250	24	
25	57,125					59,875	60,875	61,875	62,875	63,875	25	
26	57,750					60,500	61,500	62,500	63,500	64,500	26	
27	58,375					61,125	62,125	63,125	64,125	65,125	27	
28	59,000					61,750	62,750	63,750	64,750	65,750	28	
29	59,625					62,375	63,375	64,375	65,375	66,375	29	
30	60,250					63,000	64,000	65,000	66,000	67,000	30	
31	60,875					63,625	64,625	65,625	66,625	67,625	31	
32	61,500					63,825	64,825	65,825	66,825	67,825	32	
33	62,125	Extra-curricular salary schedule					64,025	64,825	66,025	67,025	68,025	33
34	62,750					64,225	65,025	66,225	67,225	68,225	34	

3. **Length of Employment:** During the 2015-16 and 2016-17 school years the term of employment shall be 185 days. The term of employment for all new teachers to the District shall be 185 ½ days with the extra ½ day used for HR/Administration at the beginning of the first contracted year.

<u>2015-16</u>		<u>2016-17</u>
175	Student Contact Days	175
2	Parent Teacher Conference Days	2
3	State Holidays	3
3	Local Professional Development Days	3
<u>2</u>	Prof. Develop. Days in lieu of NDEA Days	<u>2</u>
185	Total Contract Days	185

- A. **Unallocated Professional Development Time:** Each year at least one (1) professional development day (full day or two ½ days) shall be unallocated time to allow teachers to work in their classroom.
- B. **Length of School Day:** The length of the school day shall be defined as 8:10 am to 4:00 pm.
4. **Health Insurance:** A Cafeteria Plan (Section 125 of IRS Code) provides participants an opportunity to receive benefits on a pretax basis. Participants are permitted to choose among at least one taxable benefit and at least one qualified benefit. The District's contribution to the Section 125 cafeteria plan shall be a full single 100%/ \$6,977.76 for 2015-16 and 2016-17 for each full-time teacher.
- A. If a teacher provides evidence of health insurance coverage elsewhere, the teacher can elect out of the District's health insurance program. If the teacher elects out of the health insurance program, a full-time teacher shall receive a full single 100%/ \$6,977.76 for 2015-16 and 2016-17 to be used toward the District's Section 125 options. Part-time teachers' benefits shall be prorated.
5. **Dental and Vision Insurance:** A full single premium for dental, orthodontist and vision coverage for all teachers employed in the school district will be provided by the district.
6. **Long Term Disability Insurance:** The School District will offer a long term disability insurance policy; however, the district will make no contribution toward the long term disability insurance.
7. **TFFR:** The School District will contribute to the Teachers Fund for Retirement as required by state law (School District 12.75% and Teacher 11.75%). Starting in 2014-15, the school district shall pay 2% of the teachers' portion of the Teachers Fund for Retirement required by state law (School District 14.75% and Teacher 9.75%).
8. **Lunch:** On student contact days, when hot lunch is being served, teachers will be entitled to receive a free lunch.
9. **Travel Reimbursement:** Reimbursement for mileage, food and lodging when traveling on school business, will be at the state rate. Meals will only be reimbursed on overnight travel.
10. **Salary Checks:** Salary checks shall be issued monthly. Salary checks will be issued bi-monthly during the month of September for first year teachers only with the condition that all requirements as to certification, retirement reports, etc... must be complied with prior to receipt of the first check. Requests for the bi-monthly check shall be submitted to the business manager at the beginning of the second week of school.
11. **Direct Deposit:** Direct deposit will be required for all teacher paychecks.

12. Extracurricular Salary Schedule: The extracurricular salary schedule is established as a percentage of the base salary, using the salary schedule index. The school district shall allow a maximum of six (6) years full credit for outside extracurricular experience for teachers entering the Hillsboro school system. The credit should be retroactive for those already in the school system. All extracurricular salaries shall be based on the BS lane of the salary schedule, which is extended with regular experience steps.

- A. **Separate Contract:** All extracurricular assignments as mutually agreed upon and listed on the index system shall be written into a separate contract at contract time and will not be changed unless there is mutual agreement among the Board, Superintendent and the teacher.
- B. **Co-Head Coaches or Advisors:** If an agreement is reached between the Board and two individuals to serve as co-head coaches or advisors for any sport or activity, they shall split the head and the assistant coaching/advising salaries.
- C. **Second Coaching Assignment:** If a coach is assigned a second area of responsibility for the same sport, he/she shall be paid the full percentage for the highest ranked area of responsibility for the additional time if a second practice period is required. The percentages are as follows:

Head Boys Basketball	10.5%	Head Cross Country	10.5%
Assistant Boys Basketball	8%	Assistant Cross Country	8%
Jr. High Boys Basketball	6.5%	Head Baseball	10.5%
Elementary Boys Basketball	5%	Assistant Baseball	8%
Head Football	10.5%	Jr. High Baseball	6.5%
Assistant Football	8%	Head Softball	10.5%
Jr. High Football	6.5%	Assistant Softball	8%
Head Girls Basketball	10.5%	Jr. High Softball	6.5%
Assistant Girls Basketball	8%	Cheerleaders	7%
Jr. High Girls Basketball	6.5%		
Elementary Girls Basketball	5%	Band	10%
Head Wrestling	10.5%	Vocal Music	5%
Assistant Wrestling	8%	Yearbook	10%
Jr. High Wrestling	6.5%	Drama	9%
Elementary Wrestling	5%	Speech	9%
Head Volleyball	10.5%	Assistant Speech	6%
Assistant Volleyball	8%	FFA	7%
Jr. High Volleyball	6.5%	FCCLA	7%
Head Boys Track	10.5%	FBLA	7%
Assistant Boys Track	8%	Concessions Advisor	7%
Jr. High Boys Track	6.5%	Prom	4%
Head Girls Track	10.5%	Banquet	2%
Assistant Girls Track	8%	Science Olympiad	3%
Jr. High Girls Track	6.5%	National Honor Society	2%
Head Boys Golf	10.5%	Student Council	2%
Head Girls Golf	10.5%	Homecoming	2%
Jr. High Golf	6.5%	Drivers Training	.333%

13. **Extended Season:** If the season extends beyond the point of automatic qualification the head coach and the assistant coach will be compensated in the following manner. If a sport has more than one head coach, the co-head coaches will split the head and assistant coach stipend in an equal manner. The state stipend includes the region stipend.

<u>Sport</u>	<u>Head Coach</u>	<u>Varsity Asst. Coaches</u>
Volleyball	Region = \$200 State = \$400	Region = \$150 State = \$300
Football	Each Playoff Game = \$100	Each Playoff Game = \$75
Wrestling	State w/Ind. = \$200 State w/Dual Team = \$400	State w/Ind. = \$150 State w/Dual Team = \$300
Boys/Girls Basketball	Region = \$200 State = \$400	Region = \$150 State = \$300
Boys/Girls Track	State w/Ind. = \$100 State w/Team = \$200 (12+ Individuals)	State w/Ind. = \$75 State w/Team = \$150
Boys/Girls Golf	State w/Ind. = \$100 State w/Team = \$200	
Baseball	State = \$200	State = \$150
Softball	State = \$200	State = \$150

14. **Teacher Prep - Substitute Pay:** When a teacher is using his or her prep time (PE/Music in elementary) to substitute, he/she shall be paid additional compensation as pro-rated based on the current substitute teacher daily pay for the Hillsboro School District. The teacher has the right to refuse to substitute without penalty.
15. **Individual Education Plan (IEP) Meeting Compensation:** \$10.00 per hour will be paid biannually with a maximum of 12 hours per faculty member per year for IEP meetings, when an administrator or his/her designee should be present, for that portion of the meeting before or after contracted work hours. Contracted work hours are defined as 8:10 am to 4:00 pm.
16. **Vocational Salaries:** Vocational teachers' salaries shall be prorated, on a contractual basis, for 185 days.
17. **Ticket Takers:** A flat rate of \$12.50 per night will be paid to those teachers who take and sell tickets on nights of athletic events.
18. **Saturday Detention:** Teachers who volunteer to supervise Saturday detention will be paid \$12.50 per hour.
19. **Highly Qualified Teachers:** Teachers will be assigned to teach in areas which they are considered highly qualified to teach by the North Dakota Education Practices & Standards Board. Grade level and course assignments will be made after consultation between the teacher and the administration.
20. **Teaching Experience Levels:**

- A. **Definitions which control this item:**
1. Full-time teacher – a teacher who has a full daily work schedule for the entire and complete calendar school year.
 2. Half-time teacher – a teacher who has a full daily schedule for at least one semester of a calendar school year or at least 90 days or half days for an entire calendar school year.
 3. Part-time teacher – a teacher who has less than a full daily work schedule.
- B. **New employees of the Hillsboro School system:** Newly employed teachers will receive the equivalent year’s credit for each year of experience brought into the district.
- C. **Employees of the Hillsboro School system:** A part-time teacher will be credited on a pro-rated basis. When a teacher is hired for less than half of a year for the first time, they will remain on the same salary step for the following year. A part-time teacher will also receive the same benefits as a full-time teacher but on a pro-rated basis.
- D. **Other Teachers:** Tutoring, homebound teaching, and substitute teaching are excluded in establishing the teaching experience level of a teacher.
- E. **Effective Date:** Credit for the full year’s teaching experience shall be credited only at the time the teaching contracts are issued for the next school year.
21. **Earned Credits:** Increased payments for graduate credits earned will be made without delay. Undergraduate credits in a teacher’s major or minor field or that will lead to licensure in another area will also be approved. Teachers should get prior approval from the Superintendent before enrolling in classes.
22. **Verification of Credit:** Verification of college credit, in the form of a grade slip or college transcript must be submitted to the office. Credits beyond the Bachelor’s Degree must be earned after the acquisition of the Bachelor’s Degree.
23. **Transcripts:** All teachers must have on file in the office of the Superintendent an official transcript of credits earned.
24. **Selection of Instructional Materials:** Selection of textbook and instructional materials, adoption or replacement, for the improvement of classroom teaching will be conducted through the joint effort and approval of the teacher or teacher committees from the subject area, administration and School Board.
25. **Sick Leave:**
- A. **Annual Sick Leave:** Each teacher shall receive ten (10) days of sick leave each year accumulative to ninety (90) days. After five (5) consecutive days a physician’s statement will be required.
 - B. **Family Sick Leave:** Each teacher will be allowed to use a maximum of five (5) days per year from their accumulative sick days for family sick leave (defined as illness of child, spouse, or parent).
 - C. **Sick Leave Compensation:** Compensation for unused sick leave upon leaving the Hillsboro School system shall be \$25.00 per unused day. The benefit will be payable only after six (6) years in the Hillsboro School system.
 - D. **Sick Leave Bank:** A sick leave bank shall be established and administered as follows:

1. If the sick leave bank falls below forty-five (45) days, each teacher shall be assessed one (1) day of leave from the current year's leave to replenish the sick bank.
2. Once a teacher accumulates ninety (90) total sick days, additional days will be added to the sick leave bank until a maximum of two hundred-fifty (250) days are accumulated in the sick leave bank.
3. All other types of leave must be used before the sick leave bank is used.
4. The use of the sick leave bank will be for serious illness or injury.
5. Use of the sick leave bank must be requested and accompanied by a doctor's statement.
6. The use of sick leave bank days will be governed by one faculty representative and the Superintendent.

26. Emergency Leave: A teacher shall be granted forty-eight (48) hours of emergency leave accumulative to eighty (80), comparable to six (6) days accumulative to ten (10) days for:

- A. Funeral
- B. Dental appointments
- C. Doctor appointments
- D. Absence due to severe weather
- E. Any other emergency when the teacher feels that he or she should be in attendance, subject to administrative approval.

27. Personal Leave: The Board shall grant two (2) days of annual personal leave, cumulative to a total of four (4) days to each teacher, subject to the following provisions:

- A. No more than three teachers will be permitted to take personal leave on the same school day.
- B. Application for leave must be filed with the principal two days in advance of contemplated leave on the forms provided by the district. The Superintendent may waive the two day provision in emergency situations.
- C. Substitute pay will be provided for unused personal leave that is not eligible for carryover.

28. Professional Leave: The Board will grant professional leave to teachers in the Hillsboro School system for workshops, seminars, school visitations and school related professionally connected activities upon approval of the administration.

29. Leave Time Granted: All Leave shall be granted in units of one-half hour.

30. Maternity Leave: A teacher who is pregnant shall be entitled to leave to begin any time after the commencement of her pregnancy. The anticipated amount of leave needed and the type of leave to be used shall be worked out between the teacher and the Superintendent. Sick leave may be used, a leave of absence may be granted or a combination of the two may be used, with a thirty (30) day advanced notice desired, for the balance of the school year with a maximum of nine months. A teacher who is pregnant may continue active employment as long as the teacher and her physician deem it medically wise. Upon her return, the Board reserves the right to place the returning teacher into any teaching position for which she is highly qualified.

31. Sabbatical Leave: After four (4) years in the Hillsboro School system, a teacher may apply in writing to the school board for a one (1) year sabbatical leave. The school board will approve requests for sabbatical leave

as long as an acceptable replacement teacher can be secured. The school board will have sole discretion in determining if a replacement teacher is acceptable. Teachers on sabbatical leave must notify the school board in writing by March 1st in the year of their sabbatical leave if they plan to return to their teaching position. If this notification does not take place, the teacher waives all continuing contract rights to be re-employed by the Hillsboro School District.

32. Jury Duty: The following provisions will be followed for Jury Duty.

- A. A teacher performing jury duty shall be paid not less than the larger amount of his or her actual daily salary or the pay for jury duty.
- B. If the teacher does not participate in any class preparation or classroom activities on the day or days of jury duty, he or she shall be paid from the school district only the difference between the payment for the jury duty and his or her actual daily salary.
- C. If the teacher prepares the lessons for the substitute teacher and returns to the school building to complete the daily classroom duties, he or she shall be paid his or her actual daily salary in addition to the payment for the jury duty.

33. Contract: Once a contract is signed it is assumed that teachers will honor that contract and not request a release during the term of the contract.

34. Contract Release and Damages: It is mutually acknowledged that a termination of a contract by the teacher, prior to the completion of the contract terms, results in damages to the Hillsboro School District, which is impractical or extremely difficult to actually ascertain. In an effort to fix a compensation which bears a reasonable relationship to probable damages and which is not disproportionate to reasonable anticipated damages, the following sum shall be paid by a teacher requesting a release from a signed contract if that request is approved by the School Board:

- A. Release requested before June 1st = \$200
- B. Release requested on or after June 1st to July 15th = \$500
- C. Release requested from July 16th to August 1st = \$1,000
- D. No release after August 1st

Teachers who have signed a contract and who are submitting a letter of resignation in hopes of being released from that contract should staple a check for damages to their letter of resignation.

The Board has the right to deny a release of contract or to waive damages at its discretion.

The Board shall waive the liquidated damages when a teacher submits a statement from his/her doctor recommending resignation for health reasons, for the teacher, spouse or child.

35. Included in Contract: The grievance procedure in effect is a part of this master contract and shall be used. The reduction-in-force (RIF) policy is also a part of this master contract.

36. Savings Clause: Should any article, section or clause of this contract be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from the contract to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the contract if not affected by the deleted article, section or clause.

**HILLSBORO PUBLIC SCHOOL
REDUCTION IN FORCE POLICY**

The School Board realizes that the possibility of (1) decreased enrollment or (2) loss of revenue may occur. It is realistic to assume that staff reductions will then be necessary. Reductions in staff, as they become necessary, will be made on the basis of what has the least detrimental effect on children.

1. In the event of staff reductions, contracts of separated personnel will be terminated in accordance with present statutes and the fair dismissal procedures as described by North Dakota law.
2. Reduction in staff within the Hillsboro School District shall be confined to the following three distinct groups:
 - A. Primary and Intermediate (Grades K-6) throughout the district;
 - B. Junior-Senior High (Grades 7-12) throughout the district;
 - C. Special and supportive personnel in K-6, 7-12.
3. In the event of staff reductions, the School Board retains full discretion to choose within the above three groups which departments or teaching positions shall be reduced.
4. In the event of staff reductions, the objectives of the Hillsboro School Board dictates a staff reduction policy which:
 - A. Retains the strongest teachers;
 - B. Avoids undue increases in class size;
 - C. Reserves a place for the exceptional younger teacher.
5. When a teacher is released, the decision will be based to the greatest extent practical on a composite of the following criteria:
 - A. Contributions made to the teaching profession and the school district;
 - B. Adaptability to other assignments;
 - C. Academic and professional preparation beyond minimum certification requirements;
 - D. Grade levels and subject areas taught;
 - E. Effectiveness in teaching and in related professional responsibilities;
 - F. Leadership qualities;
 - G. Evidence of professional growth;
 - H. Seniority.
6. When teachers are judged to be similarly qualified and significant differences in length of full time district service exist, preference in retention will be given to teachers with the longest district service.
7. Separated personnel shall be placed on a recall list for five years following termination of their contracts and shall have re-employment rights in vacant positions for which qualified in order of seniority.
8. Should separated personnel that have applied for, or have been invited to return for a certified teaching position, decline to do so, they will not have forfeited their right to re-employment.
9. Separated personnel returning to employment from the recall list will have all accumulated benefits reinstated and will be placed on the salary schedule at a level commensurate with their experience and school policy.
10. Recommendations for termination under this policy will be made by the Principal involved and the Superintendent of schools for action by the School Board.

**THE HILLSBORO EDUCATION ASSOCIATION
GRIEVANCE PROCEDURE**

The Hillsboro School Board, the Hillsboro School Administrators and Hillsboro Education Association do hereby agree that an effectively functioning grievance procedure contributes directly to improved professional relationships and thus the quality of professional service to the children of the Hillsboro School District. The parties do hereby further agree that in every employment relationship grievances and dissatisfactions arise. Constructive suggestion can often go unheeded and the Hillsboro School system is no exception. A plan to assure the orderly presentation of suggestions, to resolve dissatisfactions, and redress grievances of both supervisory and teaching personnel is an important part of the effective operation of the Hillsboro Public School system.

I. **Objective**

The broad objectives of the grievance procedure for the Hillsboro Public School District shall be:

- A. To insure an opportunity for professional staff members and administrators to have unobstructed communication with one another and the school board with respect to alleged grievances without fear of reprisal;
- B. To reduce the potential area of conflict between professional staff members, administrators and school boards;
- C. To encourage and assure the freedom of effective communication through recognized channels between professional staff members, administrators and the school board;
- D. To encourage the resolution of complaints as near the point of origin as possible;
- E. To contribute to the development of improved morale and effectiveness of the Hillsboro professional staff through an increased understanding of the Hillsboro school policies which affect them.

II. **Definition**

- A. A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of established policy or the terms of a contract.
- B. A grievance evolves out of the manner in which a policy has been interpreted.

III. **Scope**

The grievance procedure herein contained applies, but is not limited to the following:

- A. Grievances related to the application and interpretation of personnel policies, rules, regulations or administrative decisions.
 1. Charges of unjust or inequitable interpretation of:
 - a) teaching load or class size;
 - b) teacher assignment, promotion or transfer;
 - c) teacher evaluation or recognition of professional growth;
 - d) teacher fringe benefit program or programs;
 2. Questions related to placement on the salary schedule.
 3. Questions related to practices concerning provisions for equipment, facilities or supplies.
- B. Grievances related to conduct prejudicial to the welfare of the students or the teaching profession.

1. Questions regarding infraction of the Teacher Professional Code of Ethics as established by the State of North Dakota.
2. Problems resulting from controversies involving teachers, schools or educational methods.

IV. Procedures

Step One - Informal

A teacher with a grievance shall generally first discuss his complaint with his principal or immediate supervisor by:

- A. Expressing his complaint directly to his principal or immediate superior, or;
- B. Requesting his education association's representative to express his complaint to his principal or immediate superior for him;
- C. Appearing together with his education association representative before his principal or immediate superior for the purpose of expressing said complaint.

If the complaint refers to the application or interpretation of personnel policies, rules, regulations or an administrative decision, the principal or appropriate superior shall give the education association representative an opportunity to state the views of the Association. Within five days, the principal or appropriate superior shall communicate his views to the aggrieved, to his representative (if any) and to any participating education association representative.

Before resolving the complaint, the principal or the appropriate superior may consult the next higher level of administration for an opinion, also the education association representative may consult the next higher level of the education association for an opinion.

If the aggrieved is not satisfied, he may then take or request that the complaint be taken to an appropriate higher level of administration or appropriate higher level of his education association.

At any point in the above procedure the aggrieved teacher, the principal or appropriate superior or the education association representative may request that the complaint under consideration be referred to a fact-finding committee and thus proceed directly to the more formal machinery set forth in Step Two of this grievance procedure.

Step Two - Formal

On proper written notice, the education association's fact-finding committee, hereafter referred to as the Grievance Committee, shall within five days transmit the complaint to the Superintendent.

The Superintendent or his designated representative shall then work with the Grievance Committee in a full good faith effort to seek an equitable solution.

A written copy of the proceedings of all meetings held concerning a given complaint under this step shall be furnished to the aggrieved teacher, to the Superintendent or his representative, to each member of the Grievance Committee and the president of the education association.

The parties involved must resolve any complaint under consideration within ten days after the Grievance Committee has transmitted the complaint to the Superintendent.

Step Three - Formal

If a solution acceptable to all parties concerned is not reached within ten days after the Grievance Committee has transmitted the complaint to the Superintendent, the Superintendent or the Grievance Committee may institute binding grievance arbitration by so requesting in writing to the school board and the elected officers of the education association.

Within ten days after receiving a written request for binding grievance arbitration the school board and the education association's elected officers shall appoint a mutually acceptable neutral third party, free from influence by the parties involved, as an arbitrator. Within ten days after this appointment the arbitrator shall examine the complaint, consider the opinions of all parties concerned, interpret the school policy in question and submit his written recommendation to the school board and the elected officers of the education association for official confirmation. The arbitrator's recommendation shall be considered to be binding on all parties concerned unless the school board is of the opinion that its legal discretion to decide has been violated.

The costs of arbitration shall be borne equally by the school board and the education association.

All decisions reached under this grievance procedure shall be filed with each school administrator and the NDEA local to be used as precedents for future complaints.

Copies of the grievance proceedings shall not become a part of any teacher's personnel file.

School board members, administrators or teachers shall not discriminate against one another because of the exercise of their rights under this grievance procedure.