

MASTER AGREEMENT

BETWEEN

Upper Valley Special Education Unit

AND

Upper Valley Education Association

FOR

2014-2015

NEGOTIATED AGREEMENT

The provisions of each Article of this Agreement, except as otherwise specifically provided, shall be effective as of July 1, 2014 to June 30, 2015, and at which time it shall automatically renew itself for additional periods of one year unless written notification to the contrary is made by either party no later than March 15. If such notification occurs, the entire Agreement shall be renegotiated. Changes may be made at any time by mutual consent.

The Board and the Association agree that the terms and conditions set forth in this agreement 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 written consent of the parties in amendment, written and attached and made part of this agreement.

In witness whereof, signatures of the duly authorized representative of the Association and the Board indicate that this Agreement has been ratified by the Upper Valley Association and the Upper Valley Special Education Board.

MASTER AGREEMENT
Upper Valley Special Education Unit
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**UPPER VALLEY SPECIAL EDUCATION BOARD
MASTER CONTRACT 2014-2015**

The policy of the Upper Valley Multidistrict Special Education Board is to provide the children of Walsh, Pembina and rural Grand Forks Counties who have learning deficiencies the opportunity to correct these learning deficiencies to the best of each child's abilities. For those children who have permanent disabilities, the board shall try to provide the opportunity for each child to compensate for his/her disabilities. The purpose of special education is to meet the needs of all children in special education so that upon completion of their education they will know and understand the meaning of being able to feel good about one's self and his/her education so that they may achieve a level of success in today's society.

1. **Length of School Year** Each staff member shall start school on one school schedule and then follow that school calendar, such that the required 186 days are put in. Days worked beyond 186 (i.e. home district inservice days) will be reimbursed at teacher's full daily rate at the home district's expense. The director shall be responsible for informing the schools in the Fall as to which special education personnel will be in their schools and to request that administrators keep the special education staff informed of their respective schedules.
2. **Length of School Day** Staff will follow the hours of the school(s) where they work. The work day will not exceed 8 hours.
3. **Storm Days** If a staff member's assigned school is open, he/she shall make an attempt to reach that school. If the staff member cannot make his/her assigned schools, the staff member will have to use a personal day or take a day without pay. If an assigned school is not in session, the staff member shall not report.
4. **Salary Payments** Each staff member shall be given a payment option at the beginning of each contract period. Possible options are:
 - A) Twelve(12) month basis
 - B) Ten(10) month basis...1/10 payable each month.
5. **Pay Day** will be the 15th of each month. If the 15th falls on a weekend or holiday, the checks will be received by a staff member on the last working day before the 15th.
6. **Payroll Deductions** may be made for Federal Income Tax, Social Security, ND/MN State Income Tax, Teacher's Retirement as allowed under the NDTFFR Model 1 System, flex-plan benefits and medical insurance.
7. **Leaves**
 - A. **Sick Leave.** Each staff member shall earn sick leave days at the rate of ten(10) days per year and shall be entitled to accumulate unused sick leave to a maximum of ninety days (90) days.
 - 1) Sick leave with pay shall be allowed for illness or medical appointments of the staff member or members of his/her immediate family. Immediate family shall include wife, husband, daughter and son, mother, father, sister, brother, mother-in-law, father-in-law,

and grandchild. The Upper Valley Special Education Unit may require a teacher to provide written verification of illness or disability from a qualified physician in order to qualify for sick leave pay after twenty days of any one illness or disability. Up to 30 days of accumulated sick leave may be used for maternity/paternity leave and up to 20 days of accumulated sick leave days may be used for adoption leave. This leave must be used within 45 days of the birth/adoption of the child.

2) Sick leave allowed shall be deducted from the accrued sick leave days of the staff member.

3) An accounting of the number of accumulated permissible absence days shall be given to each staff member at the beginning of the contract period.

4) Staff members who have been employed by UVSE for a minimum of 10 years will be eligible for pay of \$15.00 per unused sick leave day, up to an accumulated maximum of 90 days. Pay for unused sick leave days may be requested only upon leaving employment.

B. Bereavement Leave. Three(3) days of non-cumulative bereavement leave will be granted per year without salary deduction. Bereavement leave may be used to attend and/or to make final arrangements for a funeral. Sick leave may be granted at the discretion of the director if additional days are needed for immediate family (i.e., spouse, mother, father, daughter, son, sister and brother).

NOTE: staff members using sick leave or bereavement leave shall notify the director or his/her duly named delegate before 8:00 a.m. The director, or his/her delegate, will notify the staff member's schools.

C. Personal Leave. Three days of personal leave will be granted each year with pay. A staff member will be able to carry over two personal days to the following year until 5 days are accumulated. The staff member shall notify the Director, or his/her delegate, one week in advance in writing when requesting personal leave. It shall be permissible to request half days of personal leave.

D. Legislative and Jury Leave. Any staff member who is elected to the State Legislature shall be granted a leave without pay for that period. Any staff member who is chosen for jury duty shall be granted leave with pay, less jury pay for the days involved.

E. Long- Term Leave. Full-time members of Upper Valley Special Education may be granted a one(1) year leave of absence, upon the recommendation of the Director and approval of the Board. When granted, the leave shall be without pay or any fringe benefits. The teacher may continue to be covered under the Unit's group health insurance, at the teacher's own expense during the leave of absence, pending approval from the health insurance company. The staff member will return to a position to which they are qualified. Upper Valley Special Education will make every effort to return the employee to the same site, if possible. Notification of request for said leave shall be submitted to the Director by April 15th of the current school year.

F. Professional Leave. Approval for Professional Leave will be at the discretion of the Director.

8. **Professional Education and Renewal Clause** The certified staff of the Upper Valley Multidistrict Board shall be required to complete all certification requirements as soon as possible. It is mandatory that all certified special education staff meet state requirements on or before the state deadline.

9. **Mileage** The staff members shall be reimbursed for authorized travel at the state rate. After schools have been assigned, the Director and staff member shall determine a base school and actual mileage to and from the base school. Members will not be reimbursed for travel from home to base school. Mileage will be reimbursed from last place of work to base school. Mileage will be reimbursed from last place of work to home or last place of work to base school, whichever is less.

10. **Preparation Time** Shall be equal to that of teachers in staff member's assigned schools. There shall be a minimum of 2.5 hours of scheduled time to be used at the staff's discretion per week, per staff member.

11. **Working Location** Shall be maintained according to state guidelines to the best of each school's ability for housing of materials and personnel.

12. **Breach of Contract** The Board shall follow the state law listed on the contract (15-47-28 NDCC). Each request shall be open for review.

13. **Fringe Benefits**

A. **Health Insurance.**

For the 2014-15 school year, the Board will pay:

\$7208.80, or a greater amount, if needed in order to maintain grandfathered status with the health ins. company, to be applied to a single, single plus dependent, or full family policy.

The health insurance policy will provide benefits comparable to the current policy. No changes in policy benefits will occur unless negotiated by Board and staff members.

B. **Cash Benefit.** Members who are hired after November 1, 1996 shall be eligible to receive the health insurance benefit only. Employees hired before November 1, 1996 may elect to have \$1631.00 of his/her Cafeteria Plan Benefit Dollars applied to a cash benefit as his/her sole benefit option, in accordance with Article IV of the UVSE Cafeteria Plan.

C. **Income Protection Insurance.** The Board shall pay the premium for the agreed upon disability income protection plan.

14. **Half-Time Employment** All staff members presently hired will retain their present benefit percentage. No staff member hired after 3/1/94 will receive any benefits if employed less than fifty(50) percent. Staff members less than full time, but fifty(50) percent or more, will receive the same percent of benefits equal to the percent of their contract.

15. **Salary Schedule** The 2014-2015 salary schedule for all teachers shall be set forth in Schedule 1 of the appendix.

A. Base Salary: The salary schedule shall have a \$34,500 base for the 2014-2015 school year.

B. Credit/Horizontal Lanes: Lane increments are \$1000 except for the Master's Lane increment is \$2,500 for the 2014-2015 school year. Lane change credits must be earned at an accredited university and approved by the Director by September 1st of the current year.

C. Experience/Vertical Steps: Experience increments for the 2014-2015 school term are \$500 (Steps 1-10), \$550 (Steps 11-20), and \$600 (Steps 21-30). Three teachers will receive a career increment step of \$1500 off the salary schedule until retirement.

D. At the discretion of the Board, any teacher employed in the system shall be allowed unlimited years of previous experience from another system.

16. **Extended Year Salary Schedule**

Any staff person on an extended year teaching contract will be paid \$25.00/hour and will hold harmless any staff member previously paid a higher hourly rate.

One hour of prep time will be paid for each six hours of direct instruction. One half-hour of prep time will be paid for each three hours of direct instruction time.

Board Negotiator

Negotiating Unit

Date

Date

Board President

Date

Upper Valley Special Education
 Master Agreement
 Appendix – Schedule 1

2014-2015 SALARY SCHEDULE

Step	1	2	3	4	5	6
	BA	BA+12	BA+24	MA	MA+12	MA+24
0	34,500	35,500	36,500	39,000	40,000	41,000
1	35,000	36,000	37,000	39,500	40,500	41,500
2	35,500	36,500	37,500	40,000	41,000	42,000
3	36,000	37,000	38,000	40,500	41,500	42,500
4	36,500	37,500	38,500	41,000	42,000	43,000
5	37,000	38,000	39,000	41,500	42,500	43,500
6	37,500	38,500	39,500	42,000	43,000	44,000
7	38,000	39,000	40,000	42,500	43,500	44,500
8	38,500	39,500	40,500	43,000	44,000	45,000
9	39,000	40,000	41,000	43,500	44,500	45,500
10	39,500	40,500	41,500	44,000	45,000	46,000
11	40,050	41,050	42,050	44,550	45,550	46,550
12	40,600	41,600	42,600	45,100	46,100	47,100
13	41,150	42,150	43,150	45,650	46,650	47,650
14	41,700	42,700	43,700	46,200	47,200	48,200
15	42,250	43,250	44,250	46,750	47,750	48,750
16		43,800	44,800	47,300	48,300	49,300
17		44,350	45,350	47,850	48,850	49,850
18		44,900	45,900	48,400	49,400	50,400
19		45,450	46,450	48,950	49,950	50,950
20		46,000	47,000	49,500	50,500	51,500
21		46,600	47,600	50,100	51,100	52,100
22		47,200	48,200	50,700	51,700	52,700
23		47,800	48,800	51,300	52,300	53,300
24		48,400	49,400	51,900	52,900	53,900
25		49,000	50,000	52,500	53,500	54,500
26			50,600	53,100	54,100	55,100
27			51,200	53,700	54,700	55,700
28			51,800	54,300	55,300	56,300
29			52,400	54,900	55,900	56,900
30			53,000	55,500	56,500	57,500

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