

NEGOTIATED AGREEMENT

between

THE BOARD OF EDUCATION OF THE
NENANA CITY PUBLIC SCHOOL
DISTRICT

and the

NENANA EDUCATION SUPPORT
STAFF ASSOCIATION/NEA-Alaska/NEA

On behalf of the District's Support Staff

July 1, 2007- June 30, 2010

AGREEMENT AUTHENTICATION AND EXECUTION

WHEREAS the Board of the Nenana City Public School District and the Nenana Education Support Staff Association/NEA-Alaska/NEA each certify that they have duly ratified the Agreement herein; and

WHEREAS the parties further certify that this document is an authentic and true copy of said Agreement;

THEREFORE BE IT RESOLVED that the Board and the Association do hereby execute this Agreement by affixing the signatures of their authorized representatives hereto.

Marilyn Duggar
Chair
Nenana City Public School District
Board of Education

Date

Donna Mather
President
Nenana Education Support Staff
Association/NEA-Alaska/NEA

Date

NEGOTIATED AGREEMENT OUTLINE

DEFINITIONS	5
100 SALARY AND BENEFITS	6
101 CLASSIFIED STAFF COMPENSATION.....	7
102 EXTRA CURRICULAR ACTIVITIES.....	7
103 PAYROLL DEDUCTIONS	7
104 SALARY PAYMENT	8
105 WORK RELATED TRAVEL	8
106 HEALTH INSURANCE	8
107 LIFE/AD & D INSURANCE	9
108 SECTION 125 PLAN.....	9
WAGE SCHEDULES AND JOB CLASSIFICATIONS.....	APPENDIX A 23-26
EXTRA CURRICULAR ACTIVITIES SCHEDULE.....	APPENDIX B 27
200 LEAVES	9
201 SICK LEAVE	9
202 ASSOCIATION LEAVE	10
203 OTHER LEAVE	10
204 LEAVE RIGHTS	10
205 COMPENSATED LEAVE (ANNUAL LEAVE)	10
206 HOLIDAYS.....	11
207 SICK LEAVE BANK.....	11
208 LEAVE TO HOLD ELECTED OFFICE	11
209 SHORT-TERM LEAVE WITHOUT PAY	11
210 CIVIL LEAVE	11
211 TRAVEL DELAY	12
212 MILITARY LEAVE	12
213 NEA AND NEA-ALASKA OFFICER'S LEAVE	12
214 BEREAVEMENT LEAVE.....	12
215 MATERNITY, PATERNITY AND ADOPTION LEAVES	13
216 DISABILITY LEAVE	13
300 WORKING CONDITIONS	13
301 PROBATION.....	13
302 REDUCTION IN CLASSIFIED STAFF WORK FORCE	13
303 RECALL.....	14
304 DISCIPLINE AND DISMISSAL	14
305 SCHOOL EMPLOYEE REPORTING DATES	15
306 LUNCH AND REST PERIODS	15
307 EMPLOYEE TRANSFERS	15
308 PUBLIC EMPLOYEE'S RETIREMENT ELIGIBILITY	16
309 EVALUATIONS.....	16
310 PERSONNEL FILES	16
311 HAZARDOUS AND UNSAFE CONDITIONS	17
312 TRAINING AND INSERVICE.....	17

400	CONTRACT CONCERNS.....	17
401	DURATION.....	17
402	SCOPE.....	17
403	CONFORMITY TO LAW.....	18
404	DISTRIBUTION.....	18
405	NEGOTIATIONS.....	18
500	GRIEVANCE PROCEDURE.....	18
501	DEFINITIONS.....	18
502	PURPOSE.....	19
503	GENERAL PROVISIONS.....	19
504	LEVEL ONE.....	20
505	LEVEL TWO.....	20
506	LEVEL THREE (ARBITRATION).....	20
600	GENERAL.....	21
601	BOARD POLICY MANUAL.....	21
602	SCHOOL BOARD MEETING PACKETS.....	21
603	BARGAINING AGENT.....	21
604	NONDISCRIMINATION.....	21
605	FACILITY USE.....	21
606	CONTRACTING OUT.....	21
607	STRIKES.....	21
608	NO LOCK OUT.....	22
609	VIOLATION.....	22
610	MANAGEMENT RIGHTS.....	22
611	ASSOCIATION RIGHTS.....	22
612	AGENCY FEE.....	22
	APPENDIX A WAGE SCHEDULES.....	21
	JOB TITLE/SKILL CLASSIFICATIONS/GRADES.....	23
	2007-2008 WAGE SCHEDULE.....	22
	2008-2009 WAGE SCHEDULE.....	25
	2009-2010 WAGE SCHEDULE.....	26
	APPENDIX B EXTRA CURRICULAR ACTIVITIES SCHEDULE.....	21

DEFINITIONS

1. Agreement: This Negotiated Agreement.
2. Board: The duly constituted Nenana School Board of the District.
3. Association: The Nenana Education Support Staff Association/NEA-Alaska/NEA, the duly recognized bargaining agent for the District's support staff.
4. Association President: The President of the Association or the President's designee.
5. Classified Staff or Support Staff: Persons employed in positions not requiring teaching or administrative certification. The following definitions apply:
 - a) A part-time employee is one who works less than 30 hours
 - b) A full-time employee is one who works 30 or more hours.
 - c) A substitute employee is hired to replace a permanent Employee who is on leave.
 - d) A temporary employee is hired to fill a work overload or a special project not to exceed 90 days. A temporary employee becomes a member of the bargaining unit only after 90 consecutive days of employment.
6. Date of delivery: The date of hand delivery or the postmark date of certified or registered mail.
7. Date of receipt: The date of receipt of hand delivered, registered mail or certified mail.
8. Day: A calendar day except as may otherwise be specified in the Agreement.
9. Deliver: Hand delivery or certified or registered mail.
10. District: The Nenana City Public School District.
11. Employee: Any Employee of the District who is not a certified or an exempt employee or the Board secretary.
12. Qualified: An Employee who has been interviewed and has submitted information that supports his or her ability to perform duties outlined in the job description of a specific position.
13. Receipt: Receipt of hand delivered or certified or registered mail.
14. Date of Hire: First day worked
15. Seniority: Continuous length of service with the District. If two (2) or more Employees have the same date of hire, then seniority will be determined by a lottery.
16. Superintendent: The Superintendent of the District or the Superintendent's designee.
17. Year: A fiscal year except as may otherwise be specified in the Agreement.
18. Exempt Employees: Employees who supervise more than 50% of their time and have the ability to evaluate other employees.

100 SALARY AND BENEFITS

101 CLASSIFIED STAFF COMPENSATION

1. The wage schedule (Appendix A) shall be increased one (1) percent across the board for FY 2007-2008, four (4) percent for FY 2008-2009, and four (4) percent for FY 2009-2010. Cost differential for employees starting their shift at or after 3PM at \$0.35/hour. Temporary workers shall be paid at the entry level for comparable positions. High school students and minors shall be paid minimum wage.

2. Employees will be appropriately placed on the salary schedule.

3. Any error in wage schedule placement shall be corrected in the Employee's current pay period.

4. Initial placement of a new Employee will be at the entry level relative to the job classification. Credit for verified comparable experience may be granted year for year up to 3 years upon successful completion of the probationary period.

5. Employees hired on or before March 1 of the current school year will be advanced to the next available step on the pay scale July 1 of each calendar year.

6. Upon establishment of any new position, the District shall confer with the Association and designate the skill area classification and the placement of the position on the salary schedule considering the duties, skills and responsibilities of the position. Skill areas classifications are:

*Food services

*Security services

*Custodial and maintenance services

*Health services

*Student services

*Clerical services

*Technical services

*Skilled trade services

*Transportation services

7. If an Employee is moved by transfer, promotion to a greater pay level, or demotion to lower pay level placement on the salary schedule shall be at the step the Employee occupied prior to the movement.

8. Employees who have been terminated, including layoffs, and who are rehired within one year for a position in the same skill classification will be placed at the same step occupied at the time of layoff or termination.

9. Overtime shall be paid at the rate of one and one half (1 1/2) times the regular hourly rate of pay for any hours worked more than (40) hours per week or an eight (8) hour day. Time and a half shall be paid on the sixth consecutive workday. Double time shall be paid

on the seventh consecutive day or on a legal holiday. Overtime requires prior approval of a supervisor.

10. A member of the bargaining unit who substitutes in a unit covered position will be compensated at their current experience step in the job classification for which he/she is substituting. No employee will experience a reduction in the rate of pay when substituting.

11. Employees shall receive an annual longevity bonus of one percent (1%) of their salary after twelve (12) years of continuous service and/or attaining their maximum step with the District.

12. Employees shall be provided a copy of their current job description.

13. New bargaining unit members shall have a minimum of one hour paid orientation within two (2) weeks of the start of their employment. The District, with input from the Association, will develop content and delivery of the orientation.

14. Training: A bargaining unit member who wishes to engage in a professional development opportunity shall submit a proposal form to their immediate supervisor no later than thirty (30) days in advance of the event for review and/or approval.

102 EXTRA CURRICULAR ACTIVITIES SCHEDULE

Compensation under an extracurricular activity contract shall be in accordance with the rates provided in Appendix B. Compensation shall be the same as that in the Teachers contract. In addition, employees will increase one percentage above the scheduled compensation for every three (3) years of service in the extra curricular activity with a maximum of 3% increase after nine (9) years (see chart below). For activities not provided in the schedule, the compensation shall be agreed upon in advance and included in the extracurricular activity contract.

Percentage increase based on years of experience

<u>Year</u>	<u>Amount</u>
One-two (1-2)	contract amount
Three-five (3-5)	contract amount + 1%
Six-eight (6-8)	contract amount + 2%
Nine and Up (9-up)	contract amount + 3%

103 PAYROLL DEDUCTIONS

The District shall make payroll deductions as required by law. Upon the Employee authorization received in the Business Office on or before the fifteenth day of the month, the District shall make payroll deductions for tax-sheltered annuity contributions, credit union, bank, or savings and loan direct deposits as determined by the Employee. Payroll deductions may also be made for Association dues as authorized by the Employee. The selection of payroll deductions may be revoked by the Employee by giving written notice to the Business Office on or before the fifteenth day of the month.

104 SALARY PAYMENT

Direct deposit paychecks will be prepared, distributed or postmarked on a semi-monthly basis. If the pay date falls on a nonworking day, the paycheck will be distributed the last working day prior to the nonworking day. If an employee chooses not to have direct deposit they will be paid on a monthly basis.

105 WORK RELATED TRAVEL

While away from the regular workstation on a scheduled workday performing an extra duty assignment at the direction of the Superintendent, the Employee shall be considered to be on regular duty for regular compensation purposes. The Employee shall be provided with a travel advance estimated to cover expenses while traveling on District approved extra duty activities.

Within seven (7) working days, the Employee shall submit expense documentation as prescribed by the Superintendent.

All Employees shall be reimbursed in accordance with Board Policy for the use of the Employees personal vehicle for official business as approved by the Superintendent. Such reimbursement shall be made in a timely manner upon submission of the required documentation by the Employee.

No Employee will be required to transport students or personnel in his or her own personal vehicle. Employees will only transport students or personnel in private vehicles with prior approval from a supervisor.

The Employee shall be reimbursed in a timely manner, not to exceed thirty (30) days, for reasonable and necessary documented expenses in excess of the travel advance.

Copies of a valid driver's license, current registration and car insurance will be included in personnel folders before employees transport students or school personnel in private vehicles.

106 HEALTH INSURANCE

The District shall provide for the Employee and for the Employee's spouse and eligible dependent children group health insurance including medical, dental, and vision coverages the same as provided to teachers under the collective bargaining agreement with the Nenana Education Association.

In the event that spouses are both eligible for District-provided health insurance, the District shall provide direct coverage only to one spouse. The spouse not provided direct coverage shall be covered as a dependent under the other spouse's direct coverage.

The District shall provide for the Employee such basic group term life insurance and group accidental death and dismemberment insurance as may be associated with the group health insurance plan.

The Employees who works less than full time shall pay by payroll deductions a pro-rata portion of the premium rates for insurance coverages. For purposes of this paragraph, health insurance premium rates shall be the COBRA net premium rates as calculated by the plan administrator.

The Employees may elect such supplemental coverages as may be made available to the District's Employees by the group Employee insurance carrier(s). The Employee may elect to pay for supplemental coverage through payroll deduction.

The District shall provide insurance for all Employees during the summer vacation period.

The District shall provide the Employee with a current benefit booklet and shall make claim forms available. The specific terms and conditions of coverage shall be governed by the insurance contracts and policies in force. Any disputes regarding claims shall be between the insured and the carrier unless the action of the carrier is at the direction of the District. Notwithstanding, the District may voluntarily assist the Employee with a claim dispute.

In the event a new insurance carrier is being considered, a committee comprised of the District Superintendent, Business Manager, the President of NEA, the President of NESSA, or their designees, shall research available policies and shall agree upon a plan to be proposed to the Board of Education for Approval.

107 LIFE/AD & D INSURANCE

The District shall provide up to \$10,000 life insurance and accidental death and dismemberment benefits to all Employees at no premium cost. When the plan permits, the Employee may maintain additional life insurance coverage at their own expense when coverage decreases due to plan provisions.

108 SECTION 125 PLAN

An IRS Section 125 Plan will be established, administered, and communicated to Employees by the District at no cost to the Employees. Participation in the Section 125 by Employees is voluntary.

200 LEAVES

201 SICK LEAVE

Compensated sick leave shall be accrued at the rate of one and one-third (1 1/3) days per calendar month, or major portion thereof, of actual service, for full time Employees and prorated based upon actual hours worked per pay period for less than full time Employees. The impending use of sick leave shall be reported to the District as required as far in advance as is reasonably possible.

The Employee may use accrued compensated sick leave for medical appointment, illness or injury, including maternity-related health issues, or for illness, injury, or death of members of the Employee's immediate family that require the presence of the Employee member. For purposes of this provision, the "immediate family" shall be defined as the Employee's spouse, parent and/or guardian, child, sibling, in-law, grandparent or grandchild.

After more than three (3) consecutive days of sick leave, the District may require a written statement from the attending medical personnel certifying the need for the leave. Additional medical certifications may be required at District expense.

The Employee may use accrued compensated sick leave at the time of the birth or adoption of the Employee's child.

202 ASSOCIATION LEAVE

The District will provide a maximum of twenty (20) days for association leave, per year, to be used at the discretion of the Association. A statement from the Association President shall accompany the applications for such leave and the request should be made to the District at least ten (10) days prior to the leave being taken. No more than ten (10) percent of the classified staff may be absent on association leave at any one time. The ten (10) percent of membership is based on October 1st numbers. Unused Association leave shall accumulate from year to year not to exceed five (5) days total. Discipline meetings shall not be subject to the ten (10) day notice requirement

203 OTHER LEAVE

Other leave, either compensated or non-compensated and either short-term or long term shall be provided as required by law or may be provided at the discretion of the Superintendent, subject to the approval of the Board as required. Such leaves include, but are not necessarily limited to, administrative leave, and professional development leave.

204 LEAVE RIGHTS

A compensated leave shall not be considered a break in service in any manner, and a non-compensated leave of not more than twenty (20) days shall not be considered a break in service except as it may affect the accrual of sick or personal leave as provided above. The Employee on approved non-compensated leave in excess of twenty (20) days may retain coverage under the District's basic Life/AD&D and Health Insurance for up to eighteen (18) consecutive months for a monthly advance payment by the twentieth day of the previous month in an amount equal to the average District cost per Classified Employee (Consolidated Omnibus Budget Reconciliation Act of 1985 (C.O.B.R.A.)).

205 COMPENSATED LEAVE

Annual Leave

All bargaining unit members shall receive paid leave time. Employees shall take annual leave at time(s) mutually agreed upon between the Employee and the Supervisor. If there are multiple requests for the same leave date(s) and work scheduling demands reasonably prohibit all requesting bargaining unit members from being absent at the requested times, the affected bargaining unit member having greatest seniority shall be granted his/her preferred vacation date(s). Except in cases of emergency, an Employee must provide a minimum of two (2) weeks notice to his or her Supervisor of a desire to take annual leave. Any Supervisor who denies a request for annual leave shall provide the reasons for the denial to the Employee in writing. The Employee shall have the right to appeal the Supervisor's denial to the Superintendent.

Annual Leave Accumulation

Bargaining unit members will be granted annual leave with full pay. Unused annual leave may be accumulated up to a maximum of twenty (20) work days that can be carried for one year.

If, before receiving the annual leave to which the Employee is entitled, an Employee is dismissed (except for reason of misconduct), laid off, has resigned or retired, the Employee will be paid in lieu of annual leave. In the case of resignation of an Employee with less than one year of service no annual leave will be paid.

Full year bargaining unit members (245 or more days) shall receive annual leave according to the following schedule:

- Up to one (1) year of service shall accrue at the rate of .75 work day per month;
- Two (2) to five (5) years service shall accrue at the rate of 1 work day per month;
- Six (6) to nine (9) years service shall accrue at the rate of 1.25 work days per month;
- Over ten (10) years service shall accrue at the rate of 2 work days per month year.

School term bargaining unit members (9 and 10 month) shall receive annual leave according to the following schedule:

- Up to five (5) years of service shall accrue at the rate of .5 work day per month;
- Six (6) to nine (9) years service shall accrue at the rate of 1.0 work days per month;
- Over ten (10) years service shall accrue at the rate of 1.5 work days per month.

206 HOLIDAYS

Paid holidays - Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, first working day after Christmas Day, New Year's Day, Memorial Day and Independence Day - for the Employees during the school year will be established when the Board adopts the school calendar.

207 SICK LEAVE BANK

A sick leave bank shall be established and maintained by the District and Association. The bank shall be administered by a committee comprised of Association members.

208 LEAVE TO HOLD ELECTED OFFICE

Leave requests to hold elected public office must be submitted by the Employee by the date of required filing to run for office. The leave will not exceed one term of office. Upon return from leave, the Employee shall be placed in the position last held or a similar position in the District.

209 SHORT-TERM LEAVE WITHOUT PAY

Upon request, an Employee may be granted leave for periods of up to five (5) days per semester. Requests for leave greater than five (5) days must be submitted two (2) weeks prior to the requested start date. Employees shall not be penalized in any manner for utilizing such leave at any time.

210 CIVIL LEAVE

An Employee called for jury duty shall be granted leave with pay. An Employee subpoenaed during the school year by a court or administrative agency or for an informal dispute resolution hearing appointed pursuant to court order to give testimony in a criminal or civil case to which the Employee is a party shall receive leave with pay.

211 TRAVEL DELAY

When an Employee is delayed by transportation difficulties beyond his or her control, no disciplinary action may be taken against the Employee. The burden shall be upon the Employee to establish that the delay was beyond his or her control. The Employee's absence under these circumstances will be charged to annual leave.

212 MILITARY LEAVE

The District shall grant leave to Employees who are ordered to training duty in the National Guard or other military reserve units, if postponement to the summer months is not possible.

An Employee on military leave shall receive his or her regular pay and shall remit to the District any base pay received as compensation for such duty.

Voluntary military leave in excess of two (2) weeks shall be considered as leave without pay.

213 NEA AND NEA-ALASKA OFFICER'S LEAVE

An Employee who is elected President or Vice President of NEA or, who is elected President of NEA-Alaska shall be granted leave with pay and fringe benefits and seniority accrual. The Association shall reimburse the cost of the Employee's pay and fringe benefits to the District.

An Employee on such leave of absence must give written notice to the Superintendent by May 1 of the year the leave expires of his or her intention to return on the first day of the following school year or resign.

The Employee shall be entitled to return to his or her same position if it is vacant or to the first vacant position for which he or she is qualified.

During the leave of absence the Employee shall receive:

1. Seniority accrual.
2. Full health insurance coverage.
3. The District will pay the PERS contribution based upon the salary paid during the sabbatical year in accordance with state law.

When an Employee is granted such leave of absence, he or she shall, upon reemployment, retain the following employment rights held by him or her before such leave was granted:

1. A continuing contract as a Permanent Employee.
2. Unused sick leave held at the start of the leave of absence.

214 BEREAVEMENT LEAVE

In recognition of the death of a member of the immediate family as defined in Article 201, the Employee, upon request may be allowed up to ten (10) consecutive duty days of absence with pay. Such absence shall be considered as administrative leave with pay.

The District may grant up to five (5) duty days bereavement leave to an Employee upon request, in the case of the death of a person not defined as immediate family. Such absence shall be considered as administrative leave with pay.

215 MATERNITY, PATERNITY AND ADOPTION LEAVES

The Employee may use accrued sick leave in the event of the birth or adoption of the Employee's child. In addition, a leave of absence without pay may be requested and shall be granted to an Employee for the purpose of caring for a newborn or newly adopted child. The leave of absence without pay for a newly adopted child may include such time as may be necessary to finalize the adoption and/or to have the child placed in the care and custody of the adopting Employee.

A leave of absence without pay may be requested and shall be granted to an Employee for the purpose of caring for a newborn or newly adopted child. Requests for childcare leave shall be made thirty (30) days prior to the expected date of the birth or adoption of the child. If the date of birth or adoption requires leave to begin in less than thirty (30) days, the Employee shall provide notice as soon as practicable. Childcare leave shall begin when the child is born or received unless the employee is eligible for sick leave under Article 201 of this Agreement, in which case childcare leave will begin following the period of sick leave.

Childcare leave must be taken within twelve (12) months after the child's birth or placement. If an Employee requesting childcare leave is considered an eligible employee under FMLA, the District will maintain the Employee's health insurance coverage consistent with the FMLA and the Alaska Family Leave Act (AFLA), for up to eighteen (18) weeks of the childcare leave. The length of the childcare leave shall be for eighteen (18) weeks, or the Employee may continue childcare leave for the balance of the first semester or the balance of the current school year. When less than thirty (30) days remain in the balance of the current school year, then the Employee may request the leave be extended through the entire first semester of the next school year or the entire next school year.

216 DISABILITY LEAVE

If an Employee requesting disability leave qualifies for FMLA, the District will maintain the Employee's health insurance coverage consistent with the FMLA, for up to twelve (12) weeks of the Alaska disability leave and eighteen (18) weeks of Federal disability leave. The twelve (12) weeks and eighteen (18) weeks of paid health insurance coverage will be reduced by any weeks of sick leave that the Employee has taken for this same purpose.

300 WORKING CONDITIONS

301 PROBATION

An Employee shall be on probationary status for 90 days, exclusive of holidays and school breaks unless the employee is working during those breaks during which time he or she shall receive all rights and benefits of contract except as provided in 304.

302 REDUCTION IN CLASSIFIED STAFF WORK FORCE

When it becomes necessary to reduce the number of Classified Staff members in the district, the following provisions will govern their release:

1. Employees within a skill area will be laid off in order of seniority with the least senior Employee laid off first.
2. An Employee holding an eliminated position shall be placed in the first available bargaining unit position for which he or she is qualified.

3. Laid off Employees shall be considered as inactive Employees without compensation or benefits and entitled to request transfers in response to in District postings consistent with this Agreement.

303 RECALL

When positions become available, Employees who are qualified shall be recalled in order of seniority. No new Employees shall be hired if there are laid off Employees who have not declined the position. Recall rights shall be in effect for thirty-six (36) months after an Employee is laid off. It shall be the responsibility of the Employee to notify the District of any change of address, e-mail address or telephone number. Notice of recall shall be mailed by certified mail and e-mail to the Employees' last known addresses. Employees shall be given 15 days from the date of receipt to accept the position. Employees accepting the position shall be given 30 days to report to work from receipt of notice to report to work. Employees may decline without penalty for fewer hours or lower wages in their position previously held.

Benefits to which the Employee is entitled at the time of layoffs shall be restored to the Employee upon his or her return to active employment and shall be placed on the proper step of the salary schedule for his or her current position according to his or her qualifications and experience.

304 DISCIPLINE AND DISMISSAL

No Employee shall be disciplined and no Employee, other than Probationary Employees, shall be dismissed without Just Cause.

Discharge of a Probationary Employee is not subject to the grievance procedure in this agreement but may be appealed in writing, stating the complete facts of the complaint and the relief sought to the Superintendent, who shall render his or her decision within 10 working days of receipt of the appeal.

1. An Employee may have an Association representative present when being reprimanded or otherwise disciplined or at an investigatory hearing to determine if discipline will be applied. In the event a meeting could result in disciplinary action, the employee shall be advised in writing of their right to representation. If the Employee requests such representation, the Employer will allow reasonable time to secure representation. Meeting times shall be mutually agreeable to the Association and the District.

2. PROGRESSIVE STEPS

Disciplinary action shall begin at the lowest step in the Progressive Discipline process unless the Employee is in violation of civil law, the Board's policy on drugs and alcohol, or the Employee poses a danger to others. Prior to discipline, expectations for the employee shall be clearly identified in writing. At each step, the Steps of Just Cause shall be addressed.

The following is the District Progressive Discipline Process:

A. COUNSELING AND RESTATEMENT OF EXPECTATIONS: Counseling by the immediate Supervisor is the initial step to mentor or coach performance. The Supervisor shall meet with the Employee and affirm expectations regarding performance. The Supervisor shall discuss the performance deficit or behavioral concern and provide a timeline and resources for improvement. The Supervisor shall communicate the consequences for insufficient improvement.

- B. WRITTEN REPRIMAND: A written reprimand shall document previous informal efforts and the current problem. The Supervisor shall send copies of the signed letter to the District personnel file, the Superintendent and the Association.
- C. SHORT SUSPENSION WITH PAY: The Superintendent or designee shall fully investigate the concern, followed by discussion with the Employee and the Association. The Superintendent or designee shall summarize previous progressive discipline and the current problem, and specify the timeframe for suspension in writing. The Superintendent or designee shall identify further discipline as potential consequences for not meeting and maintaining standards for improvement. Copies of the signed letter will be sent to the Employee, the District personnel file and the Association.
- D. LONG SUSPENSION WITH PAY: The Superintendent or designee shall fully investigate the concern, followed by discussion with the Employee and the Association. The Superintendent or designee shall summarize previous progressive discipline and the current problem, and specify the timeframe for suspension in writing. The Superintendent or designee shall identify further discipline and possible termination as potential consequences for not meeting and maintaining standards for improvement. The Superintendent or designee shall send copies of the signed letter to the Employee, the District personnel file and the Association.
- E. TERMINATION: Termination may be deemed necessary when discipline is not viewed as successful in improving performance. The Superintendent shall review the work history and record of progressive discipline. The Superintendent shall schedule a pre-termination hearing with the Employee and his or her Association representative.

305 SCHOOL EMPLOYEE REPORTING DATES

School Term Employees shall be notified, in writing, by May 15th of their assignment and the date they are to commence and end work the following school year.

Any subsequent changes shall be provided in writing. In the event the district determines the need for an employee reassignment during the summer months, the transfer article #307 will be applicable.

306 LUNCH AND REST PERIODS

All Employees shall receive at least one half (1/2) hour of unpaid duty free lunch. All Employees will be permitted fifteen (15) minutes in the first half of the shift and fifteen (15) minutes in the second half of the shift for break. The Employee will be paid for this time.

Break times will be mutually determined by the Supervisor and the Employee.

307 EMPLOYEE TRANSFERS

When classified staff positions/vacancies are to be filled, preference will be given based on seniority to current Employees provided their qualifications and experience meet the requirements of the job description.

INVOLUNTARY TRANSFER

An involuntary transfer shall occur only after consultation with the Employee and volunteers have been requested. Involuntary transfers shall not result in a loss or change in seniority. Involuntary transfers shall be on the basis of reverse districtwide seniority among employees with the same skill classifications.

No unit member will be transferred for reasons that are arbitrary and capricious.

308 PUBLIC EMPLOYEE'S RETIREMENT ELIGIBILITY

Effective July 1, 1995, all Employees shall be enrolled in the State of Alaska Public Employee Retirement System: fifteen (15) hours per week permanent part time/thirty (30) hours per week full time.

The District shall not object to the Employees buy-in of prior District service with the Public Employees Retirement System so long as buy-in is at no cost to the District. The District shall cooperate with the Employee and the Public Employee Retirement System in the implementation of this provision.

309 EVALUATIONS

Each Employee will be evaluated by their direct supervisor and shall receive a written evaluation. All Employees will be evaluated at least twice during their first year of employment and then at least once every year thereafter.

This evaluation will be used to assess job proficiency and to determine future job status.

All evaluations will be made on a mutually developed standardized form. The Employee will have five working days to respond to the evaluation in writing. No written response will be a representation of agreement with the evaluation. If the evaluation is not completed by May 15 the evaluation will be considered satisfactory.

All written responses will become part of the Employee's personnel file. Employees shall be evaluated as per the duties assigned on his or her job description.

310 PERSONNEL FILES

The Employee's Personnel file shall be the property of the District. Non-public file contents may be examined by the Employee's supervisor(s), Superintendent or designee with a bona fide need, and the Board, acting in an official capacity. Upon request during regular office hours, the Employee (or designee with the employee's written authorization) may examine the file contents including confidential working files, and, upon request, be provided one (1) copy of said contents.

Upon placing negative materials in the file, the documents shall indicate proof that the Employee has had the opportunity to read and initial the material. The Employee shall have the right to make a written statement relative to the negative materials placed in the file.

The District will keep working files on Employees. Employees shall have the right to review and to respond in writing to any of the materials placed or kept in a working file. Upon request by an Employee the District shall provide the Employee a copy of any material that is being placed or kept in the working file. Working files shall be confidential.\

No other secret, duplicate, or alternate personnel files shall be kept by the District or supervisor(s).

Upon request by an Employee, documentation reflecting a local, state or national award pertaining to his or her professional activities shall be inserted in his or her personnel file.

311 HAZARDOUS AND UNSAFE CONDITIONS

No Employee shall be required to search for a bomb or other destructive device. Employees shall be notified as soon as possible of any known hazards or threats. All Employees shall participate in annual crisis plan awareness training.

The District shall cause reports of unsafe and hazardous conditions to be investigated and will work with appropriate state employees to inform Employees of the results of environmental testing concerning District facilities.

If the District requests that an Employee administer medicine or provide any health or medical services, the District shall provide any necessary training.

312 TRAINING AND INSERVICE

A. Professional Development Research Team

The Professional Development Research Team comprised of District and Association members shall develop the upcoming school year's inservice plan for the District prior to the end of the current school year exclusive of state mandated trainings. If the team's activities take place outside of the school day, compensation will be at the Employee's hourly rate. The plan is subject to approval of the Superintendent.

B. Inservice Training

At least one (1) standard school day of inservice training shall be provided per contract year for all employees covered by this Agreement. Participation beyond the employee's standard assigned workday shall be voluntary or, if required, the employee shall be compensated.

400 **CONTRACT CONCERNS**

401 DURATION

This agreement shall become effective on July 1, 2007, and shall remain in effect through June 30, 2010.

402 SCOPE

This Agreement constitutes the full and complete agreement between the District and the Association and expressly supersedes any other agreement whether expressed or implied. This Agreement may be modified or amended only by written instruments by duly authorized representative of the District and of the Association. Any other attempt to modify or amend this Agreement shall be null and void.

403 CONFORMITY TO LAW

If any provision of this Agreement is held by a court or agency of competent jurisdiction to be in conflict with any applicable law, directive, order, rule, or regulation, said provision shall be null and void. However, all other provisions of the Agreement shall remain in full force and effect. Within twenty (20) days of such holding, either party may deliver a written request, through the Superintendent and the Association President, to renegotiate the tainted provision, and only that provision. In such event, negotiations shall be conducted as prescribed under applicable provisions of law and this Agreement.

404 DISTRIBUTION

Following ratification and signing of this Agreement, the Association shall print this Agreement. The cost of printing and distribution shall be borne by the District, provided, however, that the Association shall cover the cost of the paper. The Association shall distribute to all Employees copies of this Agreement. Twenty (20) additional copies shall be provided to the Association. All Employees new to the District shall be provided a copy of the Agreement by the District upon their date of hire, and such Agreement shall be available for review by all applicants for positions. There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association.

405 NEGOTIATIONS

After February 1st of the fiscal year this Agreement is to expire, either party may request negotiations for a successor agreement by delivering written notice from the Association President to the Superintendent and the Board or vice versa.

Within twenty (20) days after receipt of the notice, the first bargaining session shall occur. Not less than five (5) days prior to the opening session, the parties shall simultaneously exchange their respective complete proposals. Notwithstanding the provisions of this paragraph, the parties may mutually agree to alter the schedule herein.

In the event of an impasse requiring advisory arbitration, the arbitrator shall be selected in the manner provided under Section 506.

When agreement is reached, the Association shall promptly submit it to its members for ratification. Once the Association has certified in writing that the members have ratified the Agreement, the Superintendent shall promptly submit it to the Board for ratification.

500 GRIEVANCE PROCEDURE

501 DEFINITIONS

Grievance: A claim of an alleged violation, including misapplication or misinterpretation, of this Agreement or of the job description of the individual Employee.

Grievant: The Employee directly affected by the alleged violation and making the grievance, or the Association filing on behalf of itself or a group of Employees.

Days: Monday through Friday, excluding holidays, except as otherwise indicated.

502 PURPOSE

The purpose of the Grievance Procedure shall be to secure at the lowest possible level an equitable resolution of a grievance.

503 GENERAL PROVISIONS

1. The time limits as specified in the Grievance Procedure may be modified only by the written agreement of both parties.
2. Prior to initiating a formal grievance at Level One, or Level Two if appropriate, the grievant shall communicate with the party who has allegedly committed the violation in a good faith effort to resolve the issue.
3. Beginning with Level One of the Grievance Procedure, the grievant, the party who has allegedly committed the violation, and the District shall be entitled to representation, to present evidence, and to call and cross-examine witnesses at grievance hearings. Neither party shall have legal counsel representing them at a Level I hearing.
4. Beginning with Level One of the Grievance Procedure, the grievant, witnesses, and the respondent shall be permitted to participate in a grievance hearing, if held during working hours, without a loss of compensation.
5. The parties shall be responsible for providing each other, not later than ten (10) working days prior to the grievance hearing, with a list of all persons who will participate in the grievance hearing.
6. Beginning with Level One of the Grievance Procedure, hearing decisions shall be in writing, setting forth the reasons for the decision, and shall be delivered to the grievant and the respondent within the time period as provided at each level of the Grievance Procedure.
7. A formal grievance shall be delivered not later than thirty (30) days from the date that the grievant knew, or should have known about the alleged violation, or the right to grieve the alleged violation shall have been waived. If at subsequent levels time limits are exceeded by the grievant, the grievance shall then have been waived. If a time limit is exceeded by the respondent, the grievant may proceed to the next level as provided in the Grievance Procedure.
8. The formal grievance shall be in writing, signed by the grievant, and shall set forth the factual basis for the grievance and the specific provision or provisions alleged to have been violated. The notice of appeal shall include a copy of the original grievance decision(s), and any prior grievance appeal(s).
9. No reprisal shall be taken against the grievant because of participation in the Grievance Procedure as provided herein.
10. The District shall record all grievance hearings and shall provide a copy of the recording within five (5) days. Both parties may record the hearing independently of the other party.
11. The records and documents related to the processing of a grievance shall be maintained in a confidential file separate from the Employee's Personnel file.

504 LEVEL ONE

1. In the event that the informal communication with the party who has allegedly committed the violation fails to resolve the issue, the grievant may file the formal grievance with the immediate supervisor as provided in this Article above. If the immediate supervisor is the Superintendent, or if the Superintendent or the Board is the party who has committed the alleged violation, the grievant shall file the grievance initially with the Superintendent at Level Two.
2. The parties shall mutually agree upon a date to hold a hearing to be held within ten (10) working days of receipt of the grievance and the grievant and the respondent shall be notified not less than five (5) working days in advance as to the time and place of the hearing.
3. The hearing decision shall be delivered within ten (10) working days of the date of the hearing.

505 LEVEL TWO

1. If the grievant is not satisfied with the Level One decision or if the decision is not delivered within ten (10) working days of the date of the hearing, the grievant may appeal to Level Two.
2. Such notice of appeal shall be delivered in writing to the Superintendent within ten (10) days of receipt of the decision, or within twenty (20) working days of the date of the hearing if no decision has been received.
3. Upon receipt of the grievance or the Level Two appeal as provided in this Article above, the respondent and the grievant shall mutually agree upon a date to hold a hearing within twenty (20) working days and the grievant shall be notified not less than five (5) working days in advance as to the time and place of the hearing.
4. The hearing decision shall be delivered within ten (10) working days of the date of the hearing.

506 LEVEL THREE

If the grievant is not satisfied with the Level Two decision, the grievant may appeal to Level Three.

1. Within 15 working days after the decision by the Superintendent, the District or the Employee or his or her representative may, upon written notification of the other party, submit the grievance to arbitration under and in accordance with the rules of the American Arbitration Association. If any question arises as to the arbitrability, such question will be first ruled upon by the arbitrator selected to hear the dispute. In the event that a case is appealed to an arbitrator on which he or she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
2. Within 10 working days after such written notice of submission to arbitration the District and the Employee or his or her representative, will attempt to agree on an arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within a 10 working day period, a request for a list of arbitrators will be made by the Association to the American Arbitration Association.

3. The arbitrator will be without power or authority to make any decisions which require the commission of an act prohibited by law or which is violative to the terms of this Agreement. He or she shall have no power to change any practice, policy or rule of the District nor to substitute his or her judgment for that of the District as to the reasonableness of any such practice, policy rule or any action taken by the District.

4. There shall be no appeal from an arbitrator's decision if it is within the scope of his or her authority. It shall be final and binding on the Association, its members, the Employee or Employees involved and the District.

5. The costs of the services of the arbitrator, including per diem expenses, if any, his or her travel, and the cost of any hearing room will be borne equally by the District and the Association. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of the witnesses called by the other.

600 GENERAL

601 BOARD POLICY MANUAL

The President of the Association will be given a current copy of the Board Policy Manual. Copies of all additions and deletions will be provided the Association as they are officially adopted by Board action.

602 SCHOOL BOARD MEETING PACKETS

The Association President shall be presented with a School Board Packet, less all confidential information, at least 2 working days prior to all Regular Board Meetings. For all work sessions and Special Meetings held by the Board, the Association President shall be given information pertaining to these meetings upon request.

603 BARGAINING AGENT

The Board recognizes the Nenana Education Support Staff Association/NEA-Alaska/NEA as the exclusive bargaining agent for the District's Classified Employees.

604 NONDISCRIMINATION

The District shall not discriminate in any manner against the Employee because of membership in the Association.

605 FACILITY USE

The Association is entitled to organizational use of the school facility when it does not interfere with the duties of the school or the Board.

606 CONTRACTING OUT

The District shall not subcontract or contract bargaining unit work out, if subcontracting or contracting work out results in layoffs or reduction of hours of Employees.

607 STRIKES

The Association and the District subscribe to the principle that differences should be resolved by peaceful and appropriate means without interruption of the school program.

No Employee covered by this Agreement shall participate in a strike, work stoppage or concerted refusal to perform work or slow down during the life of this Agreement.

608 NO LOCK OUT

The District agrees that during the life of this Agreement there will be no lockout.

609 VIOLATION

Any violation of Articles 607 or 608 by the Association, a member of the Association, or any of its representatives, is not subject to the grievance procedure, and either party may pursue such legal remedies as provided by law.

610 MANAGEMENT RIGHTS

The Board retains and reserves for its exclusive domain all rights, powers and duties vested in it by the State of Alaska to govern and manage the District except as may be limited or abridged by this agreement.

611 ASSOCIATION RIGHTS

Association representatives, during working hours, without loss of time or pay, are allowed to represent employees and present grievances to the District when mutually agreed upon meetings are scheduled during the work day.

612 AGENCY FEE

1. The District, as a condition of employment, agrees to deduct an annual fee, equal to the unified education profession dues, fees and assessments, in equal installments corresponding with each paycheck from the pay of any Employee who does not become a member of the Association. Following such authorized deduction, the District shall transmit these agency fees directly to the Association along with the dues withheld by the District for members in good standing.
2. Consistent with AS 23.40.225, an Employee who objects to payment of an agency fee may apply for an exemption. Upon order by the State of Alaska, Department of Labor Relations, the Association, after payroll deduction, will pay an amount equal to the representation fee to a charity or scholarship fund. The Association shall forward to the charity or scholarship of its choice the fees deducted by the District and shall provide proof of payment to the Department of Labor Relations.
3. If an employee is terminated or an Employee resigns before all of the annual fee is paid, the balance of the fee will be deducted from the last paycheck.
4. The Association agrees to indemnify and hold the Board harmless against any liability and pay all costs and attorneys' fees that may arise by reason of any action taken by the Board in complying with the provisions of this article.

5. The District will notify the Association of all new Employees, and of those resigning or being terminated.

Appendix A
Skill Area Classifications/Job Titles

Grade	Job Title
A	Not Currently Assigned
B	Not Currently Assigned
C	Not Currently Assigned
D	Cook I
E	Custodian I
F	Admin I (Secretary)
G	Maintenance Dorm Parents I
H	Finance I (Accts Payable Clerk) Cook II Library I
I	Admin I (Administrative Assistant) Paraprofessional
J	Finance II (Payroll Clerk)
K	Admin II (Administrative Assistant)
L	Not Currently Assigned
M	Dorm Parent II
N	Not Currently Assigned
O	Not Currently Assigned

Skill Area Classification:
<u>Food Services</u> Cook I Cook II
<u>Security Services</u>
<u>Custodial and Maintenance Services</u> Custodial I Custodial II Maintenance I
<u>Health Services</u>
<u>Student Services</u> Dorm Parent I Dorm Parent II Library Media Specialist Paraprofessional
<u>Clerical Services</u> Admin I Admin II Finance I Finance II
<u>Technical Services</u>
<u>Skilled Trade Services</u> Technology Services
<u>Transportation Services</u>

Appendix A

NESSA 2007-2008 Wage Schedule													
Grade	Step 0	1	2	3	4	5	6	7	8	9	10	11	12
A	\$ 9.92	\$ 10.22	\$ 10.52	\$ 10.84	\$ 11.17	\$ 11.50	\$ 11.85	\$ 12.19	\$ 12.56	\$ 12.94	\$ 13.33	\$ 13.73	\$ 14.14
B	\$ 10.42	\$ 10.73	\$ 11.05	\$ 11.37	\$ 11.73	\$ 12.07	\$ 12.43	\$ 12.81	\$ 13.19	\$ 13.59	\$ 14.00	\$ 14.42	\$ 14.86
C	\$ 10.94	\$ 11.26	\$ 11.60	\$ 11.96	\$ 12.31	\$ 12.68	\$ 13.06	\$ 13.44	\$ 13.86	\$ 14.26	\$ 14.70	\$ 15.14	\$ 15.58
D	\$ 11.48	\$ 11.83	\$ 12.18	\$ 12.55	\$ 12.93	\$ 13.32	\$ 13.71	\$ 14.13	\$ 14.54	\$ 14.99	\$ 15.44	\$ 15.91	\$ 16.37
E	\$ 12.06	\$ 12.41	\$ 12.79	\$ 13.17	\$ 13.57	\$ 13.98	\$ 14.40	\$ 14.83	\$ 15.27	\$ 15.74	\$ 16.21	\$ 16.70	\$ 17.19
F	\$ 12.66	\$ 13.04	\$ 13.42	\$ 13.83	\$ 14.23	\$ 14.67	\$ 15.11	\$ 15.55	\$ 16.02	\$ 16.50	\$ 17.00	\$ 17.51	\$ 18.04
G	\$ 13.30	\$ 13.70	\$ 14.11	\$ 14.52	\$ 14.96	\$ 15.41	\$ 15.87	\$ 16.34	\$ 16.84	\$ 17.34	\$ 17.87	\$ 18.40	\$ 18.96
H	\$ 13.96	\$ 14.38	\$ 14.81	\$ 15.25	\$ 15.72	\$ 16.19	\$ 16.67	\$ 17.17	\$ 17.69	\$ 18.22	\$ 18.77	\$ 19.34	\$ 19.92
I	\$ 14.67	\$ 15.11	\$ 15.55	\$ 16.02	\$ 16.50	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.57	\$ 19.13	\$ 19.71	\$ 20.29	\$ 20.91
J	\$ 15.39	\$ 15.85	\$ 16.32	\$ 16.82	\$ 17.32	\$ 17.84	\$ 18.37	\$ 18.92	\$ 19.48	\$ 20.07	\$ 20.67	\$ 21.29	\$ 21.94
K	\$ 16.16	\$ 16.63	\$ 17.14	\$ 17.65	\$ 18.18	\$ 18.73	\$ 19.28	\$ 19.87	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35	\$ 23.03
L	\$ 16.97	\$ 17.47	\$ 18.00	\$ 18.53	\$ 19.09	\$ 19.66	\$ 20.25	\$ 20.86	\$ 21.49	\$ 22.13	\$ 22.80	\$ 23.47	\$ 24.18
M	\$ 17.82	\$ 18.35	\$ 18.90	\$ 19.46	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.91	\$ 22.57	\$ 23.25	\$ 23.94	\$ 24.65	\$ 25.39
N	\$ 18.72	\$ 19.27	\$ 19.86	\$ 20.45	\$ 21.06	\$ 21.69	\$ 22.34	\$ 23.02	\$ 23.70	\$ 24.42	\$ 25.16	\$ 25.92	\$ 26.69
O	\$ 19.65	\$ 20.24	\$ 20.85	\$ 21.48	\$ 22.12	\$ 22.79	\$ 23.46	\$ 24.17	\$ 24.90	\$ 25.64	\$ 26.41	\$ 27.20	\$ 28.02

Cost differential for employees starting their shift at or after 3 PM at \$0.35/hour. Temporary workers shall be paid at the entry level for comparable positions. High School students shall be paid at minimum wage.

Appendix A

NESSA 2008-2009 Wage Schedule													
	Step 0	1	2	3	4	5	6	7	8	9	10	11	12
Grade													
A	\$ 10.31	\$ 10.63	\$ 10.95	\$ 11.27	\$ 11.62	\$ 11.96	\$ 12.32	\$ 12.68	\$ 13.07	\$ 13.46	\$ 13.87	\$ 14.27	\$ 14.71
B	\$ 10.84	\$ 11.16	\$ 11.49	\$ 11.83	\$ 12.20	\$ 12.55	\$ 12.93	\$ 13.32	\$ 13.72	\$ 14.14	\$ 14.56	\$ 15.00	\$ 15.45
C	\$ 11.38	\$ 11.71	\$ 12.07	\$ 12.44	\$ 12.80	\$ 13.18	\$ 13.58	\$ 13.98	\$ 14.41	\$ 14.83	\$ 15.28	\$ 15.75	\$ 16.21
D	\$ 11.94	\$ 12.30	\$ 12.67	\$ 13.06	\$ 13.45	\$ 13.85	\$ 14.25	\$ 14.70	\$ 15.13	\$ 15.59	\$ 16.06	\$ 16.54	\$ 17.03
E	\$ 12.54	\$ 12.91	\$ 13.30	\$ 13.70	\$ 14.12	\$ 14.54	\$ 14.98	\$ 15.42	\$ 15.88	\$ 16.37	\$ 16.86	\$ 17.36	\$ 17.88
F	\$ 13.16	\$ 13.56	\$ 13.96	\$ 14.38	\$ 14.80	\$ 15.25	\$ 15.71	\$ 16.18	\$ 16.66	\$ 17.16	\$ 17.68	\$ 18.21	\$ 18.76
G	\$ 13.83	\$ 14.24	\$ 14.67	\$ 15.10	\$ 15.56	\$ 16.03	\$ 16.50	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.14	\$ 19.72
H	\$ 14.52	\$ 14.96	\$ 15.40	\$ 15.86	\$ 16.34	\$ 16.84	\$ 17.33	\$ 17.86	\$ 18.39	\$ 18.95	\$ 19.52	\$ 20.12	\$ 20.71
I	\$ 15.25	\$ 15.71	\$ 16.18	\$ 16.66	\$ 17.16	\$ 17.68	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.89	\$ 20.49	\$ 21.10	\$ 21.74
J	\$ 16.01	\$ 16.48	\$ 16.97	\$ 17.49	\$ 18.01	\$ 18.55	\$ 19.11	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.50	\$ 22.14	\$ 22.81
K	\$ 16.81	\$ 17.30	\$ 17.83	\$ 18.36	\$ 18.91	\$ 19.47	\$ 20.05	\$ 20.66	\$ 21.28	\$ 21.91	\$ 22.57	\$ 23.25	\$ 23.95
L	\$ 17.65	\$ 18.17	\$ 18.72	\$ 19.27	\$ 19.85	\$ 20.45	\$ 21.06	\$ 21.69	\$ 22.35	\$ 23.01	\$ 23.71	\$ 24.41	\$ 25.15
M	\$ 18.53	\$ 19.09	\$ 19.65	\$ 20.24	\$ 20.85	\$ 21.48	\$ 22.12	\$ 22.78	\$ 23.48	\$ 24.18	\$ 24.89	\$ 25.64	\$ 26.41
N	\$ 19.46	\$ 20.04	\$ 20.65	\$ 21.27	\$ 21.90	\$ 22.56	\$ 23.23	\$ 23.94	\$ 24.65	\$ 25.40	\$ 26.17	\$ 26.95	\$ 27.76
O	\$ 20.44	\$ 21.05	\$ 21.68	\$ 22.34	\$ 23.00	\$ 23.70	\$ 24.40	\$ 25.14	\$ 25.89	\$ 26.67	\$ 27.47	\$ 28.29	\$ 29.14

Cost differential for employees starting their shift at or after 3 PM at \$0.35/hour. Temporary workers shall be paid at the entry level for comparable positions. High School students shall be paid at minimum wage.

Appendix A

NESSA 2009-2010 Wage Schedule													
	Step 0	1	2	3	4	5	6	7	8	9	10	11	12
Grade A	\$ 10.73	\$ 11.06	\$ 11.38	\$ 11.72	\$ 12.08	\$ 12.44	\$ 12.81	\$ 13.19	\$ 13.59	\$ 13.99	\$ 14.42	\$ 14.85	\$ 15.29
B	\$ 11.27	\$ 11.60	\$ 11.95	\$ 12.30	\$ 12.68	\$ 13.05	\$ 13.45	\$ 13.85	\$ 14.27	\$ 14.70	\$ 15.14	\$ 15.60	\$ 16.07
C	\$ 11.83	\$ 12.18	\$ 12.55	\$ 12.93	\$ 13.32	\$ 13.71	\$ 14.12	\$ 14.54	\$ 14.99	\$ 15.42	\$ 15.89	\$ 16.38	\$ 16.86
D	\$ 12.42	\$ 12.79	\$ 13.17	\$ 13.58	\$ 13.98	\$ 14.41	\$ 14.82	\$ 15.28	\$ 15.73	\$ 16.21	\$ 16.70	\$ 17.21	\$ 17.71
E	\$ 13.04	\$ 13.43	\$ 13.83	\$ 14.25	\$ 14.68	\$ 15.12	\$ 15.58	\$ 16.04	\$ 16.52	\$ 17.02	\$ 17.53	\$ 18.06	\$ 18.59
F	\$ 13.69	\$ 14.10	\$ 14.52	\$ 14.96	\$ 15.39	\$ 15.86	\$ 16.34	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.51
G	\$ 14.39	\$ 14.81	\$ 15.26	\$ 15.71	\$ 16.18	\$ 16.67	\$ 17.16	\$ 17.68	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.50
H	\$ 15.10	\$ 15.56	\$ 16.01	\$ 16.50	\$ 17.00	\$ 17.51	\$ 18.02	\$ 18.57	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.92	\$ 21.54
I	\$ 15.86	\$ 16.34	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.51	\$ 20.09	\$ 20.69	\$ 21.31	\$ 21.95	\$ 22.61
J	\$ 16.65	\$ 17.14	\$ 17.65	\$ 18.19	\$ 18.73	\$ 19.29	\$ 19.87	\$ 20.46	\$ 21.07	\$ 21.71	\$ 22.36	\$ 23.03	\$ 23.73
K	\$ 17.48	\$ 17.99	\$ 18.54	\$ 19.10	\$ 19.66	\$ 20.25	\$ 20.85	\$ 21.49	\$ 22.13	\$ 22.79	\$ 23.48	\$ 24.18	\$ 24.91
L	\$ 18.35	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.90	\$ 22.56	\$ 23.25	\$ 23.93	\$ 24.66	\$ 25.39	\$ 26.15
M	\$ 19.27	\$ 19.85	\$ 20.44	\$ 21.05	\$ 21.68	\$ 22.34	\$ 23.01	\$ 23.69	\$ 24.42	\$ 25.15	\$ 25.89	\$ 26.67	\$ 27.46
N	\$ 20.24	\$ 20.84	\$ 21.48	\$ 22.12	\$ 22.78	\$ 23.47	\$ 24.16	\$ 24.90	\$ 25.64	\$ 26.41	\$ 27.21	\$ 28.03	\$ 28.87
O	\$ 21.26	\$ 21.89	\$ 22.55	\$ 23.24	\$ 23.92	\$ 24.64	\$ 25.38	\$ 26.14	\$ 26.93	\$ 27.74	\$ 28.57	\$ 29.42	\$ 30.30

Cost differential for employees starting their shift at or after 3 PM at \$0.35/hour. Temporary workers shall be paid at the entry level for comparable positions. High School students shall be paid at minimum wage.

Appendix B

Extra Curricular Activities Schedule

Compensation under an extracurricular activity contract shall be in accordance with the rates provided in the schedule below. For activities not provided in the schedule, the compensation shall be agreed upon in advance and included in the extracurricular activity contract.

<u>Position</u>	<u>Compensation by % of Base Salary(BA,Step 1)</u>
Activities Director	4%
Basketball:	
Junior High - Girls/Boys	4.5%
Asst. Coach/Junior Varsity – Girls/Boys	4.5%
Varsity – Girls/Boys	10%
Cross-Country Running	3%
Cross-Country Skiing	4%
Detention (With One (1) Hour minimum)	\$15/HR
Drama (Per Production/2 per year- one person)	2%
Class Advisors:	
Junior High	1%
Freshman	1%
Sophomore	1%
Junior Class (2 people)	2.5%
Senior Class	2%
Music:	
Director	8%
Music Festival	2%
Native Youth Olympics	2%
Soccer	
Junior Varsity	2%
Varsity	4%
Student Government	3%
Track & Field	4%
Tech Support	4%
Volleyball	6%
Wrestling:	
Junior High	3%
Varsity	6%
Yearbook	3.5%
Hall/Lunch/Playground	\$15/day

*In addition, compensation shall increase by 1% for every three years of experience up to a maximum increase of 3%/9 year's experience.