

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

M.S.A.D. #17 BOARD OF DIRECTORS

AND

OXFORD HILLS EDUCATION ASSOCIATION

FOR THE SCHOOL YEARS

2007 - 2010

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1 **PREAMBLE**

2
3 This Agreement entered into by and between the Oxford Hills Education
4 Association on behalf of the bargaining unit (hereinafter called the “Association”)
5 and the Board of Directors (hereinafter called the “Board”) of Maine School
6 Administrative District No. 17 (hereinafter called the “District”).
7

8 **WITNESSETH**

9
10 WHEREAS, the Board and the Association have a statutory obligation, pursuant to
11 the Municipal Public Employees Labor Law under Chapter 424 of Public Law
12 1969 State of Maine, to confer and negotiate in good faith with respect to wages,
13 hours, working conditions, and contract grievance arbitration, and,
14

15 WHEREAS, the parties have reached certain understandings which they desire to
16 confirm in this agreement,
17

18 In consideration of the following mutual covenants, it is hereby agreed as follows:
19

20 **ARTICLE 1 - RECOGNITION**

21
22 The Board recognizes the Association as the sole and exclusive bargaining
23 representative pursuant to 26 M.R.S.A. §962 for certified professional employees
24 as follows: all classroom teachers; guidance personnel; librarians; nurses; and
25 department chairpersons.
26

27 **ARTICLE 2 - SCOPE OF AGREEMENT**

28
29 A. This Agreement contains the full and complete agreement between the Board
30 and the Association on all negotiable issues, and neither party shall be required
31 during the term thereof to negotiate upon any issue, whether it is covered or not
32 covered in this Agreement, except that the District agrees that it will, upon
33 written request by the Association, negotiate over the impact on wages, hours
34 and working conditions caused by its implementation of an educational policy
35 change. The Board recognizes its obligation to meet and consult with the
36 Association prior to implementation of changes in educational policy.
37 Additionally, the provisions of this paragraph shall not prevent the Board and
38 the Association upon mutual agreement from negotiating any issue during the
39 said term of the contract.
40

41 B. Except as otherwise provided in this Agreement, the management of the schools
42 and the direction of the staff is vested solely in the Board as exercised through
43 the Superintendent.

1 C. Nothing herein shall be construed to mean that the Association negotiating this
2 Agreement is required to furnish counsel or assistance to any individual
3 employee who has filed a personal grievance in the administration or
4 prosecution of such grievance, nor shall any negotiated agreement require that
5 any such employee be represented by counsel or that he/she accept assistance
6 from the Association. The employee may, however, request such assistance if
7 he/she wishes.

8
9 D. This Agreement shall supersede any rules, regulations, or practices of the Board
10 which shall be contrary to, or inconsistent with its terms. The provisions of this
11 Agreement shall be considered part of the established policies of the Board.

12
13 E. Any individual arrangement, agreement, or contract hereafter executed shall be
14 expressly made subject to, and consistent with, the terms of this Agreement
15 executed by the parties. If such individual arrangement, agreement, or contract
16 contains any language inconsistent with this Agreement, this Agreement, during
17 its' duration, shall be controlling.

18
19 F. If any provision of this Agreement or any application of the Agreement to any
20 teacher or group of teachers shall be found contrary to law, then such provision
21 or application shall not be deemed valid and subsisting except to the extent
22 permitted by law, but all other provisions or applications shall continue in full
23 force and effect.

24
25 G. The Association President and the Superintendent shall meet during September
26 to mutually discuss meeting dates and times during the school year for the
27 purpose of discussing current issues using the problem-solving guidelines and
28 standards. These meetings are not intended to by-pass the grievance
29 procedure. In the event the Superintendent fails to adhere to this provision, the
30 Association President may initiate a grievance at the Superintendent's
31 grievance level. The Superintendent's decision may be appealed to the Board
32 of Directors, whose decision shall be final and not arbitrable. In the event that
33 the Association President fails to adhere to this provision, the Superintendent
34 shall meet with the Association President to seek compliance with this
35 provision. Absent resolution, the Superintendent may appeal and meet with
36 the Association's Executive Committee in an attempt to resolve the dispute.
37 The decision of the Association's Executive Committee shall be final.

38
39 **ARTICLE 3 - GRIEVANCE PROCEDURE**

40
41 A. Declaration of Basic Principle

- 1 1. The function of this procedure is to assure proper and equitable treatment
2 under the terms and conditions of this Agreement. It is not designed to be
3 used for changing or modifying any part of this Agreement.
4
- 5 2. Every employee shall have the right to present his/her grievance in
6 accordance with the procedures provided below, free from interference,
7 coercion, restraint, or reprisal, and shall have the right to be accompanied by
8 a spokesman, representative, or counsel of his/her own choosing at all stages
9 of the grievance procedure, except that he/she may not be represented by a
10 representative or an officer of any teacher organization other than the Oxford
11 Hills Education Association, Maine Education Association, or National
12 Education Association
13

14 B. Definitions

15

- 16 1. Grievance – a grievance is a dispute over the interpretation or application of
17 the terms or provisions of the Agreement.
18
- 19 2. Grievant – a grievant may be either an individual employee or a group or
20 class of employees.
21
- 22 3. Days – days shall mean school days except during summer recess when days
23 shall mean Monday through Friday except for legal holidays.
24
- 25 4. Appropriate Administrator - appropriate administrator shall mean any
26 administrative position, not in the bargaining unit, with supervisory or
27 administrative relationship to the grievant.
28

29 C. Informal Procedure

30

31 A teacher with a grievance must discuss the matter with his/her appropriate
32 administrator either directly or through his/her Association representative, with
33 the objective of resolving the matter informally within fifteen (15) days of the
34 date of the occurrence.
35

36 D. Formal Procedure

37

38 1. Step One – Appropriate Administrator

39

40 If the grievant is not satisfied with the disposition of the grievance at the
41 informal stage, the grievance may be presented in writing to the appropriate
42 administrator within fifteen (15) days of the outcome of the informal
43 procedure. The administrator shall meet with the grievant within five (5)

1 days of the receipt of such grievance and render a written decision to the
2 grievant within ten (10) days of such meeting.

3
4 2. Step Two – Superintendent

5
6 If the grievance has not been resolved at step one to the satisfaction of the
7 grievant, the grievance may be appealed to the Superintendent within five
8 (5) days of the receipt of such decision. The Superintendent shall meet with
9 the grievant to discuss the allegations within five (5) days of receipt of the
10 written appeal and render a written decision within five (5) days of such
11 meeting.

12
13 3. Step Three – Board

14
15 If the grievance has not been resolved at step two to the satisfaction of the
16 grievant, the grievance may be appealed to the Board within ten (10) days
17 of receipt of the step two decision. The Board and the grievant will meet
18 for the purpose of resolving the grievance at the next regularly scheduled
19 meeting of the Board, provided at least five (5) days have passed between
20 receipt of the grievance and the Board meeting. Within ten (10) days of
21 said meeting, a written decision will be sent to the grievant.

22
23 4. Step Four – Arbitration

24
25 a) If the grievance has not been resolved at step three to the satisfaction of
26 the Association, the Association may, by giving written notice to the
27 Board within ten (10) days after receipt of the step three decision, present
28 the grievance for arbitration. Within five (5) days of receipt of the
29 notification for arbitration, representatives of the parties will select a
30 mutually agreeable arbitrator. If they fail to agree on a name, the
31 Association within ten (10) days may request the services of the
32 American Arbitration Association for disposition in accordance with their
33 rules. The arbitrator's decision will be final, binding, and in writing, and
34 will set forth the findings of fact, reasoning, and conclusions on the
35 issues as submitted by the parties.

36
37 b) The arbitrator is without authority to render a decision which requires the
38 commission of an act prohibited by state law or violative of the terms of
39 this Agreement.

40
41 c) All costs for the services of the arbitrator shall be borne equally by the
42 parties.

1 E. Miscellaneous

- 2
- 3 1. A grievance which shall affect a group or class of employees, or employees
- 4 at more than one school, or is a matter over which the principal has no
- 5 authority, may be initiated at step two.
- 6
- 7 2. No written document or record relating to any grievance shall be filed in the
- 8 personnel folder of any employee.
- 9
- 10 3. The time limits set forth herein may be extended in writing by mutual
- 11 agreement of the parties.
- 12
- 13 4. All grievances filed shall include the nature of the grievance, the article(s) of
- 14 the contract that are applicable, the date, time, and place of occurrence, all to
- 15 the extent known at the time of filing. The name of the grievant, the name
- 16 of the representative of the group or class, and the remedy sought shall also
- 17 be included.
- 18
- 19 5. At no point prior to an official hearing or meeting of the Board, at which
- 20 time the grievance is being resolved, shall the teacher concerned, other
- 21 teachers, Association representatives, or administrators discuss informally
- 22 with members of said Board or any one of them, the subject of the
- 23 employee's grievance or matters relating to the substance of the grievance.
- 24

25 **ARTICLE 3.5 - WORKPLACE SAFETY**

26

27 The Superintendent will convene a School Safety Committee, comprised of

28 administrators, teachers from every school selected by OHEA, and non-

29 instructional employees. This committee will meet monthly (more or less

30 frequently as agreed upon by committee members) to identify needs, formulate

31 plans, and evaluate the progress of steps taken to improve school safety. Critical

32 responsibilities of the committee will be to recommend ways to improve safety and

33 to develop training programs to address safety concerns. The School Safety

34 Committee will address safety concerns brought before it by District employees.

35

36 **ARTICLE 4 - CLASS SIZE**

37

38 The teachers and the Board recognize the desire to maintain class size consistent

39 with the present school board policy. Both the Board and the teachers will work

40 together in plans to achieve this objective. Class size will continue to be the

41 subject of future studies and experimentations which may bring about better

42 learning situations and better utilization of the teaching staff.

43

1 **ARTICLE 5 - ASSOCIATION RIGHTS AND PRIVILEGES**

- 2
- 3 A. The Association will be granted the use of District buildings, except for the
- 4 Central Office Building, within the regular policy of the Board.
- 5
- 6 B. The Association will have the right to place notices, circulars, and other
- 7 material in the teacher’s mailboxes and/or BBS accounts unless such use
- 8 interferes with District use of the mailbox/BBS.
- 9
- 10 C. Representatives of the Association will be permitted to transact official
- 11 Association business on school property, provided that this shall not interfere
- 12 with or interrupt normal school operation. The President of the Association
- 13 may meet and confer with affiliate organizational representatives to transact
- 14 official Association business during his/her planning period, provided it does
- 15 not interrupt school business. Notification will be given to the school office
- 16 when any organizational affiliate representative intends to or does enter the
- 17 school building.
- 18
- 19 D. The Association shall be granted the use of school equipment such as
- 20 computers, photocopy equipment, etc. for official Association business
- 21 provided that the cost of all materials be borne by the Association, and that the
- 22 Association assume responsibility for any damage occurring to the equipment
- 23 being used.
- 24
- 25 E. The Board shall post the current School Board Policy Manual on its web site at
- 26 www.msad17.k12.me.us.

27

28 **ARTICLE 6 - SCHOOL CALENDAR**

29

30 There shall be no more than 181 teacher workdays in the school calendar for the

31 2007-2008 year and not more than 182 for the 2008-2009 and 2009-2010 school

32 years. The allocation of time with regard to conference days and workshop days

33 will be a matter of consultation between the Association and the Board (or the

34 Superintendent).

35

36 **ARTICLE 7 - TEACHING HOURS AND TEACHING LOAD**

- 37
- 38 A. As professionals, teachers are expected to devote to their assignments the time
- 39 necessary to meet their responsibilities. If, in the judgment of the
- 40 administration, a teacher is not devoting to the assignment the time necessary
- 41 to meet his/her responsibilities, the administration may require the teacher to
- 42 devote the appropriate time. The judgment of the administration as to what is

1 appropriate time may not be arbitrated unless such decision is arbitrary or
2 capricious.

3
4 B. Duty-free lunch period

5
6 1. Teachers shall have a daily duty-free lunch period of at least thirty (30)
7 minutes.

8
9 2. Teachers may leave the building during their scheduled duty-free lunch
10 period after notifying the office.

11
12 C. On teacher workshop or conference days, teachers will not be required to be in
13 attendance more than 7 and one-half consecutive hours per day, exclusive of
14 lunch time.

15
16 D. All teachers shall have a duty-free planning and preparation time within the
17 student day of at least forty (40) minutes, whenever possible.

18
19 **ARTICLE 8 - DUES DEDUCTION FROM SALARY**

20
21 A. The Board agrees to deduct from teacher's salaries, money for local, state,
22 and/or national association services and programs as said teachers individually
23 and voluntarily authorize the Board to deduct, and to transmit the monies
24 promptly to such Association.

25
26 B. The Association shall verify to the Board in writing eight (8) working days
27 before the first payroll in October, the current rate of local, state, and national
28 membership dues. In the event the Association changes the rate of its
29 membership dues, the local Association shall give the Board and the
30 Association membership written notice prior to the implementation of such
31 change and prior to the above date.

32
33 C. Teachers beginning work after the start of school in September must indicate
34 their dues authorization fifteen (15) working days after employment begins.

35
36 D. The Association shall indemnify, defend, and hold the Board harmless against
37 suits against the Board or the member municipalities on account of payroll
38 deduction of dues. The Association agrees to refund to the Board any amount
39 paid to it in error on account of payroll deduction provisions and/or information
40 provided by the teacher or the Association, upon presentation of proper
41 evidence thereof.

1 **ARTICLE 9 - NON-TEACHING DUTIES**

2
3 Teachers shall not be required to drive students to activities which take place away
4 from the school building. A teacher may do so voluntarily, however, with the
5 advance approval of his/her principal or immediate supervisor. He/she shall be
6 reimbursed at the rate of no less than the maximum Internal Revenue Service
7 allowable rate per mile before withholding must be taken.
8

9 **ARTICLE 10 - TEACHER EMPLOYMENT**

10
11 A. Probationary teachers shall be notified if they will be offered a new contract,
12 providing funds are available and/or staffing needs require their retention in the
13 following year, by May 14th of each school year. Probationary teachers will be
14 issued contracts for the ensuing year no later than seven (7) days following the
15 first Board meeting after approval of the annual District Budget. Teachers
16 issued such contracts must return the signed contract to the Office of the
17 Superintendent no later than ten (10) days after receipt or the Board may deem
18 the teacher has resigned. If, for some reason, the teacher plans to be out of
19 town during the above period of time, he/she must notify the Superintendent's
20 office of where such contract should be forwarded.
21

22 B. Teachers shall be notified of their salary status, including salary supplements
23 (Article 20), within thirty (30) days following the approval of the annual
24 District Budget, or within thirty (30) days from the date of the signing of the
25 successor negotiated agreement by both parties, whichever occurs later.
26 Notification of salary status shall contain agreed-upon language, and shall not
27 include any other language unless agreed upon by both the Association and the
28 Board.
29

30 C. The provisions of this article shall be contingent upon approval of the District
31 Budget as presented by the Board.
32

33 D. The employee resigning from any position shall give a thirty (30) calendar day
34 written notice of such intent unless waived by the Board.
35

36 **ARTICLE 11 - TEACHER ASSIGNMENT**

37
38 A. Teacher assignments for the ensuing year will be made as early as possible to
39 allow teachers as much time as possible for preparation. Whenever possible,
40 such assignments will include building and class assignments. Once an
41 assignment is made to a teacher, changes will be made only after notification
42 and consultation, whenever possible, with the teacher.
43

1 B. When a teacher is notified that he/she is being involuntarily transferred or
2 reassigned, a list of open bargaining unit positions in the District shall be
3 provided by the Superintendent when the teacher requests such a list.
4

5 **ARTICLE 12 - VACANCIES**
6

7 A. Should a vacancy occur during the school term, the Board agrees to advertise
8 such vacancy by posting notices on its web site at www.sad17.k12.me.us and
9 on the BBS no later than five (5) school days after the effective date of the
10 vacancy.
11

12 B. If a vacancy occurs during the summer recess or when school is not regularly in
13 session, notices shall be posted at the Superintendent's office and the District's
14 web site at www.sad17.k12.me.us and the BBS.
15

16 C. When a position becomes available, an interview shall be provided for all
17 members of the bargaining unit who apply for the position provided they can be
18 certified and are qualified to fill the position.
19

20 D. It shall be the responsibility of the teacher to notify the employer that he/she is
21 certified or/can be certified.
22

23 **ARTICLE 13 - PERSONNEL FILES**
24

25 A. A teacher shall have the right, upon request, to review the contents of his/her
26 personnel file in the presence of the appropriate administrator. A teacher shall
27 have the right to have a copy made of materials in his/her file.
28

29 B. No material pertaining to a teacher's conduct, service, character, or personality
30 shall be placed in his/her personnel file unless the teacher has had an
31 opportunity to review such material. The teacher shall acknowledge that he/she
32 has reviewed such material by signing the copy to be filed with the express
33 understanding such signature in no way indicates agreement with the contents
34 thereof. The teacher may submit a written answer to such material and his/her
35 answer shall be initialed by the Superintendent or his/her designee. All written
36 responses to such material must be submitted to the Superintendent within
37 fifteen (15) school days from receipt of the copy of the material to be included
38 in the file. In the event that less than fifteen (15) school days remain in the
39 school year, all written responses must be submitted to the Superintendent
40 within fifteen (15) business days of the receipt of the copy of the material.
41 After a period of two years, a teacher can request obsolete and inappropriate
42 material be removed. The decision of the Superintendent shall be final.
43

1 C. The Board agrees to protect the confidentiality of personal references, academic
2 credentials, and other similar documents, and it shall not establish any separate
3 personnel file which is not available for the teacher's inspection.
4

5 **ARTICLE 14 - LEAVES**
6

7 A. Sick Leave
8

9 1. Effective September 1, 1972, all employees covered hereunder shall be
10 entitled to fifteen (15) sick leave days each school year as of the first official
11 day of said school year. Sick leave shall have unlimited accumulation. Sick
12 leave accumulation for employees hired beginning with the 1984-1985 work
13 year shall be calculated from the table below:
14

<u>Experience (Inclusive)</u>	<u>Cap</u>
0 – 10	120 Days
11 – 19	128 Days
20 +	135 Days

15
16
17
18
19
20
21
22 Effective September 1, 2007 for any teacher hired beginning with the 1984-
23 85 work year and thereafter, the annual entitlement of sick leave shall be in
24 addition to the above capped sick leave days accumulation with the
25 understanding that the capped amounts shall not be exceeded as of the end of
26 any year.
27

28 2. In cases of emergency, employees shall be entitled to a maximum of fifteen
29 (15) days absence annually charged to sick leave to care for the employee's
30 spouse, significant other (live-in spousal-type relationship*), child, or parent
31 who is seriously ill. Absences for such leave must be for good cause and
32 taken only after obtaining approval of the appropriate administrator. *A
33 "*Partner Certification*" form (Appendix B) must be completed and on file.
34

35 3. The Board shall provide a written statement for each teacher by the first (1st)
36 payroll date in October, indicating the total of sick leave credit.
37

38 4. Teachers with at least ten (10) years service in the District may request
39 emergency leave with pay in the event of long-term illness creating unusual
40 hardship. Each such application will be considered individually, and the
41 decision of the Board on each request shall be final. If the Board denies
42 such a request, they will state the reasons in writing.
43

1 5. A sick leave pool shall be established for the benefit of teachers who suffer
2 non-work related extended illness or disability and who were hired
3 beginning with the 1984-1985 work year, and subject to the capped
4 accumulated sick leave provision (section A. 1. of this article).

5
6 a) One day of each teacher annual sick leave entitlement shall be
7 automatically donated to the sick leave pool unless the teacher declines
8 participation by written notification to the Superintendent by September
9 15th. Each eligible contributing teacher shall be a member of the pool
10 and eligible to withdraw days as provided in this section.

11
12 b) Teacher enrollment in the pool shall be voluntary.

13
14 c) No member shall be granted sick leave pool days until his/her own sick
15 leave is down to five (5) days, but may not use pool days until his/her
16 own sick leave days are exhausted.

17
18 d) Members withdrawing sick leave days from the pool will not be required
19 to replace the days withdrawn, except as a regular contributing member
20 of the pool.

21
22 e) At the close of the school year in June, all unused sick leave days will
23 remain in the bank until the following September, at which time they will
24 be added to the new bank for the ensuing year, but such accumulation
25 shall at no time exceed 300 days.

26
27 f) Applicants to the sick leave pool shall submit a doctor's statement in
28 evidence of extended illness or disability on the District's medical
29 certification form.

30
31 g) The Superintendent and the Association President shall jointly name the
32 recipients of days from the pool, not to exceed thirty (30) days per
33 recipient per year. In the event that the Superintendent and the President
34 are unable to agree as to who shall receive days from the pool, the Board
35 shall make the decision. Recipients may not apply for or receive more
36 than thirty (30) days per year.

37
38 6. Attendance Incentive

39
40 Any employee who uses no more than three (3) days of paid leave during the
41 school year except for bereavement leave, jury duty, or professional leave
42 shall be eligible for a one-time reimbursement of up to \$150 spent at any
43 business that is a member of the Oxford Hills Chamber of Commerce.

1 B. Temporary Leaves of Absence

2
3 1. As of the beginning of the school year, teachers shall be entitled to the
4 following temporary leaves of absence with full pay for each school year.

5
6 a) Two (2) days leave of absence for personal, legal, business, household, or
7 family matters which require absence during school hours. Notification
8 to the teacher's principal or other immediate supervisor for this leave
9 shall be made at least one (1) day before taking such leave except in
10 cases of emergency. Teachers who have been employed by the District
11 for at least ten (10) years may request a third day by applying in person
12 to the Superintendent or his/her designee at least three (3) days before
13 taking such personal leave. Personal leave may not be used for
14 recreational purposes or to extend a holiday or vacation, or to extend any
15 other leave provision of this contract except section 1.b. below.

16
17 b) Five (5) consecutive working days at any one time to attend the funeral
18 and/or care for family business matters associated with the death of a
19 spouse, significant other (live-in spousal type relationship), child, parent,
20 or siblings, and three (3) consecutive working days at any one time to
21 attend the funeral of an in-law, grandparent, grandchild, aunt, uncle,
22 niece, or nephew. One (1) additional day of leave will be granted for the
23 purpose of attending the interment if held at a time distant from the death.

24
25 c) One (1) funeral day per year to attend the interment and/or services for
26 the death of a close friend or relative not covered in paragraph b.
27 Personal day to be used, if none, day will be subtracted from sick days.

28
29 2. Leaves taken pursuant to Section 1 above shall be in addition to any sick
30 leave to which the teacher is entitled.

31
32 C. Sabbatical Leave – may be granted to a teacher under the following conditions:

33
34 1. Sabbatical leave of absence may be granted to a teacher, subject to approval
35 of the Board, upon recommendation of the Superintendent, when in their
36 considered judgment said teacher pursues a course of study or travel
37 experience to the end that he or she may be better fitted by education and
38 culture for his/her position in the schools.

39
40 2. Sabbatical leave to be granted only after seven (7) years of service in the
41 District.

- 1 3. Sabbatical leave is given to professional personnel to stimulate professional
2 growth and/or prepare personnel for added responsibility. Improvement of
3 the educational program of the District is the ultimate goal.
4
- 5 4. Consideration will be given to several criteria in granting leaves to staff
6 members. Among these will be: value of leave to the School District;
7 allocation of leaves among divisions of the School District; number of years
8 service in the School District; number and recency of previous leaves.
9
- 10 5. Sabbatical leave shall be granted for only one year at half pay. Additional
11 stipend for such annually assigned duties as coaching, advising school
12 groups, or serving on a curriculum committee shall not be included in the
13 sabbatical leave pay.
14
- 15 6. Applications for sabbatical leave for the ensuing school year must be
16 received in the District Office prior to January 1.
17
- 18 7. A teacher on sabbatical leave shall retain seniority, retirement, tenure, and
19 all other rights as if he/she were in regular employment. The teacher can
20 return to his/her position after the sabbatical leave. Any other assignment
21 will be handled as an involuntary transfer (Article 11, paragraph B).
22
- 23 8. Nothing is to be interpreted as guaranteeing a sabbatical leave to any
24 teacher. The Board may grant up to two (2) sabbatical leaves in any one
25 year.
26
- 27 9. A teacher who is granted sabbatical leave agrees to return to the system for
28 one school year. In the event a teacher leaves to accept another position
29 within one school year of the completion of the sabbatical leave, the amount
30 paid by the District shall be returned.
31

32 D. Unpaid Leave of Absence 33

34 A teacher shall request an unpaid leave of absence in the following manner:
35

- 36 1. A request for leave of five (5) consecutive days or less must be submitted to
37 the Superintendent one (1) calendar week in advance of the beginning of the
38 intended leave. Such request shall state the reason for such leave and
39 whether or not the teacher has informed the principal of such request. Such
40 request shall be made in writing.
41
- 42 2. A request for leave of six (6) consecutive work days or more must be
43 submitted to the Board in sufficient time so that action may be taken on such

1 request prior to the need by the teacher. Such request shall state the reason
2 for such leave and whether or not the teacher has informed the principal of
3 such request. Such request shall be made in writing.
4

5 3. A teacher may take up to one (1) year leave of absence after the birth of the
6 teacher's child or adoption of a child by the teacher for the purpose of caring
7 for the child.
8

9 4. The decision of the Superintendent and/or the Board, as appropriate, shall be
10 final.
11

12 E. Jury Duty 13

14 Time necessary for jury duty shall be granted without net loss in pay. A
15 teacher who performs jury duty shall receive his/her regular salary from the
16 District. Said teacher shall turn over to the District all money received for jury
17 duty, less reimbursement for travel expenses. Payment by the District is
18 contingent upon the following: if the teacher is released from jury duty more
19 than two (2) hours before the end of the scheduled workday, he/she will return
20 to his/her duties at school. If the teacher has not turned over his/her jury duty
21 pay by the second pay period after the last day of jury service, the District may
22 withhold such monies due from the paycheck of the teacher. This paragraph
23 will pertain to a teacher who has been subpoenaed as a witness in matters
24 related to school business, as well as jury duty.
25

26 F. Child Bearing, Rearing or Adoption Leave 27

28 A leave of absence shall be granted to a continuing contract teacher who fulfills
29 eligibility criteria contained in the Family Medical Leave Act for the purpose of
30 child bearing and/or child rearing or adoption as follows:
31

32 1. A teacher who is pregnant and medically unable to work as certified by a
33 licensed physician shall be eligible, upon request, to child bearing leave in
34 accordance with the Family Medical Leave Act. She shall notify the
35 Superintendent in writing of the need for child bearing leave at least thirty
36 (30) days in advance of the commencement of leave, if possible.
37

38 2. In addition to the provisions available in the Family Medical Leave Act, a
39 continuing contract teacher wishing to use child rearing or adoption leave
40 may access no more than fifteen (15) paid days from the teachers'
41 accumulated sick leave, exclusive of any sick leave pool days.
42

1 **ARTICLE 15 - MISCELLANEOUS PROVISIONS**

- 2
- 3 A. This Agreement shall be posted on the District’s web site at
4 www.sad17.k12.me.us and the District’s BBS within thirty (30) calendar days
5 after the Agreement is signed. A hard copy of the Collective Bargaining
6 Agreement is available upon request at the District office.
7
- 8 B. Whenever any notice is required to be given by either of the parties to this
9 Agreement to the other, pursuant to the provision(s) of this Agreement:
10
- 11 1. If the Association, to the Chairman of the Board with a copy to the
12 Superintendent;
13
- 14 2. If by the Board, to the President of the Association.
15
- 16 C. While the teacher has no insurable interest in the laptop computers, or any other
17 electronic devices that have been provided to teachers in the District, the
18 District will cover normal repairs as necessary on this equipment. Teachers will
19 not be expected to provide personally-paid insurance policies for the use of
20 District-owned property. Teachers found guilty of willful neglect will be
21 responsible for the expenses incurred for damages on above-mentioned devices.
22

23 **ARTICLE 16 - TUITION REIMBURSEMENT**

- 24
- 25 A. Teachers shall be eligible to receive reimbursement at the rate of actual cost of
26 tuition upon completion of courses which have been approved by the
27 Superintendent. Reimbursement will be provided for no more than three (3)
28 credits taken concurrently during the school year. No more than three (3)
29 courses will be reimbursed in a fiscal year. During the 2007-2008 year, a
30 teacher may elect to have one (1) course prepaid pursuant to the procedures in
31 Section C - Educational Loan Advance Program below. Effective as of the
32 2008-2009 year a teacher may elect to have up to two (2) courses prepaid
33 pursuant to Section C below.
34
- 35 B. In order to obtain tuition reimbursement under this provision, the following
36 criteria must be met:
37
- 38 1. Initial approval of the Superintendent for purposes of tuition reimbursement
39 will be based on the following:
40
- 41 a) A written request for prior approval has been submitted by the teacher;
42

1 b) The course coincides with the teaching needs and professional growth of
2 the teacher.

3
4 2. Final approval for payment under this provision will be dependent upon:

5
6 a) Transcript verifying credit;

7
8 b) Receipt of a grade of “B” or better in the course, or in instances where
9 pass/fail is in effect, receipt of “pass”;

10
11 c) Submission of a receipt verifying personal payment of tuition in an
12 amount equal to or more than the amount of the reimbursement

13
14 3. If a teacher resigns from the District to accept employment elsewhere within
15 two (2) calendar years of receiving tuition reimbursement, he/she shall repay
16 the District in the amount of the reimbursement.

17
18 C. Educational Loan Advance Program

19
20 1. The School District will make available an educational loan/advancement
21 program that will provide advance tuition for approved courses, provided a
22 third-party billing for the educational loan/advancement is available.

23
24 2. In order to receive such educational loan/advancement, the employee shall
25 complete an “Employee Payroll Deduction Authorization Form” for each
26 course for which such payment is requested.

27
28 3. Receipt of such educational loan/advancement must have prior written
29 approval of the Superintendent as provided in section B above.

30
31 If an employee fails to provide written grade notification to the
32 Superintendent within thirty (30) days from the grade being posted or the
33 teacher withdraws from the course, the employee shall reimburse the District
34 the amount of payment made on behalf of the employee. Unless other written
35 repayment arrangements are made with the Superintendent, any reimbursement
36 owed to the District by the employee shall be made by payroll deductions in no
37 more than six (6) consecutive payments or by the end of the contract year,
38 whichever occurs first.

39
40 4. Should the employee cease employment with the District, the amount
41 remaining due shall be paid in full from the employee’s remaining paychecks.
42 In the event of any outstanding balances, the employee shall repay the District
43 within thirty (30) days of his/her employment severance with the District.

1 **ARTICLE 17 - TEACHER RIGHTS**

2
3 A. Just Cause

- 4
- 5 1. No teacher shall be disciplined, including reprimanded, reduced in rank or
6 compensation, suspended or dismissed, and no teacher on continuing
7 contract shall be denied renewal of contract, without just cause. Any such
8 action asserted by the Board or any agent or representative thereof shall be
9 subject to the grievance procedure as set forth in Article 3. This paragraph
10 shall not apply to any stipend position. (See Standards Appendix A)
 - 11
 - 12 2. The provisions of paragraph 1 above shall not be applicable to a
13 probationary teacher. A probationary teacher who is not offered another
14 contract may request and be entitled to written notification from the
15 Superintendent of the reasons for the non-renewal.
 - 16
 - 17 3. Should an administrator meet with a teacher about a disciplinary matter, that
18 administrator shall advise the teacher of the nature of the meeting. The
19 teacher may request Association representation at the meeting.
 - 20
 - 21 4. If an administrator receives a complaint about a teacher, the administrator
22 shall suggest that the complainant talk with the teacher first. The
23 administrator may choose to be present at the meeting.

24
25 B. Reduction in Force

- 26
- 27 1. The needs of the District shall be the governing factor in abolishing teaching
28 positions. However, the length of service within the District shall be given
29 due consideration. In addition, no continuing contract teacher shall be laid
30 off if there is a probationary teacher in an equivalent position. Equivalent
31 position will be District-wide by certification. Any teacher affected by a
32 reduction in staff shall be entitled to a hearing before the Board, if requested
33 by the teacher.
 - 34
 - 35 2. At the time the Board determines that it should consider a reduction of
36 teaching positions within the District, the Board shall notify the Association
37 and shall give the Association a general statement of the preliminary reasons
38 why the Board is considering a reduction.
 - 39
 - 40 3. The Association will be given an opportunity to discuss the elimination of
41 such teaching positions with the Board.
- 42

- 1 4. The final decision pertaining to the elimination of teaching positions is the
2 sole prerogative of the Board.
3
- 4 5. Any teacher affected by a reduction in force shall be notified in writing.
5 When such teacher is offered an equivalent position in the District, such an
6 offer shall be made in writing. When such an offer is made and if the
7 teacher accepts the offer, such acceptance must be in writing and returned to
8 the Superintendent within ten (10) days of receipt of the offer.
9
- 10 6. No seniority rights shall be lost as a result of a layoff and all unused
11 accumulated benefits and rights shall be restored to a recalled employee for
12 up to two (2) years from the expiration date of this Agreement.
13
- 14 7. A teacher who is to be laid off shall receive at least ninety (90) days written
15 notice prior to the effective date of the layoff.
16
- 17 8. A teacher who has been laid off shall be eligible to continue to participate in
18 group insurance plans by remitting the premium(s) to the District on a
19 monthly basis, for a maximum of eighteen (18) months. Continuing contract
20 teachers who are laid off may participate in group insurance plans for a
21 maximum of twenty-four (24) months.
22
- 23 9. A continuing contract teacher who has been laid off and has used his/her
24 personal days may request additional time for the purpose of interviewing
25 for other positions and the time will be charged to accrued sick leave.
26
- 27 10. For up to two (2) years from the expiration date of this Agreement, the
28 Superintendent shall send a notice of vacancies by regular mail to the last
29 known address of any laid off continuing contract teacher.
30
- 31 11. No teacher subject to recall shall be required to make application for a
32 teaching position beyond the requirements of this Article.
33

34 C. Teacher Evaluation

35

- 36 1. All monitoring or observation of the work or performance of a teacher shall
37 be conducted openly and with the knowledge of the teacher.
38
- 39 2. A teacher shall be given a copy of any written class observation or
40 evaluation report at least one (1) day prior to any post-observation
41 conference. No such report shall be submitted to the District Office, placed
42 in a teacher's file, or otherwise acted upon until the evaluator has had a
43 conference with the teacher if requested by either the teacher or the

1 evaluator. A teacher must sign the completed written evaluation report after
2 the conference with the observer or evaluator.

- 3
4 3. At the beginning of each school year, the administration shall review the
5 evaluation procedure with the faculty. Any teacher shall be given a copy of
6 the form to be used in the evaluation process upon request.
7

8 **ARTICLE 18A - HEALTH INSURANCE**

- 9
10 A. The Board will contribute 80% of the premiums for the MEA Health Benefits
11 Trust Choice Plus Plan for health coverage under the appropriate plan (single,
12 two adults, adult with children, or family) for eligible employees who work
13 twenty-five (25) or more hours per week. The dollar amount of premium
14 contributed by the District for MEA Choice Plus may be applied to payment of
15 premiums for individuals that select the MEA Standard Plan. The portion of
16 the payment paid by the employee will be taken out of pre-tax dollars in
17 accordance with Section 125 of the I.R.S. code.
18
19 B. If both spouses are employees of M.S.A.D. No. 17, the District shall pay 100%
20 of the Choice Plus Plan (two adults or family). The dollar amount of premium
21 contributed by the District for Choice Plus may be applied to payment of
22 premiums for individuals that select the MEA Standard Plan. In the event that
23 the premium cost structure makes it less costly to pay 100% for two separate
24 single plans as opposed to the premium cost for the two-adult plan, the District
25 may elect that option. In addition, if both spouses are employees of M.S.A.D.
26 No. 17 prior to and including August 27, 1999 the Board will reimburse the
27 employees for costs they incur for hospital inpatient, outpatient up to \$400 per
28 person/\$800 per family. Also, the Board will reimburse for accidental injuries
29 up to \$400. The intent of this language is to continue this benefit for those
30 District employees receiving it under a previous agreement.
31
32 C. If a District employee has a spouse enrolled in a two person or family plan not
33 provided by the District, the Board shall not provide insurance coverage for that
34 employee. Each new enrollee in a District insurance plan shall sign a certificate
35 that he/she is not covered by another two person or family plan, and will
36 terminate enrollment in the District plan if he/she becomes covered by a plan
37 not provided by the District. The Board may recover any amount accepted in
38 violation of this provision in a civil action.
39

40 D. Cash-in-Lieu Option

41
42 Teachers will be given an opportunity under the terms of the flexible benefit
43 plan to elect no medical coverage or reduced medical coverage. If a teacher

1 elects no medical coverage or reduces coverage from the coverage the teacher
2 had on June 1, and documents that he/she is otherwise covered, provided that
3 the teacher is still eligible for the higher level of coverage he/she had on June 1,
4 the Superintendent will reimburse the teacher up to \$1,500 during 2007-2008
5 school year and up to \$2,000 for any school year thereafter for the premium
6 cost the Board saves as a result of the election of reduced coverage or no
7 coverage. The cash payments under this provision are taxable income and shall
8 be paid to the teacher not later than June 30th of each year. In order to receive
9 this benefit, a participating teacher must sign an annual form certifying that
10 he/she is eligible for the higher level of insurance coverage. When a teacher's
11 level of coverage is reduced because of a change in eligibility or a qualifying
12 event such as divorce, or when the dropped insurance is covered by the Board-
13 provided insurance of another M.S.A.D. #17 School Department employee, this
14 provision shall not apply. An election to receive cash-in-lieu of dropped or
15 reduced coverage may be made only during the annual Open Enrollment period.
16 In order to receive the reimbursement under this cash-in-lieu program, the
17 program must generate sufficient funds to be self-supporting. Self-supporting
18 means that the number of new participants enrolled in this option is sufficient to
19 result in health insurance cost savings equal to the cost of this cash-in-lieu
20 program. The self-supporting cash-in-lieu option will be considered each year
21 of this contract.

22 23 E. Medical and Dependent Care Reimbursement Accounts

- 24
- 25 1. In order to enable employees to use pre-tax dollars to pay certain eligible
26 family and health care expenses not covered by insurance, the Board agrees
27 to make available a Medical Expense Reimbursement Account and a
28 Dependent Care Reimbursement Account. Any start up cost shall be paid by
29 the Board. Any administrative costs for individual accounts shall be paid by
30 the participating teacher. Both accounts will be administered by the third
31 party administrator mutually selected by the Board and the Association
32 pursuant to a Section 125 (cafeteria) plan.
 - 33
34 2. The Medical Expense Reimbursement Plan and Dependent Care
35 Reimbursement Plan will be established in conformity with the provisions of
36 Section 125 of the Internal Revenue Code. The annual limits that a teacher
37 may elect to contribute for the respective reimbursement plans are:

38
39 Medical Reimbursement: Up to \$4,000

40 Dependent Care: Up to \$5,000

- 41
42 3. The Section 125 (cafeteria) plan will be provided annually during the same
43 annual enrollment period for health insurance. During the first

1 implementation year, the enrollment period shall be determined by the
2 vendor for these accounts. Each employee will be notified of the
3 opportunity to make changes in the amount of income that is to be deposited
4 to either the Medical Expense Reimbursement Account (up to the maximum
5 amount allowed under the Board's plan document) or the Dependent Care
6 Reimbursement Account. Any unused balance remaining in an employee's
7 account at the end of the plan year will be subject to the third party
8 administrator's rules and procedures.
9

- 10 4. Pursuant to IRS requirements, the District has the financial obligation to
11 cover the teacher's designated annual medical reimbursement amount until
12 the funds have been deducted from the teacher's payroll. The parties agree
13 that this obligation is not applicable to the Dependent Care Reimbursement
14 Account.
15

16 **ARTICLE 18B - DENTAL INSURANCE**

17
18 Teachers will have the option of purchasing MSMA dental insurance, or
19 comparable plan, at their own expense, in pre-tax dollars, through the School
20 District. In order for teachers to purchase group insurance, they must meet the
21 MSMA's minimum enrollment requirement for the first year's participation.
22

23 **ARTICLE 19 - TEACHER SALARY SCHEDULE**

- 24
25 A. See attached 2007-2008, 2008-2009, 2009-2010 salary schedules.
26
27 B. Additional Salary Provisions
28
29 1. Any teacher who has completed the requirements for an advanced degree
30 previously approved by the Superintendent will be placed on the new
31 schedule at the first Board meeting following receipt by the Superintendent
32 of documentation of the aforementioned completion.
33
34 2. Eligibility for placement on the Masters +30 scale is based on thirty (30)
35 credit hours of graduate level study exclusive of credits leading to the
36 achievement of the Masters degree used to place them on the Masters scale.
37
38 3. The Board reserves the right upon recommendation of the administration to
39 withhold any increment of increase as set forth in this schedule in case of
40 unsatisfactory work.
41
42 4. The annual salaries of teachers shall be paid in twenty-six (26) or twenty-
43 one (21) installments due every other Friday, except on weeks that have a

1 holiday on Thursday and/or Friday and the District Office is closed. When
2 this occurs, the checks will be issued on the day before the holiday.
3 Teachers opting for the twenty-one (21) payment plan must make such
4 option by December 15th of the preceding school year. Once a teacher
5 selects twenty-one (21) pays, s/he shall continue to be paid in that manner
6 unless the option is revoked by the teacher. Up to thirty (30) teachers may
7 choose to receive their checks for the summer months in June, in one lump
8 sum if such desire is indicated in writing by May 31. This option for a lump
9 sum summer payment shall be on a first-come, first-served basis. In
10 addition, any teacher retiring may receive the balance owed to him/her in
11 one lump sum upon retirement. Proper payroll deductions shall be made
12 from this check for medical insurance, retirement, and other authorized
13 deductions so as to afford coverage for the individual until the first
14 deduction the following fall.

- 15
- 16 5. When a payday falls during a school vacation, paychecks will be mailed on
17 the day before payday. Teachers will also be given the option of picking up
18 their check on payday at the District Office.
- 19
- 20 6. Any teacher retiring from the District shall be paid for thirty (30) days of
21 accrued sick leave at his/her per diem rate based upon his/her regular
22 contracted salary for the last full year of employment. To be eligible for this
23 benefit, the teacher must:
- 24
- 25 a) Have been employed by the District for at least ten (10) years;
- 26
- 27 b) Be immediately eligible to receive Maine State Retirement Benefits, or
28 meet all the requirements for receipt of Maine State Retirement Benefits,
29 except minimum age.
- 30
- 31 c) Retiring teachers may apply to the District for vacant positions, and may
32 be interviewed along with other candidates, but may be appointed no
33 sooner than the first day of the month following the effective date of
34 retirement. Any subsequent employment would be a new period of
35 employment, beginning as a probationary teacher with no retainage of
36 seniority rights or accumulation of benefits. Upon completion of the
37 probationary period, the teacher would be eligible to transfer 20 days of
38 any unused accumulated sick leave from the previous period of
39 employment to the new period of employment.
- 40

1 d) Retired teachers who are receiving Maine State Retirement Benefits and
2 have been re-employed by the District will be ineligible to participate in
3 the District Health Insurance Plan, but will be eligible to have the
4 teacher's portion of MSRS health insurance premiums, minus the portion
5 paid by the State of Maine, paid by the District.
6

7 7. Teachers who are regularly assigned to more than one building, and who are
8 authorized to use their own automobiles for such travel, shall be paid at the
9 rate of no less than the maximum Internal Revenue Service allowable rate
10 per mile before withholding must be taken, for travel between the buildings.
11 The rate will be figured from the first assignment in the day to the last
12 assignment in the day.
13

14 8. Experience will be counted as follows: one year for every year of teaching
15 experience; and one year for every two years of related experience.
16

17 **ARTICLE 20 - SALARY SUPPLEMENTS**
18

19 A. Department Chairmen, Team Leaders, Lead Teachers, and Transition Team
20 Members
21

22 The supplements paid to these teachers will be a percentage of the Bachelor's base
23 salaries as follows:
24

25	K – 12	13.6%
26	9 – 12	12.3%
27	7 – 8	8.8%
28	Transition Team	5.0%
29	Lead Teachers	5.0%

30

31 B. Certification Steering Committee
32

33 Members of the certification support system steering committee shall be paid an
34 additional stipend of equal to 3.4% of the Bachelor's base salary.
35

36 C. Technology Liaisons
37

38 The supplements paid to these teachers will be a percentage of the Bachelor's base
39 salary.
40

1	Number of students	Technology Liaisons
2		
3	Less than 200	4.70%
4	201 – 350	5.00%
5	More than 350	5.30%
6	Oxford Hills Middle School	6.30%
7		

8 D. Subject Area Committees and Curriculum Coordinating Committee

9		
10		% of Bachelor's Base
11	CCC Member	3.60%
12	SAC Chair	3.60%
13	SAC Member	3.00%
14		

15 E. Extracurricular

- 16
- 17 1. A committee of three Association and three Board representatives shall be
- 18 established no later than ten (10) days after the signing of this Agreement.
- 19 The purpose of this committee shall be to revise the stipend system, establish
- 20 the stipends for new positions, and establish an appeals system for stipend
- 21 payments.
- 22
- 23 2. Funding available for extracurricular positions will be calculated annually by
- 24 multiplying the Bachelor's base salary by 10.76.
- 25
- 26 3. During the term of this Agreement, any additional positions created shall be
- 27 fully funded in addition to the amount specified in section 2 above. If the
- 28 Board eliminates any extracurricular current positions, the funds for the
- 29 position(s) will be subtracted from the amount specified in section 2 above.
- 30
- 31 4. Employees will be paid their supplemental stipends as follows:
- 32
- 33 a) If the activity is seasonal, the stipend shall be divided equally among the
- 34 paychecks during the season or a single payment shall be made at the end
- 35 of the season.
- 36
- 37 b) If the activity is year-round, the stipend shall be divided equally among
- 38 the paychecks or a single payment shall be made at the end of the school
- 39 year.
- 40

- 1 c) Stipend recipients desiring a single payment shall be required to
2 communicate their decision in writing to the District Office no later than
3 ten (10) days following receipt of a contract for the activity.
4

5 **ARTICLE 21 - OTHER SALARY PAYMENTS**
6

- 7 A. During the 2007-2008 work year, all work performed by members of the
8 bargaining unit beyond the 181 day work year, except those employees already
9 required by individual contract to work more than 181 days, shall be paid per
10 diem of the Bachelor's base (Bachelor's Base/181). Effective at the beginning
11 of 2008-2009 all work performed by members of the bargaining unit beyond the
12 182 day work year, except those employees already required by individual
13 contract to work more than 182 days, shall be paid per diem of the Bachelor's
14 base (Bachelor's Base/182).
15
- 16 B. High School counselors may work up to ten (10) days and Middle School
17 counselors may work up to three (3) days beyond the 181 teacher work days,
18 and will be paid per diem for those day.
19
- 20 C. During the 2007-2008 year, bargaining unit members required to participate in
21 P.E.T.'s beyond the 181 day work year, except those employees already
22 required by individual contract to work more than 181 days, shall be paid per
23 diem (1/181) of the Bachelor's base. Teachers required to attend P.E.T.'s which
24 extend more than two hours after student dismissal (3:00 elementary; 2:00
25 middle and high school) shall be paid at the rate of \$16.50 per hour. At least
26 thirty (30) minutes must be worked to qualify for an hour's pay. Effective at
27 the beginning of the 2008-2009 year, the work year is increased from 181 to
28 182 days.
29
- 30 D. For the purposes of this article, a day shall be based on six (6) hours.
31
- 32 E. Employees will make formal application to the administration for summer
33 work. The administration will decide who will work.
34

35 **ARTICLE 22 - NON-DISCRIMINATION**
36

37 The Board and the Association agree that neither party will discriminate against
38 any employee on the basis of race, creed, color, sex, marital status, sexual
39 orientation, age, national origin or disability.
40

1 By _____
2 Fred Burbank, Negotiator
3 OXFORD HILLS EDUCATION ASSOCIATION
4

5 Dated: _____
6

7
8 By _____
9 Joan Wenzel, Negotiator
10 OXFORD HILLS EDUCATION ASSOCIATION
11

12 Dated: _____
13

14
15 By _____
16 Justin Stygles, President
17 OXFORD HILLS EDUCATION ASSOCIATION
18

19 Dated: _____
20

21
22 By _____
23 Dale Piirainen, Chairman
24 OXFORD HILLS SCHOOL DISTRICT BOARD OF DIRECTORS
25

26 Dated: _____
27

28
29 By _____
30 Dr. Mark Eastman, Superintendent
31 OXFORD HILLS SCHOOL DISTRICT
32

33 Dated: _____

APPENDIX B - PARTNER CERTIFICATION

We, _____ and _____ certify that we are domestic partners in accordance with the following criteria:

1. We are each other's sole domestic partner and intend to remain so indefinitely.
2. We are jointly responsible for each other's common welfare, share financial obligations and share our primary residence. We are enclosing evidence of joint responsibility. (Joint responsibility may be demonstrated by the existence of two or more of the following.) (Please check at least two items that apply.)
 - Domestic Partnership Agreement or Relationship Contract
 - The Domestic Partner has been designated as a beneficiary of employee's will, or retirement contract i.e. life insurance, MSRS annuities, 401K, 403B
 - Joint mortgage or joint ownership of a primary residence
 - Two of:
 - _____ Joint ownership of a motor vehicle
 - _____ Joint checking account
 - _____ Joint credit card account
 - _____ Joint lease
3. We are:
 - not married to anyone, and
 - at least eighteen (18) years of age and mentally competent to consent to contract, and
 - not related by blood to a degree of closeness which would prohibit marriage in the State of Maine

Employee Signature: _____ Date: _____

Social Security Number: _____

Address: _____ City: _____ Zip: _____

Phone #: Home: _____ Work: _____

Domestic Partner Signature: _____ Date: _____

Social Security Number: _____

2007 - 2008 SALARY SCHEDULE

<u>YEARS EXP.</u>	<u>BACHELOR'S</u>	<u>MASTERS</u>	<u>MASTERS +30</u>
0	\$26,540	\$28,663	\$30,785
1	\$27,601	\$29,724	\$31,847
2	\$28,663	\$30,785	\$32,908
3	\$29,724	\$31,847	\$33,969
4	\$30,785	\$32,908	\$35,031
5	\$31,847	\$33,969	\$36,092
6	\$32,908	\$35,031	\$37,154
7	\$33,969	\$36,092	\$38,215
8	\$35,031	\$37,154	\$39,276
9	\$36,092	\$38,215	\$40,338
10	\$37,154	\$39,276	\$41,399
11	\$38,215	\$40,338	\$42,460
12	\$39,276	\$41,399	\$43,522
13	\$40,338	\$42,460	\$44,583
14	\$41,399	\$43,522	\$45,644
15	\$42,460	\$44,583	\$46,706
16	\$43,522	\$45,644	\$47,767
17	\$44,583	\$46,706	\$48,828
18	\$45,644	\$47,767	\$49,890
19	\$46,706	\$48,828	\$50,951
20	\$47,767	\$49,890	\$52,013

1
2

2008 - 2009 SALARY SCHEDULE

<u>YEARS</u> <u>EXP.</u>	<u>BACHELOR'S</u>	<u>MASTERS</u>	<u>MASTERS +30</u>
0	\$27,354	\$29,541	\$31,729
1	\$28,447	\$30,635	\$32,823
2	\$29,541	\$31,729	\$33,917
3	\$30,635	\$32,823	\$35,011
4	\$31,729	\$33,917	\$36,105
5	\$32,823	\$35,011	\$37,198
6	\$33,917	\$36,105	\$38,292
7	\$35,011	\$37,198	\$39,386
8	\$36,105	\$38,292	\$40,480
9	\$37,198	\$39,386	\$41,574
10	\$38,292	\$40,480	\$42,668
11	\$39,386	\$41,574	\$43,762
12	\$40,480	\$42,668	\$44,856
13	\$41,574	\$43,762	\$45,950
14	\$42,668	\$44,856	\$47,043
15	\$43,762	\$45,950	\$48,137
16	\$44,856	\$47,043	\$49,231
17	\$45,950	\$48,137	\$50,325
18	\$47,043	\$49,231	\$51,419
19	\$48,137	\$50,325	\$52,513
20	\$49,231	\$51,419	\$53,607

3

2009 - 2010 SALARY SCHEDULE

<u>YEARS</u> <u>EXP.</u>	<u>BACHELOR'S</u>	<u>MASTERS</u>	<u>MASTERS +30</u>
0	\$28,106	\$30,354	\$32,602
1	\$29,230	\$31,478	\$33,726
2	\$30,354	\$32,602	\$34,850
3	\$31,478	\$33,726	\$35,974
4	\$32,602	\$34,850	\$37,097
5	\$33,726	\$35,974	\$38,221
6	\$34,850	\$37,097	\$39,345
7	\$35,974	\$38,221	\$40,469
8	\$37,097	\$39,345	\$41,593
9	\$38,221	\$40,469	\$42,717
10	\$39,345	\$41,593	\$43,841
11	\$40,469	\$42,717	\$44,965
12	\$41,593	\$43,841	\$46,089
13	\$42,717	\$44,965	\$47,213
14	\$43,841	\$46,089	\$48,337
15	\$44,965	\$47,213	\$49,461
16	\$46,089	\$48,337	\$50,585
17	\$47,213	\$49,461	\$51,709
18	\$48,337	\$50,585	\$52,833
19	\$49,461	\$51,709	\$53,957
20	\$50,585	\$52,833	\$55,081

1 **APPENDIX C - COURSE REIMBURSEMENT FORM**

2
3 **COURSE REIMBURSEMENT**

4
5 **M.S.A.D. #17 EDUCATIONAL LOAN/ADVANCEMENT**

6
7 **EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION FORM**

8
9
10 I agree that the following charges of \$_____ will be paid by the District on
11 my behalf, in the form of an educational loan/advancement for approved courses
12 pursuant to Article 16 – Tuition Reimbursement of the existing Collective
13 Bargaining Agreement.

14
15 If I fail to provide written grade notification to the Superintendent within
16 thirty (30) days from the grade being posted or within thirty (30) days of my
17 withdrawal from the course, I shall reimburse the District the amount of payment
18 made on my behalf. Unless other repayment arrangements are made with the
19 Superintendent in writing, any reimbursement owed to the District by me shall be
20 made by payroll deductions in up to six (6) consecutive payments or by the end of
21 the contract year, whichever occurs first.

22
23 It is also my understanding that should I end my employment with the District
24 for any reason, I remain liable for the above mentioned debt and that any
25 remaining balance is authorized by me to be deducted in full from my remaining
26 paychecks. In the event of any outstanding balances, I shall repay the District
27 within thirty (30) days of my employment severance with the District.

28
29
30 Course Title: _____

31
32 Number of credit hours: _____

33
34 Institution: _____

35
36 Starting date: _____ Ending date: _____

37
38 Signed: _____ Date: _____

39
40 Approved by: _____ Date: _____

1 **SABBATICAL LEAVE AGREEMENT**

2
3 I understand that the purpose of accepting sabbatical leave is to increase my
4 value to Maine School Administrative District #17 (the Oxford Hills School
5 District) through professional improvement. During the period of my sabbatical
6 leave, I will not engage in regular remunerative employment of more than twenty
7 (20) hours per week without the written permission of the Superintendent of
8 Schools.

9
10 During the period of sabbatical leave, I will report to the Superintendent of
11 Schools in writing concerning my progress in the activities which I have outlined
12 in my application. These reports will be made approximately October 31, January
13 31, March 31, and June 30. The final report will include specific information or
14 ideas gained on my leave which may be of interest or value to the District.

15
16 I agree to return to service in the District for one school year following the
17 completion of this leave. In the event that I voluntarily leave the employ of the
18 District for any reason except serious illness within one school year, I promise to
19 pay to the District the amount paid by the District for the sabbatical leave.

20
21 I understand that the plans as outlined in my request are to be followed
22 unless permission to alter the plan is granted in writing by the Superintendent of
23 Schools.

24
25
26 Date: _____ Signature: _____
27
28
29

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