

NEGOTIATED AGREEMENT

BETWEEN

RSU 13 BOARD OF DIRECTORS

AND

SEACOAST EDUCATION ASSOCIATION

TEACHERS' BARGAINING UNIT

SEPTEMBER 1, 2022-AUGUST 31, 2025



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Preamble

This Agreement is between the Seacoast Education Association (hereinafter called “the Association”) affiliated with the Maine Education Association and the National Education Association and the Board of Directors of Regional School Unit #13 (hereinafter called “the Board”).

Whereas the parties have reached certain understandings which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1. Recognition

- A. The Board recognizes the Association as the exclusive bargaining representative, as defined under 26 MRSA, § 962, for the entire group of certified professional employees of the Board excluding, but not limited to, the Superintendent, Assistant Superintendent, Principals, Non-Teaching Assistant Principals, and Coordinator of Special Services.
- B. Unless otherwise indicated, the terms “teachers,” “professionals,” or “bargaining unit members,” when used hereinafter in this Agreement, shall refer to all professional employees as defined by 26 MRSA § 962(6) in certified professional staff classifications represented by the Association in the negotiating unit as above defined who are employed pursuant to Title 20A, Section 13201. “Professional” denotes teachers, psychological examiners, and educational specialists, as opposed to teacher assistants and teacher aides or other professionals.
- C. Definitions:
 1. Association: The Seacoast Education Association
 2. Board: The Regional School Unit #13 Board of Directors and/or its designee
 3. Contract Year: Any references to September 1 in this contract shall mean September 1 or the first teacher work day of the school year, whichever comes first.
 4. Days: “Days” shall mean Monday through Friday, excluding legal holidays, snow days, and emergency days.
 5. Teacher: Unless otherwise indicated, the term “teachers,” when used hereinafter in this Agreement, shall refer to all certified professional employees represented by the Association in the negotiating unit as above defined.
 6. Principal: The principal of each school in Regional School Unit #13. In cases where a teacher works in more than one building, that teacher’s principal

shall be the one who has been assigned primary responsibility for the teacher's evaluation by the Superintendent of Schools.

ARTICLE 2. Teacher Rights

- A. Pursuant to Title 26, MRSA Chapter 9-A, Public Laws, State of Maine, the Board hereby agrees that every employee of the Board has the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection.
- B. Nothing contained herein shall be construed to deny or restrict any teacher from such rights as they may have under State of Maine School Laws or other applicable laws and regulations.
- C. No continuing contract teacher shall be dismissed or formally disciplined without just cause.

D. Teacher Evaluation

The implementation of evaluations conducted, and subsequent effectiveness ratings, shall be consistent with the Teacher Evaluation and Professional Growth system developed by the Initial Group of Stakeholders and adopted by the Board. The system will reflect current Maine law. The District's Steering Committee will periodically review the effectiveness of the system and revise as necessary.

All monitoring or observation of the work or performance of an employee shall be conducted openly and with full knowledge of the employee.

1. At the beginning of each employment year, each new teacher shall receive a copy of the evaluation criteria and forms to be used for that year. Returning teachers will be informed of any changes to criteria or forms.

2. Employees shall be evaluated annually by their immediate, certified supervisors.

3. An employee shall be given a copy of any evaluation report prepared by their evaluator within ten (10) days, and at least one (1) day before any conference to discuss it. No evaluation shall be placed in the employee's personnel file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

4. Any evaluation which is less than satisfactory must be accompanied by written specific recommendation for improvement, with a commitment for direct assistance in implementing such recommendations.

5. The employee shall have the right to submit a written response to their evaluation, which shall be attached to the evaluation and placed in their personnel file.

E. Discipline of a Teacher

1. No employee shall be disciplined without just cause. No teacher on a continuing contract shall be non-renewed without just cause. Examples of just cause may include, but are not limited to:
 - a. Intoxication or being under the influence of alcohol or controlled drugs or other controlled substances during working hours or at school functions.
 - b. Use or possession of controlled drugs or other controlled substances during working hours or at school functions.
 - c. Falsification of records, including application.
 - d. Intentional misrepresentation of facts relating to job performance.
 - e. Conviction of a felony. Conviction of a misdemeanor while performing professional duties, other than minor traffic offenses.
 - f. Insubordination, which shall be defined as conduct that has the marks of a persistent, sustained, and unreasonable course of defiance. This behavior must have occurred over a course of time and caused disharmonious relationships among colleagues and the administration.
 - g. Substantiated and documented harassment of or substantiated discrimination against a staff member, student, administrator, or community member based on race, sex, religion, national origin, disability or sexual orientation.
2. The principles of progressive discipline shall be followed.
3. An employee who is discharged, demoted or suspended shall be given prompt written notice, either in person or by certified mail, return receipt requested, to the employee's last known address according to Employer's records, of the discharge or suspension and the reasons therefor.
4. The Association shall be given prompt written notice of the written reprimand, discharge, demotion or suspension of any employee.
5. Any employee discharged must be paid in full for all wages owed them by the Board on the next regular payday following the pay period in which the discharge occurs.

6. The arbitrator shall have no authority to revoke or modify the decision of the Board on dismissals of continuing contract teachers unless the decision was arbitrary and capricious.

F. The personal life of a teacher is not an appropriate concern of the Board except as it may directly prevent the teacher from performing properly and effectively their assigned functions during the workday.

G. Personnel Files

1. The Board shall maintain, for official purposes, one (1) personnel file for each employee. This file shall be kept under conditions required by statute and shall contain copies of personnel forms, official correspondence to and/or from the employee, written evaluations, and other appropriate materials relating to the individual's employment.
2. Employees shall be sent a copy of all material henceforth placed in their file, at the same time the material is placed in the file. Employees shall have the right to submit a written response to any material placed in their personnel file. This written response shall then be filed with the appropriate material.
3. Employees, and/or their designated representative, shall have the right to examine their file in the presence of the file's custodian, or that individual's designee, during the normal business hours of the office in which the file is kept.
4. Employees may obtain a copy of any material in their personnel file at the Board's expense during the normal business hours of the office in which the file is kept.
5. After five (5) years, a teacher may request that material be removed from their file. Such material shall only be removed with the approval of the Superintendent.

ARTICLE 3. Association Rights and Privileges

A. Financial Resources of the District

The Board agrees to furnish to the Association President, Vice President, and Chief Negotiator, upon reasonable request, all available public information concerning the financial resources of the District in accordance with the Freedom of Access Law.

B. Representation without Loss of Pay

Whenever any representatives of the Association of any teacher are mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, mediation, fact finding and/or arbitration, they shall suffer no loss in pay.

C. Use of School Equipment

The Association may use school equipment and shall reimburse the cost of all supplies and materials. This amount shall be determined jointly by the Superintendent and the Association President. This shall not include facilities and equipment located in the office of any person excluded from this Agreement. The Association shall pay for the actual costs of all materials and supplies incident to such use.

D. Association Days

At the beginning of every employment year, the Association shall be credited with three (3) days to be used by teachers who are officers or agents of the Association at the national, state, or local level. The use of the days is to be at the discretion of the Association. The Association agrees to notify the Superintendent and respective building principal by written memo at least forty-eight (48) hours in advance of a teacher taking such leave. The Association will reimburse the Board for the cost of the substitute for the teacher absent.

E. Use of Buildings

The Association and its representatives may use school buildings and facilities with notice to the building administrator or Superintendent. The Association should be permitted to transact Association business on school property, provided that this shall not interfere with or interrupt normal school functions.

F. Association Bulletin Boards

The Board agrees to provide and maintain a suitable space in each building for the posting of official Association business, such as meeting notices and Association bulletins. The suitable space shall be in the form of a bulletin board or similar designated area appropriate for postings. The posting and removal of materials shall be conducted by the Association. The Association shall refrain from posting any material defamatory to the Board or superintendent.

G. Meeting Notification

The Board agrees that a copy of the agenda for any regular and/or special Board meeting shall be emailed to the President, Vice-President, and Chief Negotiator of the Association at the same time every Board member's copy is emailed. The SEA will provide the names of these individuals to the superintendent's office after each annual election.

H. Contract Availability

Copies of this Agreement shall be available on the district website within thirty (30) days after the Agreement is signed.

I. Use of District Mail

The Association is permitted to use district mailboxes, interoffice mail, and electronic mail to share information connected to the Association.

ARTICLE 4. Management Rights

Except as explicitly limited by a specific provision of this Agreement, the Board shall have all rights, functions, powers, duties, or authority available to it under law, regulation, and ordinance, and this shall not be subject to arbitration.

ARTICLE 5. Teacher Employment

A. Employment Contracts

1. Individual employment contracts between the Board and teachers elected by said Board shall be signed and returned to the Superintendent within two (2) weeks after the general mailing date or shall otherwise be deemed void.

2. Any individual teaching contract between the Board and an individual teacher hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement.

B. Teacher Assignments

1. All teachers will be given written notice of their classes, study halls, subject assignments, and building assignments for the first semester of the new employment year, normally no later than August 1 of that calendar year. It is mutually understood that unexpected changes may need to be made during the months of August and September when late resignations and/or enrollment changes warrant such changes. If a change occurs for the second semester, notification in writing will be given no later than January 11.

2. Teachers will be informed of a telephone number and/or email address they shall call/email if they are unavailable for work. Every effort should be made to notify the appropriate individual before 6:30 a.m. to report their unavailability. It is the responsibility of the teacher to make reasonable work plans available at school for the substitute teacher on their arrival. When a long-term absence (more than twenty [20] consecutive days) is needed, the teacher shall not be responsible for planning, correcting, and recording grades.

3. Attempts will be made to minimize travel of teachers who are assigned to more than one building. Notification of a change in schedule shall be made to the teacher as soon as practical.

C. Employment Year

1. The school calendar shall be provided no later than the last day of school in June. The Board recognizes its obligation to meet and consult with the Association regarding the development and subsequent changes to the school calendar.

2. In addition to the number of work days specified in Subsection 4 below, new teachers shall attend a staff orientation of up to one (1) day.

3. With respect to scheduled non-student workdays and/or in-service days, part-time employees may be required to work for the entire day, as long as advance written notice of two (2) weeks is provided.

4. The scheduled employment year of teachers covered by the salary schedule (other than new personnel and others who may be required to attend a staff orientation session) shall begin not more than three (3) days prior to the opening of school and shall be one hundred eighty (180) days. If any of the one hundred eighty (180) days are lost, they will be made up on a day-for-day basis.

5. Teachers shall be paid up to two additional work days on a per diem basis for curriculum development, development and analysis of student assessment, or improvement of instructional practice as requested by the Building Principal and with prior approval of the Superintendent. This is not intended to supplant work that is compensated by a stipend.

D. Teaching Hours and Teaching Load

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.

E. Summer Hours

If, due to extraordinary circumstances, in the judgment of the Superintendent, it becomes necessary for extra time to be allocated for classroom preparation or breakdown, the Superintendent may pre-authorize up to fourteen (14) hours of paid time to prepare teaching areas.

ARTICLE 6. Teaching Assignment

A. Time Outside the Student Day

The teachers' normal in-school work day per building shall begin twenty (20) minutes before the beginning of the student day and end (20) minutes after the end of the student day. On three (3) days in every week, the teachers' work day shall begin fifty (50) minutes before the beginning of the student day or end fifty (50) minutes after the student day for common planning time; for PreK-5 teachers, this time would be dedicated to personal planning time. Faculty meetings may be held during this time not more than once per month. The administration shall determine the days of the week. The time shall be scheduled based on a majority vote of the faculty in a building.

B. Duty-Free Lunch

Teachers will be scheduled for a daily, duty-free lunch period of not less than thirty (30) minutes, except in emergencies. It is agreed that this provision shall not be subject to a grievance regarding an issue of equity.

C. Duties During the School Day

Teachers may be required to be in the halls when students are changing classes. Middle and High School teachers may be asked to volunteer for a duty, if no volunteers can be found, teachers may be assigned to no more than one duty every two weeks. Duties will be assigned on a fair, equitable, and rotating basis. Teachers will not be assigned non-teaching duties on a regularly scheduled basis, other than study hall, from the start of the students' school day to the completion of the students' school day, except in emergencies or when a teacher agrees to exchange an assigned duty for another needed duty during the school day.

D. Duties Before School

Teachers will not be responsible for supervising students before the start of the student's school day.

E. Other Duties

1. Teachers shall not be required to drive students. A teacher may do so voluntarily with advance approval of their principal and in accordance with Board policy.
2. Teachers shall not be required to perform housekeeping duties, such as janitorial duties, except in an emergency.

3. It shall be understood, that apart from parent/teacher conferences, teachers may be asked, on a voluntary basis, to attend some evening events which promote academics or celebrate students and the school community.

4. Recognizing the potential inequity of teacher duty schedules from one building to another, reasonable attempts will be made to schedule duties on an equitable basis.

ARTICLE 7. Salaries

A. Annual Salaries

1. The annual salaries of all teachers are set forth in Schedule A, which is attached hereto and made a part thereof. Salaries shall be paid in twenty-six (26) installments every other Friday, beginning in September on a date determined by the Board. If a legal bank holiday is on a Friday when salaries would normally be paid, the payment shall be made on the preceding Thursday.

2. Notwithstanding A(1) above, a teacher may choose to receive summer payments in one lump sum on the first payroll in July, if such desire is indicated in writing by May 1. Proper payroll deductions shall be made from this check.

B. Placement on Salary Scale

The salary step level assigned to all teachers entering the school system shall be determined by the Superintendent. The Superintendent will use consistent criteria in calculating this step level for all teachers. Prior to confirming an individual teacher's contract, the Superintendent shall notify the President and Vice President of this bargaining unit when they recognize teaching experience outside the Pre-K-12 setting for the purposes of initial placement on the salary scale and provide reasons for such placement. Said reasons shall include the experience being recognized and how that experience pertains to the subject area for which the teacher is being hired. No new teacher shall be placed higher than Step 6 when work experience outside of Pre-K-12 teaching is the sole criteria for placement.

Licensed professionals who are hired under this contract may be placed on a step of the salary scale according to prior relevant experience other than Pre-K-12, such as years of licensure as determined by the Superintendent.

C. Paycheck Deductions

1. Deductions will be made for federal and state taxes, teacher share of health and/or dental insurance, teacher contributions to IRS Section 403(b) plans

operated by vendors approved by the Board, Seacoast Education Association dues, and for other legal and proper purposes.

2. Deductions, including changes in deductions, shall be made in accordance with law, regulation, or proper governmental order. Voluntary deductions shall be authorized pursuant to instructions submitted by the teacher on forms provided by the Board. Forms to change a deduction shall be submitted at least fourteen (14) days prior to the issue date of the payroll for which the change is sought.

3. Dues Deduction

a. The Board agrees to deduct from teachers' salaries, in equal installments, money for local, state, and/or national association services and programs as said teachers individually and voluntarily authorize the Board to deduct and transmit the money promptly to such association.

b. The Association shall certify to the Board, in writing, the current rate of local, state, and national member dues. In the event that any association changes the rate of its membership dues, the local association shall give the Board and its membership written notice prior to the effective date of such change.

D. Direct Deposit

Payroll checks shall be directly deposited into a financial-institution account of the teacher's choice. The direct deposits will commence on the first payroll sixty (60) days after the ratification of this Agreement. Teachers who choose not to have payroll checks directly deposited shall submit a written request to the Superintendent. Requests shall not be unreasonably denied. The Association shall fully indemnify and hold RSU 13, the Board, and the Superintendent completely harmless against any claims or suits of any nature which may arise by reason of the Board's compliance or non-compliance with the terms of this section.

E. Stipend Positions

1. Any stipend position not currently listed in Schedule B that is created subsequent to negotiations shall be paid at a rate determined by the Board. The salary for the position shall be negotiated for subsequent years at the next negotiating session.

2. In the event that an activity should be terminated prior to normal full term, the compensation shall be prorated at the discretion of the Board on the basis of the combination of time spent and work completed.

3. The Superintendent will nominate teachers to serve on the Teacher Support System after consultation with the Association. Support System involvement is voluntary. Stipends will be as specified in Schedule B.

4. Stipends listed in Schedule B will be negotiated after the Agreement is ratified. That is, there will be a limited reopener for this section of the Agreement.

F. Work Beyond Contract

Teachers who work outside the normal work day on activities or special school projects for which compensation is not otherwise provided under this Agreement will be compensated \$30.00 per hour. In order to be compensated teachers shall have prior written approval from the Superintendent or his/her designee. For this section special school projects may include such activities as Curriculum Development, Staff Development and work involving the implementation of the Certification Statute.

G. Retirement Sick Pay

After ten (10) consecutive years of service in RSU 13 or its predecessor districts, teachers eligible, based on age and experience, for retirement without penalty to the District under MainePERS guidelines shall be paid for up to thirty (30) days of unused accumulated sick leave days at the teacher's per diem rate in the year prior to retirement.

H. Longevity

The Board will make longevity payments to teachers employed in MSAD 5 at the rate paid in the spring of 2010. This amount shall be paid annually for as long as the teacher is continuously employed in RSU 13 and shall not increase for the duration of the teacher's employment. A list of teachers and amounts shall be attached as an appendix to this Agreement. Payments will be made on the first payroll in the month of July.

ARTICLE 8. Changes in Contract Status

A. Teacher Resignation

Teachers' individual contracts will contain a thirty (30) day notice for those leaving the system by resignation.

B. Vacancies and Promotions

1. When any position opens in the RSU, a notice shall be emailed by the Superintendent to each teacher. Whenever practicable, the email shall be sent at least fifteen (15) days before the final date for application submission.

2. Teachers who desire to apply for a vacancy shall submit their application to the Superintendent in writing.
3. A letter of recognition for temporary appointments will be placed in the personnel file of the person so appointed.
4. The most qualified person shall be hired for all stipend positions. When the qualifications of the applicants for such positions are equal, as determined by the Superintendent, preference shall be given to members of the RSU certified professional staff.

C. Seniority

1. Seniority shall be based upon continuous years of service as a teacher within RSU 13 and either MSAD 5 or MSAD 50 and shall run from the most recent date of hire. The date of hire is the individual's first contracted workday.
2. When two or more teachers have equal seniority within the District, the teacher holding multiple professional certificates will be considered higher on the list.
3. When two or more teachers still have the same seniority, the next determining factor will be graduate degrees.
4. When two or more teachers still have the same seniority, total teaching time will be used to determine seniority. This requires written confirmation by previous employers.
5. Teachers who are employed less than half time will not accrue seniority.

D. Seniority List

1. The Superintendent shall provide a seniority list to the Association, and shall post the list in each school building no later than October 1st of each year. The Seniority list shall list teachers by name, area(s) of responsibility, length of time teaching within the District, total teaching time, date teacher signed individual contract, education level, and current certification. The list shall be arranged in descending order of seniority within the District.
2. The Superintendent's office shall complete and send seniority verification forms to teachers by the first teacher day in the school year. Once the form is completed it does not need to be submitted again unless there has been a change in the teacher's status. The seniority verification form shall be developed by the Superintendent's office and approved by the President of the Association.
3. Newly hired teachers who do not agree with the verification shall notify the Association President and the Superintendent within twenty (20) working days of the first teacher day.

4. The Superintendent, in conjunction with the Association President, shall respond in writing to each disagreement. The Superintendent's office shall use the verified forms to develop the seniority list in conjunction with the Association President. The Superintendent shall then distribute the list. Thereafter, teachers shall use the grievance procedure to resolve the issue.

E. Reduction in Force

At such time as the Board determines that a reduction in force is necessary, except in the case of probationary teachers who are not reemployed for the following school year, the selection of the teacher(s) to be terminated as a result of the elimination of any bargaining unit position(s) shall be made in accordance with the following terms:

1. Position Elimination

- a. The Superintendent will notify the Association of the pending elimination of any positions. The Superintendent will meet and consult with the Association prior to a decision by the Board to eliminate any bargaining unit positions.
- b. The Board shall have the sole determination of which positions are to be eliminated. A decision by the Board to eliminate any bargaining unit position shall not be subject to the grievance procedure or arbitration.
- c. In the event that the Board decides to eliminate any bargaining unit position, it shall give the Association prompt written notice of the positions to be eliminated.

2. Order of Layoff

- a. When a teaching position is to be eliminated (or reduced to part time), the teacher's contract to be terminated shall be determined on the basis of seniority and certification. Subject to Subsection b below, the teacher whose position is eliminated shall first be transferred to an open position for which that teacher is certified. If there are no open positions, the Superintendent shall assign the teacher whose position is eliminated to displace the teacher with the lowest seniority if that teacher has two (2) years' contracted experience teaching under that certificate, or to a position held by a probationary teacher for which the teacher is certified.
- b. Beginning in the 2015-2016 school year or upon adoption by the District of a Performance Evaluation and Professional Growth System as contemplated under Chapter 508 of Title 20-A MRSA, any teacher who has received an "ineffective" rating both from their most recent evaluation and in any of the prior three years may be considered for layoff first.

- c. The Superintendent shall notify the President of the Association of all teachers who are laid off at the same time that the affected teachers are notified.
- d. A teacher being laid off shall be granted an additional three (3) days' leave of absence with pay to interview for other positions upon verification of the interview by the Superintendent.
- e. No teacher holding a "conditional" certificate is entitled to displace a teacher whose certificate is either "provisional" or "professional."

3. Recall

- a. Within thirty (30) days of notification of layoff, the Superintendent shall establish a recall list of continuing contract teachers and shall send a copy of this list to the President of the Association. The continuing contract teachers shall be ranked by seniority and shall be recalled to fill vacant positions in the order of greatest seniority, provided they hold the appropriate certification.
- b. The Superintendent shall notify teachers on the recall list of any teaching vacancies, in writing by return-receipt mail, with a copy to the Association. Refusal or acceptance of open positions must be within ten (10) days of this notice.
- c. It is the responsibility of the teacher who has been laid off to keep the Superintendent's office informed of his/her current address and where the teacher may be contacted. Failure to comply will release RSU 13 of any responsibility of rehiring the laid-off teacher.
- d. All benefits to which a teacher was entitled at the time of layoff, including unused accumulated sick leave and credit towards sabbatical eligibility shall be restored upon return to active employment by the District.
- e. A continuing contract teacher is eligible for recall within two (2) years of the effective date of layoff.
- f. Any continuing contract teacher subject to recall shall be considered to be duly qualified for a teaching position if that teacher is fully certified for that position. No new hires will be employed until all continuing contract teachers subject to recall have been disqualified or have refused the position.

ARTICLE 9. Paid and Unpaid Leaves

A. Sick Leave

- 1. Each teacher employed by the RSU shall be granted a minimum annual sick leave of eighteen (18) school days accumulative to a maximum of one hundred fifty (150) school days without loss of salary. These days may include medical

appointments that cannot be scheduled after school hours or during vacation. If a teacher begins work after the start of the school year or leaves before the end of the school year, their sick leave will be prorated based on days worked. Sick leave for a teacher who works less than one hundred eighty (180) full days shall be prorated.

2. Teachers new to the RSU, having accumulated days of sick leave in another Maine public school system, will be credited for up to one-half of those days earned from the last school system in which they taught, up to a maximum of thirty (30) days, upon presentation of a certificate to this effect from their former Superintendent, provided that there shall have been no break in service in such teacher's Maine public school employment.

3. Teachers shall receive consideration by the Board for absences for sickness beyond the granted sick leave.

4. The Board shall provide a written statement for every teacher at the beginning of each school year indicating the total sick-leave credit.

5. In cases of family illness, up to fifteen (15) days of sick leave per year shall be allowed to be taken from accumulated sick leave.

6. A teacher whose long-term illness extends beyond eligible sick leave will be granted a leave of absence of one (1) school year without pay or increment, and such leave may be extended for one (1) year. A request for such leave must be accompanied by a statement from a regularly licensed physician that such leave is necessary. Upon returning from such leave, the teacher will be assigned to the same position, if available, or if not, to a substantially equivalent position.

7. In cases of injury covered under the Workers Compensation law, a teacher will be paid from their accumulated sick leave the difference between the amount of their regular net-after-tax pay and the amount that they received under Workers Compensation. This difference shall be charged on a pro-rata basis to the teacher's accumulated sick leave and will cease when their accumulated sick leave is exhausted. In no case will a teacher receive double compensation under this Article and the Workers Compensation Law.

8. Whenever a teacher is absent from work due to a personal or family illness or injury lasting more than three (3) consecutive days, the employee must present a note from a health care provider explaining the reasons for the employee's absence. Failure to provide such documentation in a timely manner may result in the denial of sick-leave days. All medical documentation will be maintained in confidential files, consistent with legal requirements.

Attendance is a relevant factor in assessing teacher performance. Therefore, the Superintendent/administration has the discretion to require appropriate documentation whenever they suspect that sick leave is being used for other purposes or whenever there appears to be a pattern of absences that they believe warrants further investigation. Examples of such patterns include, but are not necessarily limited to, consistent Monday and/or Friday absences; absences just before or after vacation periods or holidays; frequent, short, unscheduled absences without a documented medical reason.

Teachers who consistently utilize all or most of their sick days within a year, year-to-year, although within the amounts permitted under the collective bargaining agreement, or use sick leave days in a manner suggesting misuse, may be subject to corrective action.

B. Sick Leave Bank for Serious Illness or Injury

1. It is the intent of the Board to establish a Sick Leave Bank that can be accessed by all eligible employees. Access to the Bank is reserved for employees who have suffered a serious illness or injury that renders the employee unable to return to work for a temporary period of time because of hospitalization, medical treatment, and/or recovery. Eligible employees are those employees entitled to personal sick time. New employees will become eligible to participate in the Bank ninety (90) days after the date of hire.

For purposes of this article, serious illness or injury shall mean an illness or injury which is unforeseen, requires immediate medical attention, and involves significant bodily impairment.

2. In order to participate in the Sick Leave Bank, employees must contribute one (1) day of personal sick leave annually. For employees that have accumulated beyond the maximum of 150 sick days, the Board will make the contribution of one day to the sick leave bank for that year. This sick leave day will be deducted automatically within fourteen (14) days of the start of the contract year for returning employees. New employees must contribute one (1) day within thirty (30) days after becoming eligible for the Bank. If an employee wishes to discontinue participation, they must inform the Superintendent in writing prior to the start of the contract year. The RSU shall annually contribute to the Sick Leave Bank an equal number of days. Should the Sick Leave Bank become depleted, this process shall be repeated.

3. An employee must have exhausted their accumulated sick leave days prior to accessing the use of the Sick Leave Bank. The maximum number of days an employee may withdraw from the Bank shall be equal to four (4) times the number of personal sick days the employee had accrued at the start of the illness or injury

necessitating the need for sick bank days (if controverted, as established by a doctor's certificate), except that in no event may an employee use more than one hundred (100) days in any three-year period.

4. In order to utilize days from the Sick Leave Bank, the employee must submit to the Superintendent a Sick Leave Bank Form (Appendix E) accompanied by a detailed physician's statement or disability form completed by the physician outlining the nature of the employee's illness or injury and anticipated duration of the resulting incapacitation. The use of the Sick Leave Bank excludes normal pregnancy, childbirth with no complications, and non medically-necessary surgery. The Superintendent will notify the President and Vice President of the Association of all requests, granted and/or denied, for the Sick Leave Bank use.

5. Sick leave days contributed to the Sick Leave Bank cannot be reclaimed by the employee. All unused days left in the Bank at June 30 of each year shall not carry forward.

6. Sick Leave Bank days are not to be used on a sporadic basis as a substitute for individual sick leave days. Sick Leave Bank days are not to be used for family illness, or if an employee is currently receiving workers compensation.

7. Nothing in this article shall prevent the Board and Association from jointly exploring a short and/or long term disability insurance plan to replace the sick leave bank. No changes will be made without Board and Association participation and approval.

C. Personal Leave

1. RSU 13 shall grant teachers up to two (2) days of leave for personal business.

2. Up to two personal days and three sick days under this contract may be used in accordance with and subject to 26 M.R.S.A. §637 and related Department of Labor regulations. Any unused personal/sick days will be rolled over as sick days in accordance with the relevant provisions of Article 9 at the end of the school year. The Board may grant additional leave as necessary to comply with the statute.

3. Personal leave days are to be taken in no less than 1/4 day units.

D. Bereavement Leave

1. In the event of a death of any relative in the immediate family (spouse, domestic partner, child, mother, father, sister, brother, grandparent, grandchild, including in-laws), a teacher may request up to five (5) days.
2. In the event of a death of a relative not in the immediate family, a teacher may request up to two (2) days.
3. Bereavement leave may be granted at the Superintendent's discretion in the event of a death of someone of a close personal nature.
4. Additional days may be requested from the Superintendent, and if granted, will be deducted from sick leave.

E. Jury Duty Leave

Employees who are called to serve on jury duty shall receive their regular rate of pay.

F. Child Care Leave

1. A continuing contract teacher shall be entitled to a leave of absence without pay for up to one (1) year for the purpose of caring for a newborn or newly adopted child.
2. The teacher and dependents may remain enrolled in health and dental insurance provided the entire cost of the coverage is borne by the teacher.
3. Benefits to which the teacher was entitled at the time when their leave commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to them upon their return, and they shall be assigned to the same position which they held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

G. Military Duty Leave

Time necessary for persons called into temporary active duty of any unit of the U.S. Reserve or the State National Guard shall be provided in accordance with State and Federal law.

H. Sabbatical Leave

1. Any teacher who shall have had seven years of immediately prior consecutive service in RSU 13 is eligible to apply for sabbatical leave. Sabbatical leave shall be not less than one semester and not more than one year. It shall be for extended or advanced study or educational travel to better qualify a teacher by education and culture for the position held. Sabbatical leave shall not be afforded to any teacher more than once every seven years.

2. Applications for sabbatical leave must be submitted to the Superintendent before February 1st of the employment year prior to the employment year in which the teacher requests the sabbatical leave. Applicants are encouraged to apply early.
3. A successful applicant shall be notified prior to April 1st.
4. Compensation shall be at half pay rate and full payment of single premium for health benefits. Dependents may remain enrolled in health and dental insurance provided the entire cost of the dependent coverage is borne by the teacher. No other leaves or benefits shall apply. Sick leave shall not accrue.
5. Upon completion of the sabbatical leave, the teacher will be expected to return to RSU 13 for a period of at least double the duration of the sabbatical to the same position or a previously agreed position. Failure to satisfy these conditions will require that the teacher return to the Board an amount equal to the proportion of their obligation not fulfilled.
6. The period of sabbatical leave shall count as an equal period of teaching experience for the purpose of determination of salary scale placement and seniority.
7. The teacher shall sign a written agreement which outlines the terms of the approved sabbatical leave.
8. Upon return from the leave, the teacher shall submit a written report and present an oral report, within six (6) months of return to employment, to the Board outlining the educational benefits to the school system as a result of the leave.
9. It is the intent of the Board to provide funding for at least one (1) sabbatical leave every three (3) years.

I. Other Paid Leaves

Other paid leaves, up to five (5) days in duration, may be granted at the discretion of the Superintendent.

J. Other Unpaid Leaves

1. Other unpaid leaves may be granted for reasons such as study, travel, or military duty, at the discretion of the Board.
2. The teacher and dependents may remain enrolled in health and dental insurance provided the entire cost of the coverage is borne by the teacher.
3. Benefits to which the teacher was entitled at the time when their leave commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to them upon their return, and he/she they

shall be assigned to the same position which they held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

4. The Board agrees that up to one (1) employee (PER YEAR) shall, upon request, be granted a leave of absence without pay or district contribution for benefits, for the purpose of engaging in activities of the SEA, the MEA or the NEA. Increments may be granted at the discretion of the superintendent. If elected to office as President in either the MEA or NEA, they would be granted up to three (3) years leave. The teacher and dependents may remain enrolled in health and dental insurance provided the entire cost of the coverage is borne by the teacher.

K. Family Medical Leave Act

All leaves granted under this Agreement which are also eligible leaves under the Family Medical Leave Act will be charged against an employee's FMLA entitlement and shall run concurrently as opposed to consecutively.

ARTICLE 10. Insurance

A. Health Insurance

Should a teacher be eligible for, and elect to participate in, one of the Board sponsored plans (MEA Standard 200, Standard 500, Standard 1000, or Choice Plus), the Board will provide group health insurance as follows:

1. For those teachers scheduled to work full-time (receive full salary for experience) during the employment year, the Board's contribution to any available plan will be as follows:

	Choice +	Standard 500	Standard 1000
Single	100%	100% + \$ 300	100% + \$ 600
Adult with Child(ren)	87%	87% + \$ 500	87% + \$ 950
2 Adults	80%	80% + \$ 600	80% + \$1,100
Family	80%	80% + \$ 700	80% + \$1,300

Employees choosing to enroll in the Standard 200 plan shall be responsible for the difference in cost between the Choice Plus plan premium and the Standard 200 premium.

2. For those teachers scheduled to work half-time (receive half salary) or more, but less than full-time during the employment year, the Board will pay a prorated amount of the benefit described in Section 1 above, based upon time worked compared to full-time.

3. For those teachers scheduled to work less than half-time (receive less than half salary) during the employment year, the Board will allow the teacher to participate in the Board's group health insurance plan at the teacher's expense if the insurance carrier permits such coverage.

4. Payroll deductions will be allowed on a pre-tax basis, if elected by the teacher, and as provided by law.

5. As provided by law, teachers retiring from RSU 13 will be allowed to continue medical insurance under the Board plan, at their own expense.

6. Any teacher eligible to participate in one of the Board sponsored Health Insurance Plans who does not participate for the entire contract year (9/1 – 8/31) shall by July 31 of each year receive a payment of \$3000, provided they document that they are otherwise covered by another employer's ACA-compliant health insurance plan. The amount shall be prorated based upon time worked compared to full-time. For teachers hired after 9/1 the amount shall be prorated based on months worked compared to twelve (12) months.

7. If a teacher and spouse are employed in RSU 13, the employees shall combine the benefit so that the Board pays no more than the cost of plan dependent coverage as selected by the teacher.

8. Provided a teacher is eligible to participate in the domestic partner option offered by the health insurance carrier, coverage will be borne by the Board at the same level and extent as other dependent coverage.

9. Health Insurance Carriers.

The Board agrees that it will not change health insurance carriers without offering to meet and consult with the Association, prior to making a final decision to change carriers. The Board will provide group health insurance substantially equivalent to existing coverage.

B. Dental Insurance

1. The Board will pay up to \$432 annually for single dental insurance for any teacher who is eligible for and elects to participate in the Board sponsored dental insurance plan. The teacher shall assume any premium cost in excess of \$432 through payroll deductions. To the extent permitted by law, the teacher's portion of the premium may be on a pre-tax basis if so elected by the teacher.
2. To the extent allowed by the carrier and applicable laws and/or regulations, a teacher may enroll dependents, including domestic partners, at their expense through payroll deductions. To the extent permitted by law, premium deductions may be on a pre-tax basis if so elected by the teacher.
3. The initial carrier and plan shall be Delta Dental, Plan #4. The Board agrees it will not change carriers and/or plans without offering to meet and consult with the Association, prior to making any decision to change carriers and/or plans.
4. Teachers electing not to enroll in the dental insurance program shall not be entitled to dental cash in lieu payments.

Article 11. Professional Expenses

A. Reimbursement for Credit Courses

1. Tuition and Fees

- a. A teacher shall be reimbursed for up to six (6) college credit hours per year, on a first come, first serve basis, until the budgeted amount of \$125,000 has been depleted. If matriculated into a graduate degree program prior to the 2019-2020 school year, an additional three (3) credits shall be reimbursed. Additional courses will be reimbursed as funds are available.
- b. Reimbursement shall be up to the per credit hour rate being charged by the University of Maine at the time the course is approved. In the event that the tuition cost exceeds the University of Maine tuition rate, such cost shall be the responsibility of the teacher.

Courses to be considered for advancement from BA to BA+15 or MA to MA+15 must be relevant to a teaching assignment and approved by the superintendent. Any approval will not be arbitrarily or capriciously withheld.

- c. A teacher shall be reimbursed for all required course fees in an amount not to exceed the total fee amount being charged by the University of Maine at the time the course is approved, except in no case shall late fees be reimbursed.
- d. A teacher new to the profession in the first three years of teaching will not be reimbursed for courses that are not directly related to their teaching assignment.

e. Reimbursement of tuition and required fees will not be provided if a teacher:

- (1) Fails to successfully complete the course by achieving a B- or greater (P in a pass/fail course);
- (2) Withdraws from the course prior to completion;
- (3) Gives notice of resignation from RSU 13;
- (4) Ceases employment with the RSU prior to completion of the course;
- (5) Does not complete the course prior to the end of June and will not be re-employed for the following school year.

f. Notwithstanding A(1)(e)(5) above, reimbursement will be provided if a teacher does not complete the course prior to the end of June and will not be re-employed for the following school year as a result of a reduction in force.

2. Course Approval

Course approval must be obtained from the Superintendent prior to the course being taken. Approval will not be arbitrarily or capriciously withheld.

3. Payment Procedures

- a. The Superintendent shall develop and maintain procedures to facilitate reimbursement. At a minimum a teacher must present a transcript or other proof that such a course was successfully completed and documentation indicating the amount of payment made.
- b. The Superintendent shall develop and maintain procedures to facilitate direct payment of tuition and required fees to the college or university as an alternative to reimbursement. Utilization of the direct payment alternative shall be at the request of a teacher.
- c. A teacher who used the direct payment option shall forthwith reimburse the RSU the full amount of the direct payments if they fail to provide written verification of successful completion within sixty (60) days from the ending date of the course or meets any condition listed in A(1)(e)(2)-(5) above.
- d. If repayment is not made forthwith, it shall be made by payroll deductions in six (6) consecutive payments or in equal amounts per payroll if less than six payrolls will be issued.

B. Seminars, Conferences, and Workshops

1. The RSU will prepay registration fees for seminars, conferences, and workshops approved in advance by the Superintendent.

2. A teacher will reimburse the RSU the full cost of registration fees for the seminar, conference, or workshop if the teacher fails to attend or complete the seminar, conference, or workshop.

C. National Board Certification

1. It is the intent of the Board to pay for four (4) slots per year for National Board Teacher Certification (NBTC) on a first come, first serve basis. The Board will pay up to \$2,500 per teacher less any scholarship or grant money.

2. The Board will not pay for NBTC more than one time for any teacher.

3. The Board will consider more than four applications if funds permit.

4. The Superintendent must be notified by the teacher of their intent to pursue NBTC no later than February 1st.

D. Out-of-State Travel

All out-of-state airline travel must be pre approved by the Superintendent and will be paid on a reimbursement basis, unless direct payment is approved by the Superintendent.

E. Mileage Reimbursement

Any teacher who is required to use a personal vehicle in order to meet their job responsibilities shall be reimbursed at the Internal Revenue Service's rate.

ARTICLE 12. Miscellaneous Provisions

A. Past Practice

If a conflict arises between the Association and the Board regarding past practice, the Association and the Board shall meet within ten (10) days to negotiate the impact. If the conflict cannot be resolved between the Association and the Board, the grievance procedure will be followed.

B. Liability Insurance

The Board agrees to provide liability insurance that includes teachers during the life of this Agreement.

C. Acts or Threats of Violence against a Teacher

When force or threat of violence has been used against a teacher, the teacher shall report the incident to the Principal, Superintendent and the Association. The Principal will immediately investigate allegations of violence or weapons possession and take prompt and reasonable action to protect all parties.

D. Teacher Reimbursement for Loss

To be reimbursed for damage, loss, or theft of property required in the performance of duties as employees of the District, teachers shall make a written request to the Superintendent within five (5) days of the loss. This request will be considered by the Board.

E. Responsibilities

1. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed or considered for employment by the Board.
2. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement:
 - a. If by the Association, to the Board and a copy to the Superintendent.
 - b. If by the Board, to the Association in care of the President.

ARTICLE 13. Grievance Procedure

A. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which from time to time may arise affecting the terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee with a grievance to discuss the matter informally with any member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

B. Definitions

1. A 'grievance' shall mean a complaint by an employee, or the Association that there has been a violation or inequitable application of the provisions of this Agreement. However, the only grievances which may be taken to arbitration are those disputes as to the meaning or application of the specific terms of this Agreement.
2. An 'aggrieved person' is the employee(s) or the Association making claim.
3. A 'party in interest' is the employee(s) or the Association making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. 'Days' shall mean Monday through Friday, excluding legal holidays, snow days and emergency days.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each Level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement, but confirmed in writing.

2. A grievance will be deemed waived unless submitted in writing within twenty (20) days after the aggrieved person first knew of the events or conditions constituting the alleged grievance.

D. Informal Procedure

1. If an aggrieved person feels that they may have a grievance, they shall first discuss, within ten (10) days of the alleged violation of the Agreement, the matter with their principal or other appropriate administrator in an effort to resolve the problem informally.

2. If the aggrieved person is not satisfied with such disposition of the matter, they shall have the right to have the Association representative within their area assist them in further efforts to resolve the problem informally with the principal or other appropriate administrator.

E. Formal Procedure

1. Level One – School Principal/Immediate Supervisor

a. If an aggrieved person is not satisfied with the outcome of the informal procedures, they shall present their claims as a formal grievance in writing, within ten (10) days of the informal procedure to their principal or other appropriate administrator.

b. The principal shall, as soon as practicable, but within ten (10) days after receipt of the written grievance, render their decision and the reason(s) therefore in writing to the aggrieved person, with a copy to the President and Vice President of the Association.

2. Level Two – Superintendent of Schools

a. If the aggrieved person is not satisfied with the disposition of their grievance at Level One, they shall within five (5) days after receipt of the decision, or if no decision is made, within five (5) days after the date that the decision was due, file their written grievance with the Superintendent.

- b. The Superintendent shall, within ten (10) days after receipt of the grievance, meet with the aggrieved person and their Association representative(s) for the purpose of resolving the grievance.
- c. The Superintendent shall, as soon as practicable, but within ten (10) days after the meeting, render their decision and the reason(s) therefore in writing to the aggrieved person, with a copy to the President and Vice President of the Association.

3. Level Three – Regional School Unit Board

- a. If the aggrieved person is not satisfied with the disposition of their grievance at Level Two, they shall within five (5) days after receipt of the decision, or if no decision is made, within five (5) days after the decision was due, file the written grievance with the Board.
- b. The Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved person and their Association representative(s) for the purpose of reviewing the grievance.
- c. The Board shall, within ten (10) days after the meeting, render its decision and the reason(s) therefore in writing to the aggrieved person, with a copy to the President and Vice President of the Association.

4. Level Four – Impartial Arbitration

- a. If the Association is not satisfied with the disposition of the grievance at Level Three, it shall, within five (5) days after receipt of the decision, or if no decision was made, within five (5) days of the date the decision was due, submit the grievance to arbitration by so notifying the Board in writing.
- b. The Chair of the Board or their designee and the President of the Association, or their designee shall, within five (5) days after receipt of such written notice by the Board, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator, within an additional five (5) days, they shall request the American Arbitration Association to propose the names of arbitrators in accordance with its rules of procedure.
- c. The arbitrator selected shall confer promptly with the representatives of the Board and the Association, shall review the record of the prior meetings, and shall hold such hearings with the aggrieved person(s) and other parties in interest, as they shall deem requisite.
- d. The arbitrator shall, in accordance with the Rules of the American Arbitration Association render their decision in writing to all parties in interest,

setting forth their findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to render any decision which requires the commission of an act prohibited by law or violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties subject to judicial review as provided by law.

e. The cost of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure for reasons of such participation.

2. The Association may, if it so desires, call upon the professional services of the Maine Education Association for consultation and assistance at any stage of the procedure.

3. Employees may be represented by the Association at any stage of the procedure.

G. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3. The Association shall fully indemnify and hold the District, Board and Superintendent completely harmless against any claims or suits of any nature which may arise by reason of the Board's compliance with the terms of this section.

4. Forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association, so as to facilitate operation of the grievance procedure (See Appendix D).

5. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this procedure.

6. The withdrawal of the settlement of a grievance by an individual shall bar further processing of the grievance on behalf of the individual by the Association but shall not bar the Association from proceeding with the grievance if it impacts on other members.

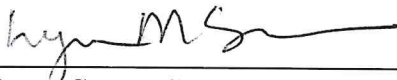
ARTICLE 14. Duration

This Agreement shall be effective as of September 1, 2022 and shall continue in effect until August 31, 2025.

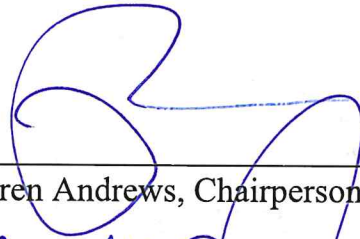
IN WITNESS WHEREOF, the parties hereto set their hand by their duly authorized representatives this 16th day of June, 2022.

Seacoast Education Association

RSU 13 School Board



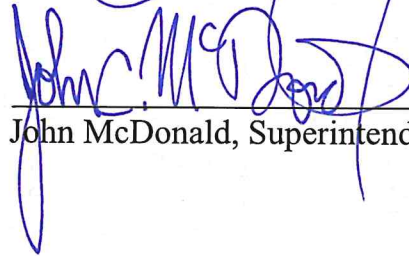
Lynn Snow, SEA President



Loren Andrews, Chairperson



Wendy Jacques, Chief Negotiator



John McDonald, Superintendent

APPENDIX A

Salary Scale

Contract year for special education Psychological Services is 190 Days, reduced at a per diem rate for a shorter work year.

All other terms as specified in this Agreement.

FY23	BA	BA 15	MA	MA 15	Speech/ OT	Speech/OT Asst.	SpEd Psy23
0	\$41,400	\$42,500	\$44,500	\$45,700	\$57,000	\$39,900	\$69,500
1	\$42,700	\$43,800	\$46,000	\$47,200	\$58,500	\$40,950	\$71,000
2	\$44,000	\$45,100	\$47,500	\$48,700	\$60,000	\$42,000	\$72,500
3	\$45,300	\$46,400	\$49,000	\$50,200	\$61,500	\$43,050	\$74,000
4	\$46,600	\$47,700	\$50,500	\$51,700	\$63,000	\$44,100	\$75,500
5	\$47,900	\$49,000	\$52,000	\$53,200	\$64,500	\$45,150	\$77,000
6	\$49,600	\$50,700	\$53,900	\$55,100	\$66,000	\$46,200	\$78,500
7	\$50,900	\$52,000	\$55,400	\$56,600	\$67,500	\$47,250	\$80,000
8	\$52,200	\$53,300	\$56,900	\$58,100	\$69,000	\$48,300	\$81,500
9	\$53,500	\$54,600	\$58,400	\$59,600	\$70,500	\$49,350	\$83,000
10	\$54,800	\$55,900	\$59,900	\$61,100	\$72,000	\$50,400	\$84,500
11	\$56,100	\$57,200	\$61,400	\$62,600	\$73,500	\$51,450	\$86,000
12	\$57,735	\$58,835	\$63,235	\$64,435	\$75,000	\$52,500	
13	\$59,035	\$60,135	\$64,735	\$65,935	\$76,500	\$53,550	
14	\$60,335	\$61,435	\$66,235	\$67,435	\$78,000	\$54,600	
15	\$61,635	\$62,735	\$67,735	\$68,935	\$79,500	\$55,650	
16	\$62,935	\$64,035	\$69,235	\$70,435	\$81,000	\$56,700	
17	\$64,235	\$65,335	\$70,735	\$71,935	\$82,500	\$57,750	
18	\$67,285	\$68,385	\$72,235	\$73,435	\$84,000	\$58,800	
19	\$71,075	\$72,175	\$74,475	\$75,675	\$85,500	\$59,850	

FY24	BA	BA 15	MA	MA 15	Speech/ OT	Speech/OT Asst.	SpEd Psy24
0	\$42,575	\$43,675	\$45,675	\$46,875	\$59,500	\$41,650	\$70,500
1	\$43,875	\$44,975	\$47,175	\$48,375	\$61,000	\$42,700	\$72,000
2	\$45,175	\$46,275	\$48,675	\$49,875	\$62,500	\$43,750	\$73,500
3	\$46,475	\$47,575	\$50,175	\$51,375	\$64,000	\$44,800	\$75,000
4	\$47,775	\$48,875	\$51,675	\$52,875	\$65,500	\$45,850	\$76,500
5	\$49,075	\$50,175	\$53,175	\$54,375	\$67,000	\$46,900	\$78,000
6	\$51,175	\$52,275	\$55,475	\$56,675	\$68,500	\$47,950	\$79,500
7	\$52,475	\$53,575	\$56,975	\$58,175	\$70,000	\$49,000	\$81,000
8	\$53,775	\$54,875	\$58,475	\$59,675	\$71,500	\$50,050	\$82,500
9	\$55,075	\$56,175	\$59,975	\$61,175	\$73,000	\$51,100	\$84,000
10	\$56,375	\$57,475	\$61,475	\$62,675	\$74,500	\$52,150	\$85,500
11	\$57,675	\$58,775	\$62,975	\$64,175	\$76,000	\$53,200	\$87,000
12	\$59,645	\$60,745	\$65,145	\$66,345	\$77,500	\$54,250	\$88,500
13	\$60,945	\$62,045	\$66,645	\$67,845	\$79,000	\$55,300	
14	\$62,245	\$63,345	\$68,145	\$69,345	\$80,500	\$56,350	
15	\$63,545	\$64,645	\$69,645	\$70,845	\$82,000	\$57,400	
16	\$64,845	\$65,945	\$71,145	\$72,345	\$83,500	\$58,450	
17	\$66,145	\$67,245	\$72,645	\$73,845	\$85,000	\$59,500	
18	\$69,195	\$70,295	\$74,145	\$75,345	\$86,500	\$60,550	
19	\$73,725	\$74,825	\$77,125	\$78,325	\$88,000	\$61,600	

FY25	BA	BA 15	MA	MA 15	Speech/ OT	Speech/ OT Asst.	SpEd Psy25
0	\$43,750	\$44,850	\$46,850	\$48,050	\$60,675	\$42,473	\$71,500
1	\$45,050	\$46,150	\$48,350	\$49,550	\$62,175	\$43,523	\$73,000
2	\$46,350	\$47,450	\$49,850	\$51,050	\$63,675	\$44,573	\$74,500
3	\$47,650	\$48,750	\$51,350	\$52,550	\$65,175	\$45,623	\$76,000
4	\$48,950	\$50,050	\$52,850	\$54,050	\$66,675	\$46,673	\$77,500
5	\$50,250	\$51,350	\$54,350	\$55,550	\$68,175	\$47,723	\$79,000
6	\$52,750	\$53,850	\$57,050	\$58,250	\$70,075	\$49,053	\$80,500
7	\$54,050	\$55,150	\$58,550	\$59,750	\$71,575	\$50,103	\$82,000
8	\$55,350	\$56,450	\$60,050	\$61,250	\$73,075	\$51,153	\$83,500
9	\$56,650	\$57,750	\$61,550	\$62,750	\$74,575	\$52,203	\$85,000
10	\$57,950	\$59,050	\$63,050	\$64,250	\$76,075	\$53,253	\$86,500
11	\$59,250	\$60,350	\$64,550	\$65,750	\$77,575	\$54,303	\$88,000
12	\$61,555	\$62,655	\$67,055	\$68,255	\$79,410	\$55,587	\$89,500
13	\$62,855	\$63,955	\$68,555	\$69,755	\$80,910	\$56,637	\$91,000
14	\$64,155	\$65,255	\$70,055	\$71,255	\$82,410	\$57,687	
15	\$65,455	\$66,555	\$71,555	\$72,755	\$83,910	\$58,737	
16	\$66,755	\$67,855	\$73,055	\$74,255	\$85,410	\$59,787	
17	\$68,055	\$69,155	\$74,555	\$75,755	\$86,910	\$60,837	
18	\$71,105	\$72,205	\$76,055	\$77,255	\$88,410	\$61,887	
19	\$76,375	\$77,475	\$79,775	\$80,975	\$90,650	\$63,455	

APPENDIX B
Stipend Schedule

ACADEMICS: annual stipend					
Head Teacher (school without Asst Principal)	\$3,308				
EL Team Leader	\$662				
MS Team Leader (team of 5 or less)	\$1,103				
MS Team Leader (team of 6 or more)	\$1,764				
HS Team Leader	\$1,764				
LCSW Team Leader	\$1,764				
MS Restorative Practice Team Leader	\$1,680				
HS Restorative Practice Team Leader	\$1,680				
PLCSS Chair (can be split for co-chairs)	\$3,200				
National Board Certification (In addition to state pa	\$1,500				
Building Rep	\$735				
Mentors	\$315				
LD 1370 Coordinator	\$1,000 *Note: 50% SEA / 50% RSU				
ACTIVITIES	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>
HS Pep Band	\$1,419	\$1,498	\$1,577	\$1,656	\$1,736
HS Drama fall or spring	\$2,552	\$2,693	\$2,835	\$2,993	\$3,150
HS Drama Assistant fall or spring	\$1,276	\$1,347	\$1,418	\$1,496	\$1,575
HS Drama Vocal	\$1,021	\$1,077	\$1,134	\$1,197	\$1,260
HS Drama Instrumental	\$1,021	\$1,077	\$1,134	\$1,197	\$1,260
HS Math Team	\$1,805	\$1,905	\$2,006	\$2,104	\$2,205
HS Yearbook	\$1,440	\$1,520	\$1,601	\$1,680	\$1,761
HS Student Senate/Student Government	\$2,372	\$2,503	\$2,636	\$2,766	\$2,898
HS Project Graduation Coordinator	\$1,368	\$1,445	\$1,520	\$1,595	\$1,672
HS National Honor Society	\$542	\$571	\$602	\$632	\$662
HS Art Club Advisor	\$542	\$571	\$602	\$632	\$662
Freshman Class Advisor	\$487	\$515	\$542	\$569	\$596
Sophomore Class Advisor	\$555	\$587	\$618	\$649	\$680
Junior Class Advisor	\$693	\$732	\$771	\$809	\$846

<u>ACTIVITIES</u>	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>
Senior Class Advisor	\$873	\$921	\$969	\$1,023	\$1,076
HS & MS Math Team	\$1,805	\$1,905	\$2,006	\$2,104	\$2,205
MS Choral, outside school day	\$1,251	\$1,320	\$1,389	\$1,458	\$1,528
MS Musical	\$1,667	\$1,760	\$1,852	\$1,945	\$2,037
MS Civil Rights	\$694	\$732	\$771	\$814	\$856
HS Civil Rights	\$851	\$898	\$945	\$998	\$1,050
School Garden Coordinator (can be split and shared)	\$900	\$945	\$992	\$1,090	\$1,144

<u>ATHLETICS</u>	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>
Strength Coach each Semester	\$1,869	\$1,973	\$2,077	\$2,180	\$2,284
Strength Coach Summer	\$1,400	\$1,477	\$1,556	\$1,633	\$1,710
HS Varsity Football	\$4,087	\$4,314	\$4,541	\$4,768	\$4,996
HS Varsity Football Assistant	\$2,547	\$2,688	\$2,830	\$2,970	\$3,113
HS Varsity Soccer	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS JV Soccer	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Fresh Asst. Soccer Coach	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Varsity Field Hockey	\$2,920	\$3,082	\$3,245	\$3,406	\$3,568
HS JV Field Hockey	\$1,986	\$2,095	\$2,206	\$2,316	\$2,427
HS Varsity Golf Co-Ed	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS JV Golf Co-Ed	\$1,387	\$1,465	\$1,542	\$1,618	\$1,696
MS Sideline Cheer Coach	\$510	\$539	\$567	\$595	\$630
HS Sideline Cheer Coach	\$809	\$853	\$898	\$948	\$998
Competition Cheer Coach	\$2,424	\$2,559	\$2,693	\$2,843	\$2,993
Competition Cheer Coach	\$1,021	\$1,077	\$1,134	\$1,197	\$1,260
HS Varsity Basketball	\$4,272	\$4,510	\$4,747	4,984	\$5,250
HS JV Basketball	\$2,801	\$2,957	\$3,113	\$3,269	\$3,413
HS Freshman Basketball	\$2,801	\$2,957	\$3,113	\$3,269	\$3,413
HS Indoor Track Co-Ed	\$2,691	\$2,840	\$2,990	\$3,140	\$3,289
HS Indoor Track Assistant	\$1,647	\$1,739	\$1,831	\$1,922	\$2,013
HS Varsity Baseball	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS Varsity Softball	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS JV Baseball	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS JV Softball	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Varsity Baseball Assistant	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Varsity Softball Assistant	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Varsity Tennis	\$2,043	\$2,157	\$2,271	\$2,384	\$2,497
HS JV Tennis	\$1,283	\$1,355	\$1,427	\$1,497	\$1,569
HS Outdoor Track Head	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS Outdoor Track Assistant	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570

<u>ATHLETICS</u>	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>
HS Special Olympics Coach (2)	\$2,628	\$2,773	\$2,920	\$3,065	\$3,211
HS Wrestling	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS Asst. Wrestling	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
HS Girls Lacrosse	\$3,036	\$3,204	\$3,374	\$3,543	\$3,711
HS Girls Asst. Lacrosse	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
MS Football Head	\$2,452	\$2,588	\$2,725	\$2,860	\$2,996
MS Football Assistant	\$1,869	\$1,973	\$2,077	\$2,180	\$2,284
MS Field Hockey	\$1,869	\$1,973	\$2,077	\$2,180	\$2,284
MS Soccer	\$1,869	\$1,973	\$2,077	\$2,180	\$2,284
MS Golf Co-Ed	\$1,318	\$1,390	\$1,465	\$1,537	\$1,610
MS Winter Cheering	\$1,537	\$1,623	\$1,708	\$1,792	\$1,878
MS Basketball	\$1,976	\$2,086	\$2,197	\$2,307	\$2,416
MS Baseball	\$1,986	\$2,095	\$2,206	\$2,316	\$2,427
MS Softball	\$1,986	\$2,095	\$2,206	\$2,316	\$2,427
MS Outdoor Track Co-Ed	\$1,895	\$2,000	\$2,106	\$2,210	\$2,321
MS Outdoor Track Assistant	\$1,247	\$1,317	\$1,386	\$1,455	\$1,525
MS Sports Assitant (As needed)	\$1,247	\$1,317	\$1,386	\$1,455	\$1,525
MS Cross Country	\$2,007	\$2,118	\$2,230	\$2,342	\$2,459
MS Special Olympics full year	\$1,247	\$1,317	\$1,386	\$1,455	\$1,525
MS Athletic Director Assistant	\$11,000	\$11,300	\$11,600	\$11,900	\$12,200
MS Wrestling	\$2,102	\$2,219	\$2,336	\$2,453	\$2,570
Sports Field Assitant	\$3,500	\$3,675	\$3,858	\$4,050	\$4,252
Unified Basketball	\$1,283	\$1,355	\$1,426	\$1,497	\$1,569

APPENDIX C
Teacher Longevity

First Name	Last Name	Employment Date	Years in System as of 6/30/10	Longevity Pay effective 7/1/11
Deborah	Richards	9/1/86	24	\$650
Kimberlee	Cowan	12/1/86	23.6	\$650
Richard	Kelley	9/1/88	22	\$650
Roxanne	Snow	9/1/88	22	\$650
Jo	Linscott	9/1/90	20	\$650
Bruce	Gamage	9/1/91	19	\$550
Colleen	Rickard	9/1/91	19	\$550
Kelly	Taylor	9/1/91	19	\$550

APPENDIX D
Grievance Form
ARTICLE 13.G.4

Grievant Name: _____

Position: _____

Building/School: _____

Specific contract provision(s) allegedly violated:

Article/Section: _____ Page: _____ Article/Section: _____ Page: _____

Article/Section: _____ Page: _____ Article/Section: _____ Page: _____

Alleged incident(s) occurred: *may attach

Date: _____ Time: _____ Place: _____

Statement by the grievant of the alleged violations. Include: events and/or conditions of the alleged violation(s) and the person(s) responsible if applicable: *may attach document

Remedy sought (be specific): *may attach document

Signature of Grievant: _____ **Date:** _____

Signature of Recipient: _____ **Date:** _____

4. Forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association, so as to facilitate operation of the grievance procedure. (Appendix D)

APPENDIX E
RSU#13 Sick Leave Bank Form
ARTICLE 9.B.7

Employee Name: _____

Position: _____

Building/School: _____

Please confirm:

_____ I believe I am eligible to participate in the Sick Leave Bank.

Access to the bank is reserved to employees who have suffered a serious illness or injury that renders the employee unable to return to work for a temporary period of time because of hospitalization, medical treatment, and/or recovery. Serious illness or injury shall mean an illness or injury which is unforeseen, requires immediate medical attention, and involves significant bodily impairment.

_____ I have attached a detailed physician's statement or disability form completed by the physician outlining the nature of my illness or injury and anticipated duration of the resulting incapacitation.

_____ I have exhausted all other available paid time off.

_____ I am requesting this number of days from the Sick Leave Bank.

The maximum number of days an employee may withdraw from the Bank shall be equal to four (4) times the number of personal sick days the employee had accrued at the start of the illness or injury necessitating the need for sick bank days (if disputed, as established by a doctor's certificate), except that in no event may an employee use more than one hundred (100) days in any three (3)-year period.

Signature: _____ Date: _____

Human Resources: _____ Date: _____

Superintendent: _____ Date: _____