

NEGOTIATED AGREEMENT

2023-24

HARRISBURG SCHOOL BOARD

AND

HARRISBURG EDUCATION ASSOCIATION

TABLE OF CONTENTS

Article I	Recognition	3
Article II	Grievance	4
Article III	Time Off	8
Article IV	Teacher Workday	14
Article V	Professional Compensation	15
Article VI	Employment Security	25
Article VII	Effect of Agreement	30

Article I - Recognition

1.1 RECOGNITION - Pursuant to the provisions of SDCL 3-18, the School Board of School District #41-2, Harrisburg School District, Harrisburg, South Dakota, hereinafter referred to as the “Board,” recognizes the Harrisburg Education Association, hereinafter referred to as the “Association,” as the sole exclusive representative for all certified teachers, district or building instructional coaches, technology integrationists, and library media specialists who have signed teacher contracts. All employees under this Negotiated Agreement are referred to as “teachers.”

1.2 DEFINITIONS - For the purpose of this agreement:

- **Teacher**- All employees under this Negotiated Agreement.
- **Full-Time Teacher** - Those who work an average of 30 hours or more per week during the contract year.
- **Part-Time Teacher** – Those who work an average of 20-29 hours per week during the contract year.
- **Work Day** – **The number of hours a teacher is scheduled to work per a 24 hour period constitutes their work day.**

Article II - Grievance

2.1 DEFINITIONS

- A. A "grievance" is a complaint by a teacher or a group of teachers based upon an alleged violation, misinterpretation, or inequitable application of any existing agreements, contracts, ordinances, policies, rules, or regulations of the school district, as they apply to a condition of employment. Negotiations for, or a disagreement over, a non-existing agreement, contract, ordinance, policy, rule, or requisition is not a "grievance" and is not subject to this section.
- B. The term "teacher" may include a group of teachers who are similarly affected by grievance.
- C. An "aggrieved person" is the person or persons making the claim.
- D. A party in interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term "days" when used in this Article shall mean calendar days except for Saturdays, Sundays, legal holidays, and vacation days. Summer break is not considered vacations days.

2.2 PRINCIPLES

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise affecting the welfare or working conditions of teachers.
- B. Nothing contained herein shall be construed as limiting the right of any teacher to discuss the problem informally with the appropriate administrator or with any appropriate representative of the Association at any time.
- C. All parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- D. Any certificated teacher or group of teachers has the right at any time to present a grievance to such persons or Board through such channels that are designated for that purpose.
- E. Forms for filing a grievance shall be included in the negotiated agreement so as to facilitate the grievance procedure.

2.3 STRUCTURE

The Association shall maintain a grievance committee hereinafter referred to as the "committee", which may be broadly representative of teaching levels and areas and shall be constituted in such a manner as may be determined by the Association.

2.4 TIME LIMITS

- A. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- B. It is required that a teacher file a grievance within twenty (20) days after the teacher knew or should have known of the alleged violation or the grievance is waived.

2.5 INFORMAL PROCEDURES

If a teacher has a grievance, he/she shall first discuss the matter with his/her principal, administrator, or supervisor to whom he/she is directly responsible in an effort to resolve the problem informally.

2.6 FORMAL PROCEDURES

A. Level One - School Principal

- 1. If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she must submit his claim as a formal written grievance to his/her principal within the time limit specified above.
- 2. The principal shall within five (5) days render his/her decision and its rationale in writing to the aggrieved person. A duplicate copy will be placed in the aggrieved persons mailbox for the grievance committee.
- 3. A teacher who is not directly responsible to a building principal may submit his/her formal written grievance claim to the administrator to whom he/she is directly responsible. Said administrator shall carry out the aforementioned responsibility of the principal.

B. Level Two - Superintendent of Schools

- 1. If the aggrieved person is not satisfied with the disposition of grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, he/she must file the formal written grievance with the Association's committee within three (3) days after the decision at Level One.
- 2. Within ten days after receiving the formal written grievance, the committee shall provide an opportunity for the aggrieved person to meet with the committee for the purpose of reviewing the grievance, and the committee shall give to the aggrieved person a written opinion, regarding the merits of the case.
- 3. Within three (3) days after receiving the committee opinion, the aggrieved person must file a written appeal with the committee for a meeting with the Superintendent of Schools. Within two (2) days of its receipt, the committee, through its chairman, shall submit appeal to the Superintendent.

4. The Superintendent of Schools or his/her representative shall act for the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal the Superintendent shall meet with the aggrieved person and with representatives of the committee for the purpose of resolving the grievance.

The Superintendent shall within three (3) days of the meeting render his/her decision and its rationale in writing to the aggrieved person, with a copy to the committee.

5. Representatives of the Association's committee shall have the right to attend and participate, with aggrieved party's written permission, in the meeting of the Superintendent.

C. Level Three - School Board

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within three (3) days after he/she has first met with the Superintendent he/she must file the grievance again with the Association's Committee within five (5) days after a decision by the Superintendent.
2. After receiving such further appeal, the committee, through its chairman, may refer the grievance to the Board. An effort will be made to schedule a special Board meeting with all members present. If this is not possible, the grievance will be considered at the next regular meeting.
3. After receiving the written appeal, the Board shall:
(1) render a decision; (2) appoint a fact finder to review the grievance and its processing to this point and to report to the Board prior to its meeting with the aggrieved person and with representatives of the committee for the purpose of resolving the grievance; or (3) appoint a committee, or third party, to hear the grievance and render a decision. The decision of the Board or designee shall be rendered in writing within five (5) days.

D. Level Four - Appeal

1. If after following the grievance procedure enacted by the governing body, the grievance remains unresolved, it may be appealed within thirty (30) days as provided by state statute.
2. Neither party waives the right to contest the decision of the hearing body on appeal.

2.7 RIGHTS OF PARTICIPATION

- A. No reprisal of any kind shall be taken by any party against any other participant in the grievance procedure by reason of such participation.
- B. All parties in interest may be represented at all levels of the informal and formal grievance procedure by persons of their own choosing.

C. Any teacher, or group of teachers, shall have the right at any time to present grievances to their employer and to have such grievances decided upon without the intervention of the formal representative as long as the decision is not inconsistent with the terms of any settlement with the formal representative then in effect; provided that the formal representative has been given opportunity to be present at such decision.

2.8 MISCELLANEOUS

- A. Decisions rendered at all levels of the formal grievance procedures shall be in writing setting forth the decisions and its rationale.
- B. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- C. See "Appendix C" for initiating grievance form.
- D. All other forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent and made available through him/her and the building principals.
- E. If the grievance affects a group or class of teachers, the Association may submit such grievance on their behalf.
- F. A grievance may be withdrawn at any level without establishing precedent.

Article III – Time Off

3.1 GENERAL - Request and approval for time-off shall be made to the Superintendent or designee. Time Off requests are not guaranteed to be approved. Circumstances in which requests may be denied include, but are not limited to, having more than one (1) teacher requesting the same day off within the same building, critical dates in which attendance is necessary such as Professional Development days and Parent/Teacher Conferences, and dates before and after vacation/holidays. Teachers shall not obtain nor pay their own substitute. Should teachers need to be absent more than what is allotted in Article III, their absence is considered unexcused (unless designated excused by the supervising administrator for extraordinary circumstances) and unfulfilled contract days will be deducted from their pay.

3.2 THE FAMILY AND MEDICAL LEAVE ACT (FMLA) entitles eligible teachers to take up to twelve (12) weeks unpaid, job-protected leave per rolling calendar year for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the teacher had not taken leave. The Harrisburg School District will abide by this federal law and apply its negotiated leave policies with it when addressing what will be considered paid leave and its length.

3.3 PERSONAL - Each school year, each full-time teacher receives two (2) days of personal time off (part-time teachers receive a prorated amount). Requests for such time off shall be submitted to the supervising administrator at least three (3) days prior to the day(s) of absence.

Personal days will be deducted in one-hour increments.

Full time teachers may roll over up to three (3) personal days (part-time teachers may roll over a prorated amount) to the next contract year for a maximum of five (5) personal days to use (prorated for part-time teachers). Partial days may be rolled over in one-hour increments.

Teachers will receive compensation for each unused personal day over the allowed carryover. Such compensation is at a rate of \$100 per day (\$12.50 per hour) to be paid out on the last payroll date in June for the previous school year.

3.4 SICK - If a teacher is unable to perform assigned duties due to personal illness, injury, or health related appointments, the teacher may take sick days upon notice to the administrator. A limited amount of sick days may be used for birth or adoption of a child, bereavement, and/or family illness. Refer to those respective sections within Article III- Time Off of this Negotiated Agreement.

Time off for sick will be deducted in one-hour increments.

A full-time teacher shall be given ten (10) days sick time off each school year. Any unused sick days may accumulate to a maximum of eighty-five (85) days (part-time teachers may accumulate a prorated amount).

The Superintendent may request physician certification, at the teacher's expense, if the need for absence is for more than three (consecutive) days. All teacher and School District responsibilities under the FMLA apply while sick leave is utilized.

A teacher shall be required to submit to a health examination, at the District's expense, if it is in the opinion of the School Board that it is necessary to confirm the teacher's capability to perform the essential functions of his/her assigned duties.

In the event sick days are exhausted and a teacher needs to be absent due to an illness, injury, or health related appointment, personal time off, if available, must be used.

Both full-time and part-time teachers will receive compensation for each unused sick day over the allowed allotted accumulation. Such compensation is at a rate of \$100 per day to be paid out on the last payroll date in June for the previous school year.

In the event a teacher retires under the South Dakota Retirement System and has worked ten (10) years or more in the Harrisburg School District, any remaining sick days at the time of retirement will be paid as follows:

# of Years Worked up to 75	Pay Rate Per Unused Days Up to 75	Pay Rate Per Unused Day Day 76+
10-14	\$25	\$50
15-19	\$30	\$60
20+	\$40	\$70

3.5 FAMILY SICK – Each school year, full time teachers may use up to a total of twelve (12) sick days (part-time teachers may use a prorated amount) to assist and support a family member who is ill or injured. Applicable family members include spouse, child, foster child, parent, In-law, or any member of a teacher's household. In the event sick days are exhausted, personal leave, if available, must be used.

Should a teacher's spouse or child have a catastrophic illness or injury as defined under the sick leave bank criteria, the teacher may use an additional ten (10) sick days if approved by the Superintendent. Should the teacher not have the additional days in their personal sick balance, the teacher may apply for the additional ten (10) days through the sick leave bank.

Such time off may be taken in one-hour increments. All teacher and School District responsibilities under FMLA apply.

3.6 BIRTH OF CHILD - If time off is needed for the birth of a child, teachers utilize their acquired sick days for compensation while absent from work.

Birthing parents utilize up to a maximum of thirty (30) sick days for a vaginal delivery or forty (40) sick days if a cesarean delivery is required. Use of such days commence the day the baby is born or when the birthing parent is medically required by a physician to be off work prior to the birth. Such days must be continuous from the point of commencement and are only allowed for days absent during the contract year. This period of time may not be extended due to vacation days or school cancellations days, however sick days will not be deducted for such days. In the event all paid sick days are depleted before reaching the allotted time referenced above, the birthing parent will be deducted \$200 per day following the last day of available sick days used until a total of 30 (days) is reached. If additional time is needed beyond the thirty (30) days, the daily deduction will be at the birthing parent's per diem rate. Part time teachers have the same amount of time off as defined above, however the amount of paid time off shall be pro-rated.

Non-birthing parents utilize up to a maximum of ten (10) sick days for the birth of a child. Use of such days commence the day the baby is born, must be continuous, and are only allowed for days absent during the contract year. This period of time may not be extended due to vacation days or school cancellations days, however sick days will not be deducted for such days. In the event all paid sick days are depleted before reaching the allotted ten (10) days, the non-birthing parent will be deducted \$200 per day following the last day of available sick days used until a total of 10 (days) is reached. If additional time is needed beyond the ten (10) days, the daily deduction will be at the non-birthing parent's per diem rate. Teachers who work a minimum of 20 hours per week shall receive a prorated amount of leave.

All teacher and School District responsibilities under the FMLA apply.

3.7 ADOPTION OF A CHILD - If time off is for the adoption of a child, teachers utilize their acquired sick days for compensation while absent from work. The maximum amount of time off available for each adoptive parent is based on the adopted child's age as follows:

Child's Age	Maximum of Sick Days
0-12 Months	30
1-5 Years	20
6-18 Years	10

Use of such paid days commence within forty (40) days of the placement of the child, must be continuous, and are only allowed for days absent during the contract year. This period of time may not be extended due to vacation days or school cancellations days, however sick days will not be deducted for such days. Use of sick days, for adoption compensation purposes, is limited to once per contract year.

Following the same guidelines above, part-time teachers shall receive a pro-rated amount of paid leave.

All teacher and School District responsibilities under the FMLA apply.

3.8 BEREAVEMENT – In the event of a death, bereavement days may be granted according to the guidelines below. Part-time teachers will follow the same guidelines at a prorated amount. Days off do not need to be consecutive.

Deceased	Max Days	District Paid	Sick, Personal, then Contract Deduct
Parent	10	5	5
Spouse			
Child			
Sibling			
Permanent Member of Household			
Grandparent (any Generation)	3	2	1
Grandchild			
In-Law (Parent/Sibling/Child)			

Aunt/Uncle Niece/Nephew			
Loss of Pregnancy	2	2	0
Other (Limit 2 Occurrences Per Year)	1	0	1

3.9 PROFESSIONAL – Teachers may be granted paid time off to attend professional meetings. Time off shall be approved or disapproved by the teacher's administrator based on the potential benefits to the teacher's classroom and students. If a request is not approved, the teacher can request a personal day if available.

3.10 JURY DUTY - Any teacher called to serve on jury duty will be permitted to serve and receive his/her regular salary and in turn forfeit to the school district the compensation paid for serving, less mileage and other allowable expenses.

3.11 LEGAL – Any teacher needing to be absent due to Harrisburg School District work related legal reasons will be excused. Any teacher subpoenaed by the court system as a witness shall be paid for their time in court. If a teacher must appear in court due to being a party in a case, personal days if available, must be used, otherwise the time off is will not be paid.

3.12 WORKER'S COMPENSATION - In the event a teacher is eligible for worker's compensation disability benefits, the teacher shall, at his/her option, received pay through the use of their sick days or receive workers' compensation pay. Should the teacher choose to use sick days for compensation, such days shall be deducted during the period of absence. In the event the teacher chooses to receive worker's compensation, any payments from workers' compensation shall be retained by the teacher. The period of absence shall not be deducted from the teacher's accumulated sick days and all benefits shall continue to accrue. All teacher and School District responsibilities under the FMLA apply.

3.15 MILITARY - Teachers who qualify as members of uniformed services, will be granted military leave of absence from their employment in accordance with the Uniformed Services Employment and Re-employed Rights Act (USERRA). USERRA guarantees an employee returning from military service or training the right to be reemployed at his or her former job (or as nearly comparable a job as possible) with the same benefits. For their absence, teachers will be paid the difference in salary if their military pay is less than their average daily pay though the School District.

3.16 LEAVE OF ABSENCE (LOA) – Should a teacher feel he or she needs to be absent for an extended period of time, a written request, along with rationale and length of time needed, should be submitted to the Superintendent. Should the Superintendent agree a Leave of Absence is warranted, the LOA will be submitted to the School Board for approval. The length of leave may be up to one year. The teacher must notify the Superintendent of intention to return within 60 days prior to the end of the leave or March 1, whichever is sooner. The teacher will have the opportunity to return to a position in which he/she is certified to teach. Failure to notify the Superintendent to return shall terminate the teacher's employment relationship with the district.

Any variation in notice deadlines shall be changed when and only when there is a mutual written agreement between said teacher and the Board.

3.17 SICK LEAVE BANK - The purpose of the Sick Leave Bank (Bank) is to provide additional paid leave for full or part-time teachers who have exhausted their accrued sick days as the result of a catastrophic illness or injury. The Bank serves as a depository into which participating teachers contribute days for allocation to other participating teachers. The purpose of the Bank is not to provide unlimited paid sick days for any medical reason, but to alleviate the hardship caused when teachers lose compensation as the result of a catastrophic illness or injury.

The Bank is established through the voluntary contribution of one (1) sick leave day each school year. Contributing these days establishes membership in the Bank and eligibility for withdrawal. All teachers will be considered to contribute unless an opt out form is completed no later than September 1 each year. Eligibility is discontinued upon termination (voluntary or involuntary) of employment or death. No payment of benefits will be made to terminated teachers or beneficiaries.

Administration of the Bank

1. The bank will be administered by a committee (Committee) agreed upon by HEA and the Superintendent and comprised of the Business/HR Manager, an additional representative from Administration, one School Board Member and two HEA members. Each representative shall name an alternate. *All information regarding sick bank requests will be shared with the sick bank committee, including medical information.
2. The HR Department will be responsible for convening the Committee, coordinating donations, processing requests, and maintaining appropriate related records.
3. Requests for use of the Bank will be reviewed by the Committee. The Committee will prepare a written notification to the requesting teacher approving or denying the application.
4. The Committee may not grant Bank days if the Bank does not have available days.
5. An application shall be denied if it is incomplete, lacks supporting statements from a licensed health care provider, or if the teacher fails to provide any requested documentation. If denied, an application may be resubmitted.
6. The Bank will be administered in accordance with the Americans with Disabilities Act and Family and Medical Leave Act requirements.

Withdrawals from the Bank

1. A contributing teacher must complete an application for Bank days and submit it to Human Resources no later than five (5) working days after all available sick days are exhausted.
2. Applications must be accompanied by a statement from a licensed health care provider that includes the beginning date of the condition, a description of the illness or injury, and prognosis for recovery. Required paperwork under FMLA would suffice if also requested.

3. The Committee will render a written decision to the teacher within five (5) working days of the request. In determining catastrophic illness or injury, the following definition will be used: A severe medical condition which requires a teacher's absence from work for a prolonged period of time and which results in a substantial loss of income because of the exhaustion of all earned sick leave. A qualifying illness or injury might include, but is not limited to cancer, major non-elective surgery, serious accident, heart attack, or complications of pregnancy. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of extended duration, and require the services of a licensed health care provider.
4. The number of sick days granted for each request will be determined by the Committee, but cannot exceed a maximum of twenty (20) working days for personal use, or ten (10) days for a spouse or child. No teacher may receive more than twenty (20) bank days in a twelve- month period.
5. Any bank days granted may be used only for the purpose requested on the application. Any unused portion will be returned to the Bank.
6. Use of the Bank days is considered under the provisions of the FMLA for a serious health condition and any use is included in the twelve (12) weeks of leave provided under this Act, if applicable.

Appeal Procedure- In the event a teacher is denied benefits from the Bank, he/she may submit a written appeal to the Superintendent within ten (10) working days of receiving the denial. A written response shall be issued within ten (10) working days from the date of the appeal.

Article IV - Teacher Workday

- 4.1 A typical full time teacher's workday consists of eight (8) hours. Teachers hold a salaried, exempt position which means there may be occasions in which work required is longer than the typical day which will not be compensated.
- 4.2 Teachers in the Middle/Senior High (grades 6-12) will have a minimum of one preparation period each day for each full day of employment but not to exceed five different subject preparations in any one workday. Elementary teachers will have preparation periods during the time their students are attending music, physical education, library, art, or guidance classes. Special area teachers (art, music, physical education, guidance, library, special education, reading and math specialists) will have preparation time each week at least equal in length to the minimum amount of preparation time given to elementary teachers, determined by the Superintendent.
- 4.3 Each year the superintendent or his designee will involve representatives who are approved by the association (maximum of three) in determining the school calendar. The school board will make the final determination of the school calendar.
- 4.4 **BREAKFAST / LUNCH DUTY** - Teachers that are assigned, by the administration, to supervise students while they eat breakfast or lunch in the cafeteria will be entitled to their respective meal without charge for that respective day.
- 4.5 **OPEN HOUSE** - All teachers are to participate in Open Houses and Orientations which are scheduled each year, but not to exceed two per year, outside the contracted days and hours. They may be scheduled prior to the start, but no more than ten (10) business days, of a school term.
- 4.6 **REQUIRED IMMUNIZATION** – If in the event the South Dakota Department of Health requires staff be immunized, or show proof of immunization for a particular disease in order for him/her to be in contact with students, staff must produce evidence of immunization or immunity of that disease prior to reporting for work. Staff will not be paid for time off beyond the use of available personal days used during the time they are absent gaining either the immunization, evidence of immunization, or the incubation period required for the particular disease.

Article V - Professional Compensation

5.1 PAYMENT OF SALARY - Teacher payroll shall be distributed on the 15th and 30th of each month. If the normal payroll date occurs on Saturday or Sunday, payroll will be distributed on the preceding Friday. All teacher salaries will be paid over a twelve (12) month basis. The first payroll date will be on September 15th, and the last payroll date will be August 30th.

A teacher may deviate from the above-stated number of pay periods per year for retirement purposes only. A teacher may select to receive his/her compensation based on a nine-month plan. The nine-month plan is from September through May. If a teacher desires to use the nine-month pay plan, he/she must inform the Superintendent in writing prior to March 1st of the current school year.

5.2 PRIOR SERVICE CREDIT - A maximum of twenty (20) years of experience may be applied on the salary schedule. Years are defined as time worked in a regular certified teaching position at a K-12 state accredited school/district, a state approved program in which the school/district is located, or an accredited school in higher education.

Each year of prior teaching service or partial year of one semester or 90 days or more shall correspond to a step on the schedule. Credit will not be granted for less than one semester or 90 days service in a school term.

A teacher with no prior teaching service shall be placed on step one of the salary schedule. The Board reserves the right to offer a hire bonus in the event of an emergency situation. The Superintendent will notify the Association president when such a circumstance exists.

5.3 EDUCATION CREDIT – Lanes in the Salary Schedule will be determined based on the number of graduate credits earned. All credits must be graduate level; however, undergraduate credit may be acceptable upon advance approval of the Superintendent if and only if it is determined that the course work is in the area the teacher is presently teaching within the Harrisburg District.

Current teachers may request to change lanes on the Salary Schedule by providing transcripts of the number of the graduate credits earned. This must be submitted to the Human Resource office by September 1st if such change is to take place for the current year.

5.4 NATIONAL BOARD CERTIFICATION – A teacher who has obtained certification by the National Board for Professional Teaching Standards shall receive a payment of \$1,000.00 from the school district for a five-year period of time after they have obtained their certification.

5.5 INSURANCE –

HEALTH -The District will offer health insurance for eligible teachers, those who work 30 hours or more per week, and provide the following amounts towards participation in the Insurance Benefits Options: \$680 for Family, \$605 for Employee + Spouse, \$585 for Employee + Child(ren), and \$530 for Single coverage.

VISION - Teachers eligible for health insurance may elect to participate in the group vision plan available. For those not participating in the group health coverage, the District will contribute up to

\$25 per month for vision. For those who do participate in health insurance, the option to join the group vision plan is available at full cost to the teacher.

DENTAL - Teachers eligible for health insurance may elect to participate in the group dental plans available. For those not participating in the group health coverage, the District will contribute up to \$85.10 per month for dental. For those who do participate in health insurance, the option to join the group dental plan is available. The District will contribute up to \$31.30 for those on the single health plan. Those on an employee + spouse, employee + child(ren), and family health plans are responsible for the entire cost of the dental plan.

Eligible teachers who choose not to participate in health, dental, nor vision, may elect to be paid \$50 per month in lieu of insurance.

For teachers who are not eligible for health insurance, but do work 10 -29 hours per week, the District will contribute up to \$150 per month towards dental and/or vision. If such teachers chose not to participate in either dental or vision, they may elect to be paid \$25 per month in lieu of insurance. Such payments to be made in December and May of each year.

Teacher portions, the total cost minus the District contribution, will be deducted through payroll deduction each paycheck. In the event a teacher does not have a paycheck or enough to pay through payroll deduction, they shall pay the District directly for their portion.

In the event current insurance coverages/variables i.e. deductibles, plan offerings, etc. need to be changed to help control costs, the District, along with representatives from the Association shall meet and discuss such potential changes. Recommendations from this group will be given to the School Board who will make the final determination of the District's insurance plans.

In the event an eligible teacher becomes no longer eligible for health insurance, the option to continue coverage is available under COBRA. Examples of loss of eligibility include, termination (voluntary or involuntary), reduction of hours, layoff, death, or bankruptcy under Title II of U.S. Code. Anyone eligible for insurance who is on FMLA leave will no longer be eligible once FMLA is exhausted due to a reduction of hours. Once a teacher returns to work and meets the eligibility requirements for insurance, insurance under the group plan will be reinstated.

The district will also provide \$20,000 in Life & AD&D coverage to all full-time employees.

5.6 **SALARY** - A salary schedule expresses policy which the Board follows in determining all teacher salaries. The Board reserves the right to refuse to grant a salary increase to any teacher if there is reason(s) stating a teacher is not doing a satisfactory job.

The salary schedule for teachers appears in Appendix A.

5.7 **ACTIVITY PASSES** – Each member of the instructional staff who has signed a contract will be issued one complimentary activity pass. The staff member may earn a second activity pass by working one activity. The staff member will not be paid for working this activity nor he/she pay for the activity pass. The staff member may earn additional passes for their family by working a

second extra-curricular event. (Family is defined as spouse and children under the age of nineteen). Elementary teachers assisting with supervision at the Elementary Concerts will be given credit for working an activity. This will allow them to earn the second activity pass. A person working an activity beyond the one needed to earn the second activity pass will be paid at the authorized rate.

5.8 TRAVEL EXPENSES - Upon submitting a voucher to the Superintendent, and receiving approval, travel expenses for a teacher traveling for the school district will be paid according to a rate set at the July Board meeting each year.

5.9 CO/EXTRACURRICULAR ACTIVITY PAY SCHEDULE - The Extracurricular Activity Pay Schedule for teachers appears in Appendix B.

In the event an extracurricular activity coach/advisor is absent for an extended period of time due to a medical reason, the following formula will be used to calculate pay: If more than 50% of student interaction days of that activity are attended, the full salary according to Appendix B shall be paid. If less than 50% is worked, it will be paid out on a per diem basis. The percentage of time calculated will be at the discretion of the Activities Director and/or Superintendent.

5.10 IN-DISTRICT TRAVEL REIMBURSEMENT – Teachers who are authorized to utilize their own vehicle to travel between the district's buildings will be compensated as follows:

- Mileage rates are set by the School Board each year and cannot be less than the current state rate.
- Proper paperwork requesting reimbursement must be submitted at the end of each semester
- Maximum reimbursement in any one day will be one round trip total
- Mileage will only be reimbursed if the reimbursement is \$10.00 or more.
- In lieu of tracking mileage, a teacher may sign an agreement at the beginning of each year to receive an amount presented by the District which is based on the previous year, expected mileage, etc.

5.11 EXTRA DUTY PAY –

The Board shall pay \$20.00 per night per worker for the following positions:

- a. Fine Arts Ticker Seller

The Board shall pay \$30.00 per night per worker for the following positions:

- b. Middle School time keeper
- c. Middle School score keeper
- d. Athletic Events Ticket Seller
- e. Dance chaperone
- f. Volleyball line judge
- g. Official for 7, 8, 9, and junior varsity athletic contests
(unless official is registered and assigned by the SD Officials Organization, then official will be paid at the SDHSAA rate.)
- h. Supervisor

The Board shall pay \$40.00 per night per worker for the following positions:

- i. High School time keeper
- j. High School score keeper

k. Bus chaperone: will be paid according to the following schedule when a student fan bus is assigned by administration to attend an athletic activity. Each chaperone must complete a form indicating the exact time the bus arrived back at the school parking lot. Fan buses are not to stop at any place other than the destination of the athletic activity except in emergency situations or with advance administration approval.

0-3 hours:	\$20
Greater than 3 hours up to 4 hours	\$25
Greater than 4 hours up to 5 hours	\$30
Greater than 5 hours	\$35

l. When officiating two or more events in a row on the same day the pay will be \$60.00.

m. When score-keeping, time-keeping, and line judging two or more events in a row on the same day pay will be \$15.00 for each additional Middle School and \$20 for each High School Event after the first event.

n. Covering classes: When any High School/Middle School/Elementary teacher utilizes their preparation period to cover another teacher's class they will be compensated \$25.00. The length of time covered should be no less than 50% of the period in order to be compensated. Each teacher must complete a form indicating the date, period, etc. of the class they covered and submit it to the Superintendent in order to be compensated.

o. Pay for Saturday School will be \$50.00. If no students show up, then the pay will be \$25.00 for that day unless the teacher could be informed prior to arriving to work that day.

p. When judging oral interpretation and/or debate contests, pay will be \$20.00 per round. If judging a tournament that is held on a Friday and Saturday, an additional \$20.00 will be paid. Coaches nor Assistant Coaches may be paid to judge contests.

A list of the ticket-selling positions will be made available to the teaching staff at pre-school workshop days each school year. All teachers will be asked to volunteer and to list their names adjacent to respective nights. The Activities Director will inform the staff at pre-school workshop days as the number of times each teacher needs to list his/her name. If volunteers do not complete the list by the end of pre-school workshop days, the Activities Director will assign the teacher's name to an event. Efforts will be made to equalize the number of activities for each teacher. The Activities Director will complete the total list by the conclusion of the first full week of school. It then becomes the responsibility of the assigned teacher to find a replacement if that assigned individual cannot be present for work.

Each teacher will receive payment in December and payment in May for the extra duty work. The December payment will be for extra duty work performed through November. The May payment will be for extra duty work performed from December through the end of the school year.

5.12 TAX SHELTERED ANNUITIES - A teacher has the opportunity of entering into an amendment to his existing contract reflecting a reduction of salary for the contract term to purchase a tax-sheltered annuity. Such amendment request shall be at no cost to the Board. The Board has the option to limit the maximum number of companies allowed to be utilized through payroll deduction.

Each teacher that desires payroll deduction for a tax-sheltered annuity must present a written statement from himself/herself and from the organization approved for tax-free status by the Internal Revenue Service Social Security Administration.

5.13 **FLEXIBLE SPENDING ACCOUNTS** - Concerning the Section 125 Plan deductions: if at the end of the plan's annual term, there is money left over from participating individual teachers' contributions, the left-over money will be used to offset the administrative expenses associated with this plan.

5.14 **PROFESSIONAL DUES AND PAYROLL DEDUCTIONS**

- A. The Board agrees to deduct from the salaries of its teachers' dues for continuing membership in the Association, as said teachers individually and voluntarily authorize the deduction of such membership dues.
- B. If the Association changes the dollar amount of its membership dues, the Association will give the Board fifteen (15) days written notice prior to the effective date of such change. The Association agrees to advise the Board, through the district's business office, of the amount of dues of each Association member wishing dues deduction or any change therein.
- C. Pursuant to authorization set forth in Section A above, deductions will be made in consecutive installments commencing with the first payroll in September. Deductions will be made in either 20 equal installments or in 24 equal installments. For additional authorizations for dues deduction which are received by the district's business office after September 15 of the current year, deductions will be pro-rated over the remaining deduction period referred to above.

5.15 **CONTRACT: PARTIAL PAYMENT** - Whenever a teacher is absent from work and such absence is approved by the administration and such reason is not applicable to LEAVES as defined in the Master Negotiated Agreement, the following will be applicable:

For each full day of absence, the teacher's salary (teaching and extracurricular) will be reduced by the fraction of one divided by the total number of contractual working days for that respective year. If extracurricular pay is part of said teacher's contract, and the activity duties are completed prior to the time in which leave is deducted, the teacher is responsible for requesting a reimbursement for the extracurricular portion of the deduct prior to June 1.

5.16 **COMPENSATION FOR PROFESSIONAL TRAINING**—On non-contract days (anything outside 181 contract days, i.e. Summer and Saturdays through 2023-24 school year) teachers who are involved in professional training that is requested by the district, will be compensated \$150.00 per day and mileage per the rate set by the Board at the annual July meeting if a personal vehicle is used. The Supervising Administrator must approve use of personal vehicle for mileage reimbursement. If the professional training is less than one day, the rate will be prorated.

Article VI – Employment Security

6.1 PROFESSIONAL STAFF EVALUATION POLICY- The purpose of evaluation of professional staff is to improve the quality of the educational program by assisting staff to become more effective. Information gained during the evaluation process shall be used to enhance individual identified needs. The formal evaluation for all teachers recognized in this agreement, will be performed through the Frontline www.mylearningplan.com website. No recording will take place during the evaluation process.

The evaluation tool that will be used will align itself with the requirements as set by the State of South Dakota and a committee of board members, administration, and HEA members. Any changes from the Charlotte Danielson tool to another evaluation toll is to be approved by board members, administration, and the HEA negotiations team. Any changes made to the Danielson tool during the current school year cannot take effect until the following school year.

A. GOALS

1. The evaluation process will be positive in nature.
2. The evaluation will further pursue educational excellence.
3. The evaluation will identify and support the characteristics and qualities of excellent leaders.
4. The evaluation will formalize a communication between the staff and administrator.
5. The evaluation will be a tool for self- improvement.
6. The evaluation will pertain to job duties as defined in the teacher's job description.
7. The evaluation will allow a teacher to develop and pursue meaningful goals.

B. EVALUATION PROCESS – Professional staff employed in the District from one to three consecutive years will be evaluated each year using the South Dakota Standards for Teaching (The Danielson Framework) or a Danielson based rubric aligned to the job description if other than a classroom teacher. The following processes are based on how long a staff member has been employed with Harrisburg School District. Walkthroughs, Student Learning Objectives (SLO's)/Professional Goals, Professional Growth Plans (PGP), and Danielson's Evaluation Framework- Domains 1-4 are tools that will be used at various stages of employment. Drop-in visits are unannounced classroom observations that are used for check-ins. Documentation and feedback may take place in some situations and not in others. Observations from these drop-ins may be discussed or a part of a final summative conference. Professional staff can be formally evaluated at any time at the discretion of their supervisor. Each teacher has the right to upload a demurral statement to the signature page of the evaluation tool.

Teachers in 1st through 3rd Year - Annually

- Artifacts for Domains 1 and 4
- 3 Walkthroughs per semester (6 total), each with notation & feedback. Teachers will acknowledge walkthroughs within 10 calendar days of each walkthrough.
- Summative Conference after 3rd walkthrough within 10 school days after 3rd walkthrough
- Final Summative Conference on SLO/Goal and Domains 1-4

Teachers in 4th Year and Beyond can choose between option A and B, but cannot choose Option A two consecutive years

Option A - PGP and SLO

- Pre and Mid Conferences on PGP and SLO/Goal
- Summative Conference on PGP and SLO/Goal

Professional Growth Plan: The teacher will choose one of the four (4) options below. Under this plan, the teacher will develop and submit his/her goal by September 20. Three (3) conferences will be held during the school year with a supervisor. The first conference must be held by October 1 and the final conference held by May 1.

1. Instructional Improvement Plan
2. Curriculum
3. Professional Development Presentations
4. Peer Observation

Option B- Domains 1 and 4 and SLO

- Artifacts for Domains 1 and 4
- 2 Walkthroughs- each with notation & feedback
- Final Summative Conference on SLO/Goal and Domains 1-4

C. USE OF THE RESULTS OF THE EVALUATIONS AND OBSERVATIONS

The results of the evaluations and observations are to be used by the school administrator and the teacher to improve the quality of performance. They will also be used to determine future employment in the school district. A recommendation for employment considerations will be completed and become part of the final evaluation.

Plan of Improvement- A plan of improvement must meet the following criteria:

- Effective Dates
- Performance Goal(s)
 - Goals must include specific concerns/deficiencies to be addressed
 - Goal must be measurable
- Action Steps for Each Performance Goal
 - The specific tasks/duties the teacher must complete with timelines for each step.

6.2 CO-CURRICULAR PERFORMANCE EVALUATION – The supervision and evaluation of Advisors is a key element in improving the quality of student co-curricular experiences. Advisors of co-curricular activities shall be evaluated within the teacher evaluation process.

6.3 EXTRA-CURRICULAR PERFORMANCE EVALUATION – The supervision and evaluation of extra-curricular advisors and coaches is a key element in improving the quality of student extra-curricular experiences. The purpose of the evaluation shall be for improvement of performance, assessment of performance, assessment of professional growth, and determination of further assignment.

The assigned administrator or designee will evaluate High School head advisors and coaches. High School head advisors and coaches and/or the assigned administrator will evaluate assistant coaches and advisors. The assigned administrator or designee will evaluate Middle School advisors and coaches.

The evaluator will meet annually prior to the start of the activity with the advisor or coach being evaluated to discuss the upcoming season. Practice schedules, calendar of events, specific needs of the activity, and program goals may be addressed. A summative evaluation and conference will be completed within 30 days of the last formal activity (event, game, or performance). The summative evaluation will be acknowledged by the advisor/coach within 10 days. Areas subject to evaluation include, but are not limited to planning and preparation; practice/rehearsal/event environment; instruction; professional responsibilities through evidence and observation of practices and events throughout the season.

The evaluation will be performed through the Frontline evaluation process. Any changes to the current tool will be approved by Board members, Administration, and the HEA negotiations team. Any changes made will not take effect until the following school year.

- 6.4. MISCONDUCT INCIDENT REPORT- This form may be utilized with a teacher when it becomes necessary to inform the individual of an incident or situation which needs to be quickly corrected. This report will become part of the evaluation process and will be placed in the individual's file.
- 6.5 PERSONNEL FILE - Each teacher shall have the right, upon request, to review the contents of said teacher's personnel file. The teacher shall have the right to make copies of any item in the file. Confidential recommendations may not be viewed by the teacher. No materials regarding the teacher's conduct, service, character, personality and performance shall be placed in the teacher's personnel file unless the teacher has had the opportunity to read the material. The materials shall be signed and dated by the teacher, which indicates only that the teacher is aware of the contents and does not necessarily denote agreement. The teacher shall have the right to respond to any material placed in his/her personnel file. The personnel files, as referred to in this agreement, are located in the Superintendent's office.
- 6.6 POSITION VACANCIES - By January 31 of each school year, teachers will be asked to list each of the different positions or schools they wish to be considered for if an opening should exist for the following school year. Should an existing position become vacant, and/or an additional number of current positions throughout the District (including staffing a new building) are approved, teachers who have listed interest in such position(s) will be considered to have applied. Positions may also be advertised internally and/or externally in addition to this process if warranted by Administration.

New positions to the District may be advertised internally and/or externally (if warranted). Current teachers will need to apply through the application process in order to be considered. Criteria for selection of teachers for vacant positions will be made based on the best interest of the school district as determined by administration. District seniority and teacher certifications will be considered, however will not be the sole determining factor when making hiring decisions.

- 6.7 REASSIGNMENT – A reassignment shall be made only after a meeting between the teacher and the principal(s) involved. At this meeting, the certified teacher shall be notified of the reason(s) for the reassignment. If the teacher objects to the reassignment, the teacher may appeal in writing to the Superintendent. The Superintendent shall meet with the teacher to discuss the appeal. The teacher may have a representative of the association present if he/she wishes.
- 6.8 NEPOTISM – No person will supervise a member of his or her immediate family (to include parent, spouse, or child). In the event it is in the best interest of the District and such situation would occur, effort will be made to transfer one member as soon as practical to a vacancy for with he/she is qualified for without a decrease in pay.
- 6.9 LATE RESIGNATION - In the event a teacher submits a resignation after signing a contract and/or before the contract is fulfilled, the Board may accept the resignation and declare liquidated damages. Once the resignation is submitted to the Superintendent of schools, the resignation may not be withdrawn and will be presented for action by the School Board. The Superintendent may begin immediately, after receipt of resignation, to advertise for a replacement.

The liquidated damages will be in the following amounts:

- A. If the resignation is submitted to the Superintendent in the month of May, the assessment will be \$750.

- B. If the resignation is submitted to the Superintendent in the month of June, the assessment will be \$1,000.
- C. If the resignation is submitted to the Superintendent in the month of July, the assessment will be \$1,750.
- D. If the resignation is submitted to the Superintendent in the month of August, the assessment will be \$2,500 and the teacher shall remain employed until a replacement is hired. The Board may choose to deny or accept the resignation and declare liquidated damages.
- E. If the resignation is submitted to the Superintendent during the months of September through May for the present school term, the assessment will be \$3,000 and the teacher shall remain employed until a replacement is hired. The Board may choose to deny or accept the resignation and declare liquidated damages.
- F. New teachers who have a signed contract, but fail to fulfill one day of work and break such contract are at the risk of the Board recommending to the State's Department of Education the revocation of the respective teacher's license.

If the resignation is submitted to the Superintendent between July 1 and September 15 inclusive, the appropriate payment must accompany the written resignation.

The Board may choose not to accept the resignation and require the teacher fulfill the contract. If the teacher fails to complete the contract, he/she does it at the risk of the Board recommending to the proper authority with the state's Department of Education that respective teacher's license be revoked.

The School Board may waive the penalty fees due to circumstances involved with an individual teacher's resignation.

6.10 REDUCTION IN FORCE - Whenever, in the judgment of the Board, it is advisable to reduce staff in the District because of a concern for student needs, financial condition of the District, priority of programs, or program elimination, the following will be used:

- A. In making staff reductions involving teachers, the Board will follow provisions in state statutes.
- B. No teacher in or beyond the fourth consecutive term of employment with the school district will be non-reemployed while qualified and certified for a position held by a person temporarily or not fully certified by the State Department of Education.
- C. When paragraph B does not apply in the district, the Board hereby establishes the following criteria (not necessarily in order of priority), any of which may be used in determining which professional staff will be affected by staff reduction: student needs, financial conditions of the district, priority of programs, program elimination, recommendations of administrative staff, evaluation records, competency, qualifications, certification, longevity, educational background, federal and state affirmative action requirements, as well as other relevant considerations.

6.11 RECALL - For the purpose of this policy, the effective date of a lay-off by reduction-in-force shall be June 30. If during the first fiscal year subsequent to the time a teacher is laid off because of reduction-in-staff a vacancy occurs in a subject area which a laid off teacher is qualified to teach, or may become qualified to teach by August 15, re-employment shall be extended to the teacher in reverse order of lay-off if following conditions are met.

If the laid-off teacher plans to become qualified by August 15, a course outline of the college credit to be earned must be submitted to the Superintendent of schools prior to June 15 or offer of employment is void and section 6.8 is implemented. If respective teacher fails to enroll in classes or complete the course(s) prior to the beginning of the school term, the contract for the ensuing school year is void and appropriate penalty as outlined in section 6.4 must be followed.

When more than one staff member has the same recall date and is qualified for the open position, the Board may consider, among other items, recommendations of administrative staff, qualifications, years of service, and educational background in selecting the person to be hired.

A recalled teacher shall retain previously accumulated sick leave benefits.

Recall privileges cease when a staff member resigns. Recall privileges will also cease if, upon being recalled, the staff member fails to report within 20 calendar days after the mailing of a written notice of recall. Such notice shall be sent by certified mail to the last address furnished to the Superintendent by the staff member, and the 20-day period shall commence to run on the day the notice is mailed. Recall privileges will not apply to teachers under contract with another school district unless that recall is for anticipated position(s) in the ensuing year.

Article VII - Effect of Agreement

- 7.1 COMPLETE UNDERSTANDING - The terms and conditions set forth in this agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- 7.2 INDIVIDUAL CONTRACTS- The terms and conditions of this agreement shall be reflected in individual contracts.
- 7.3 SAVING CLAUSE- Should any part of this agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from the agreement. The remaining parts shall be in full force.
- 7.4 TERM OF AGREEMENT – The provisions of this agreement shall be effective the 15th day of August, 2023 to the 15th day of August, 2024.
- 7.5 SALARY INCREASE- See Appendix A - \$3,400 increase to base.

This agreement is signed this _____.

In witness thereof:

For the Harrisburg Education
Association

For the School Board,
School District #41-2

President Date

Negotiation Chairman Date

APPENDIX A
2023-24

STEP	BA	BA+15	BA+40	MA	MA+15	MA+30/SPEC	EDD
YR 1	\$ 52,850	\$ 53,850	\$ 55,850	\$ 56,350	\$ 57,050	\$ 57,850	\$ 58,850
YR 2	\$ 53,350	\$ 54,350	\$ 56,350	\$ 56,850	\$ 57,550	\$ 58,350	\$ 59,350
YR 3	\$ 53,650	\$ 54,850	\$ 56,850	\$ 57,350	\$ 57,950	\$ 58,750	\$ 59,650
YR 4	\$ 53,950	\$ 55,350	\$ 57,350	\$ 57,850	\$ 58,350	\$ 59,150	\$ 59,950
YR 5	\$ 54,250	\$ 55,850	\$ 57,850	\$ 58,350	\$ 58,750	\$ 59,550	\$ 60,250
YR 6	\$ 54,550	\$ 56,350	\$ 58,350	\$ 58,850	\$ 59,250	\$ 60,050	\$ 60,750
YR 7	\$ 54,875	\$ 56,800	\$ 58,800	\$ 59,300	\$ 59,700	\$ 60,500	\$ 61,200
YR 8	\$ 55,200	\$ 57,250	\$ 59,250	\$ 59,750	\$ 60,150	\$ 60,950	\$ 61,650
YR 9	\$ 55,525	\$ 57,700	\$ 59,700	\$ 60,200	\$ 60,600	\$ 61,400	\$ 62,100
YR 10	\$ 55,850	\$ 58,150	\$ 60,150	\$ 60,650	\$ 61,050	\$ 61,850	\$ 62,550
YR 11	\$ 56,150	\$ 58,500	\$ 60,600	\$ 61,150	\$ 61,550	\$ 62,350	\$ 63,050
YR 12	\$ 56,350	\$ 58,850	\$ 61,050	\$ 61,600	\$ 62,000	\$ 62,800	\$ 63,550
YR 13	\$ 56,550	\$ 59,200	\$ 61,500	\$ 62,050	\$ 62,450	\$ 63,250	\$ 64,050
YR 14	\$ 56,750	\$ 59,550	\$ 61,950	\$ 62,500	\$ 62,900	\$ 63,700	\$ 64,550
YR 15	\$ 56,950	\$ 59,900	\$ 62,400	\$ 62,950	\$ 63,350	\$ 64,150	\$ 65,050
YR 16	\$ 57,150	\$ 60,400	\$ 62,900	\$ 63,400	\$ 63,850	\$ 64,650	\$ 65,600
YR 17	\$ 57,150	\$ 60,900	\$ 63,400	\$ 63,800	\$ 64,400	\$ 65,200	\$ 66,175
YR 18	\$ 57,150	\$ 61,400	\$ 63,900	\$ 64,200	\$ 64,950	\$ 65,750	\$ 66,750
YR 19	\$ 57,150	\$ 61,900	\$ 64,400	\$ 64,625	\$ 65,500	\$ 66,300	\$ 67,325
YR 20	\$ 57,150	\$ 62,400	\$ 64,900	\$ 65,025	\$ 66,050	\$ 66,850	\$ 67,900
YR 21	\$ 57,150	\$ 62,900	\$ 65,400	\$ 65,425	\$ 66,500	\$ 67,450	\$ 68,500
YR 22	\$ 57,150	\$ 63,250	\$ 65,800	\$ 65,825	\$ 66,825	\$ 67,800	\$ 69,000
YR 23	\$ 57,150	\$ 63,750	\$ 66,200	\$ 66,225	\$ 67,150	\$ 68,150	\$ 69,500
YR 24	\$ 57,150	\$ 64,250	\$ 66,600	\$ 66,625	\$ 67,475	\$ 68,500	\$ 70,000
YR 25	\$ 57,150	\$ 64,750	\$ 67,000	\$ 67,025	\$ 67,800	\$ 68,850	\$ 70,500
YR 26	\$ 57,150	\$ 64,750	\$ 67,450	\$ 67,500	\$ 68,200	\$ 69,250	\$ 71,000
YR 27	\$ 57,150	\$ 64,750	\$ 67,875	\$ 67,925	\$ 68,500	\$ 69,650	\$ 71,400
YR 28	\$ 57,150	\$ 64,750	\$ 68,275	\$ 68,375	\$ 68,800	\$ 70,050	\$ 71,800
YR 29	\$ 57,150	\$ 64,750	\$ 68,700	\$ 68,800	\$ 69,100	\$ 70,450	\$ 72,200
YR 30	\$ 57,150	\$ 64,750	\$ 68,900	\$ 69,025	\$ 70,100	\$ 70,850	\$ 72,600
YR 31	\$ 57,150	\$ 64,750	\$ 68,900	\$ 69,250	\$ 70,100	\$ 71,650	\$ 73,000

*Teachers may not skip lanes, regardless of degree achieved.

Limit of one column move each contract year until the appropriate column is reached.

APPENDIX B
Harrisburg School District #41-2
Extra-Curricular Pay Schedule
Fiscal Year 2023-24

Percentages are calculated on BA (1st Step): **\$52,850**

EXTRA DUTY CATEGORY	RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Head Basketball (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Head Football (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Head Track (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Head Volleyball (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Head Wrestling (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Head Sideline Cheer (E)	0.13	\$6,871	\$7,077	\$7,289	\$7,508	\$7,733	\$7,965
Head Competitive Cheer (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Competitive Dance (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Cross Country (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Golf (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Gymnastics (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Soccer (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Softball (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Head Tennis (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Assistant Basketball (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assistant Football (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assistant Track (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assistant Volleyball (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assistant Wrestling (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assistant Golf (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Cross Country (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Softball (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Soccer (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Tennis (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Gymnastics (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Competitive Cheer (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Assistant Competitive Dance (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Fitness Rm Director- Sessions 1,2,3 (School) (E)	0.07	\$3,700	\$3,810	\$3,925	\$4,043	\$4,164	\$4,289
Fitness Rm Director- Session 4 (Summer) (E)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Concessions	0.18	\$9,513	\$9,798	\$10,092	\$10,395	\$10,707	\$11,028
Asst. Concessions	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Choir Director (C)	0.11	\$5,814	\$5,988	\$6,168	\$6,353	\$6,543	\$6,739
Asst. Choir Director (C)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Band Director (C)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Asst. Band Director (C)	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127

APPENDIX B CONTINUED

Show Choir Director (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Asst. Show Choir Director (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Head Marching Band (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Asst. Marching Band (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Marching Percussion (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Color Guard (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Musical Music Director (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
Musical Stage Director (E)	0.09	\$4,757	\$4,899	\$5,046	\$5,198	\$5,353	\$5,514
Asst. Musical Stage Director (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Theater Shop Advisor (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
HS Play Director (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Asst. HS Play Director (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
One Act Play Director (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Asst. One Act Play Director (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
HS Variety Show Director (E)	0.03	\$1,586	\$1,633	\$1,682	\$1,733	\$1,784	\$1,838
FCCLA Advisor (C)	0.13	\$6,871	\$7,077	\$7,289	\$7,508	\$7,733	\$7,965
Asst. FCCLA w/ ProStart. (C)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
FFA Advisor (C)	0.13	\$6,871	\$7,077	\$7,289	\$7,508	\$7,733	\$7,965
Asst. FFA Advisor (C)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
DECA Advisor (C)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Educator's Rising Advisor	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
Tiger Vision Advisor	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
HOSA Advisor (C)	0.13	\$6,871	\$7,077	\$7,289	\$7,508	\$7,733	\$7,965
Asst. HOSA Advisor (C)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Debate (E)	0.15	\$7,928	\$8,165	\$8,410	\$8,663	\$8,922	\$9,190
Asst. Debate (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Oral Interp. (E)	0.12	\$6,342	\$6,532	\$6,728	\$6,930	\$7,138	\$7,352
Asst. Oral Interp. (E)	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
NHS	0.08	\$4,228	\$4,355	\$4,485	\$4,620	\$4,759	\$4,901
Quiz Bowl (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
Student Council- HS	0.10	\$5,285	\$5,444	\$5,607	\$5,775	\$5,948	\$6,127
Assist. Student Council- HS	0.05	\$2,643	\$2,722	\$2,803	\$2,888	\$2,974	\$3,063
12th Grade Advisor	0.03	\$1,586	\$1,633	\$1,682	\$1,733	\$1,784	\$1,838
11th Grade Advisor	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS F-Ball (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS B-Ball (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS V-Ball (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS Wrestling (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS Track (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS Cross Country (E)	0.06	\$3,171	\$3,266	\$3,364	\$3,465	\$3,569	\$3,676
MS Show Choir (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451

MS Chorus Events (C)	0.03	\$1,586	\$1,633	\$1,682	\$1,733	\$1,784	\$1,838
MS Band Events (C)	0.03	\$1,586	\$1,633	\$1,682	\$1,733	\$1,784	\$1,838
MS Theater Director (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
Asst. MS Theater Director (E)	0.02	\$1,057	\$1,089	\$1,121	\$1,155	\$1,190	\$1,225
MS Oral Interp. (E)	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
MS Student Council	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
Elementary Chorus Events (C)	0.02	\$1,057	\$1,089	\$1,121	\$1,155	\$1,190	\$1,225
Elementary Band Events (C)	0.02	\$1,057	\$1,089	\$1,121	\$1,155	\$1,190	\$1,225
Annual - HS	0.11	\$5,814	\$5,988	\$6,168	\$6,353	\$6,543	\$6,739
Annual - MS	0.04	\$2,114	\$2,177	\$2,243	\$2,310	\$2,379	\$2,451
Annual - Elementary	0.02	\$1,057	\$1,089	\$1,121	\$1,155	\$1,190	\$1,225

Items followed with an "(E)" denotes an extra-curricular position while a "(C)" denotes a co-curricular position for evaluation purposes.

The Superintendent or Superintendent's designated representative is authorized to accept previous applicable experience when placing new hires on this Extra-Curricular Pay Schedule.

APPENDIX C
REQUEST FOR SETTLEMENT OF GRIEVANCE
LEVEL ONE
(To be completed by aggrieved person)

Date of presentation to principal: _____

Name of aggrieved person: _____

Home address: _____

School:

Principal:

NATURE OF GRIEVANCE:

SETTLEMENT REQUESTED:

Signed: _____
Aggrieved person

REPLY TO LEVEL ONE GRIEVANCE

Date reply sent to aggrieved person: _____

Name of aggrieved person: _____

Home address: _____

School:

Date of presentation of grievance to Principal:

Reply of Principal with rationale:

Signed: _____
Principal