

# **BARGAINING AGREEMENT**

between the

**STATE OF ALASKA**



and the

**TEACHERS EDUCATION ASSOCIATION OF  
MOUNT EDGE CUMBE**

**July 1, 2004 - June 30, 2006**

## TABLE OF CONTENTS

DEFINITIONS .....	4
Article 1 .....	4
General Provisions .....	4
Section 1: Nondiscrimination .....	4
Section 2: Management Standards .....	4
Section 3: Saving Clause .....	5
Section 4: Reproduction of Agreement .....	5
Article 2 .....	5
Negotiations Procedure and Association Security .....	5
Section 1: Recognition .....	5
Section 2: Inaugurating Negotiations .....	5
Section 3: Impasse Resolution .....	5
Section 5: Agency Fee .....	6
Section 6: Dues .....	6
Article 3 .....	6
Duration of Agreement .....	6
Section 1 .....	6
Section 2 .....	7
Section 3 .....	7
Article 4 .....	7
Association Rights .....	7
Section 1: Access to Buildings .....	7
Section 2: Communication .....	7
Section 3: Use of Facilities and Equipment .....	7
Section 4: Access to Information .....	7
Section 5: Exclusive Rights .....	8
Article 5 .....	8
Grievance Procedure .....	8
Section 1: Definitions .....	8
Section 2: Purpose .....	8
Section 3: General Provisions .....	8
Section 4: Grievance Steps .....	9
Section 5: Board of Arbitrators .....	10
Section 6: Authority of Arbitrator .....	11
Section 7: Arbitration Witnesses .....	11
Article 6 .....	11
Standard Teacher Contract .....	11
Article 7 .....	11
Teacher Rights .....	11
Section 1: Student Evaluation .....	11
Section 2: Academic Freedom .....	12
Section 3: Personal Freedom .....	12
Section 4: Political Activity .....	13
Section 5: Workday .....	13
Section 6: Meal Periods .....	13
Section 7: Preparation Time .....	13
Section 8: Legal Assistance .....	14
Article 8 .....	14
Dismissals, Non-Retention, Discipline, and Reduction in Force .....	14
Section 1: Dismissal .....	14
Section 2: Discipline .....	15
Section 3: Layoff .....	15
Article 9 .....	15
Vacancies, Assignment, and Transfers .....	15

TEAME 2004-2006 Formatted Agreement

Section 1: Vacancies .....	15
Section 2: Involuntary Transfers and Reassignment .....	16
Section 3: Student Discipline .....	16
Article 10 .....	16
Evaluations .....	16
Section 1: Instrument/Criteria .....	16
Section 2 .....	17
Section 3: Teacher Evaluation of Administrators .....	18
Section 4: Personnel Files .....	18
Article 11 .....	19
Continuing Education .....	19
In-Service Education .....	19
Article 12 .....	19
Leave .....	19
Section 1: Personal Leave .....	19
Section 2: Use of Personal Leave .....	19
Section 3: Family and Medical Leave .....	20
Section 4: Accumulation of Personal Leave .....	20
Section 5: Donation of Leave .....	20
Section 6: Terminal Leave .....	21
Section 7: Sick Leave .....	21
Section 8: Other Paid Temporary Leaves .....	22
Section 9: Leave Cash-In .....	22
Section 10: Sabbatical Leave .....	22
Article 13 .....	23
Salary .....	23
Section 1: Compensation .....	23
Section 2: Placement on Column .....	24
Section 3: Health Insurance .....	25
Section 4: Physical Examinations .....	26
Section 5: Contract Extensions .....	26
Section 6: Student Activity Sponsorship .....	26
Section 7: Student Activity Sponsorship Schedule .....	28
Section 8: Payroll Deductions .....	28
Index .....	31

## DEFINITIONS

For the purposes of this Agreement, the following terms are defined, as follows:

- A. *State* means the State of Alaska.
- B. *TEAME* means the Teachers' Education Association of Mt. Edgecumbe.
- C. *School Board* means the Alaska State Board of Education.
- D. *Employer* means the State of Alaska or a designated representative of the State or an agency of the State.
- E. *Immediate Supervisor* means the academic principal for all teachers except those assigned to the residential program; Immediate Supervisor for teachers assigned to the residential program means the residential principal.
- F. *Superintendent* means the director of Mt. Edgecumbe High School (MEHS).
- G. *Teacher* means any person employed in conjunction with the program at MEHS who is required to be certificated except the superintendent, academic principal or residential principal. Teachers employed less than full-time (i.e., thirty [30] hours a week or less) will have full-time salary and benefits prorated on the same basis as other part-time State employees.
- H. *Academic School Day* means the day starting at 8 a.m. and ending at 4 p.m. on regularly scheduled school days.

## ARTICLE 1 General Provisions

### Section 1: Nondiscrimination

The State and the Association agree that there shall be no discrimination concerning terms and conditions of employment or TEAME admission or representation on the basis of race, creed, color, religion, age, national origin, sex, domicile, marital status, change in marital status, physical or mental disabilities, pregnancy, parenthood, membership or participation in Association activities.

### Section 2: Management Standards

Prior to enacting any change in the terms and conditions of employment, as established by a specific provision of this Agreement, the Employer shall obtain the approval of the Association in the form of a Letter of Understanding.

Prior to enacting any change in any mandatory subject of bargaining not specifically covered by a provision of this Agreement, the Employer shall notify the Association of such planned change. The Association may request, within five (5) working days of such notice, to open negotiations concerning the change. Such requested negotiation will commence within five (5) working days of the request.

In the event of any enactment by the Legislature that creates conditions not specifically covered by this Agreement, the parties agree to immediately negotiate a mutually satisfactory supplement covering such operations.

### **Section 3: Saving Clause**

If any article, section, or subsection of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Furthermore, the State and Association shall within ten (10) calendar days enter into negotiations to replace any provision found to be contrary to law.

### **Section 4: Reproduction of Agreement**

Copies of this Agreement shall be supplied by the State within ninety (90) calendar days after the Agreement is signed and presented to all teachers now employed, or hereafter employed. The State shall furnish five (5) additional copies of this Agreement to the Association for its use.

## **ARTICLE 2 Negotiations Procedure and Association Security**

### **Section 1: Recognition**

The State recognizes, in accordance with AS 23.40.070-23.40.260, the Teachers' Education Association of Mt. Edgecumbe as the exclusive representative for all teachers in the bargaining unit for the purpose of negotiating to achieve mutually satisfactory agreements on matters pertaining to their employment and the fulfillment of their professional duties.

### **Section 2: Inaugurating Negotiations**

The parties agree to meet at a mutually agreeable time in August, 2005, to discuss establishment of a time to begin negotiations for a successor agreement. The parties shall meet to inaugurate negotiations no later than December 1, 2005. The parties shall meet within twenty (20) days after the agreed upon date to begin negotiations to establish ground rules and simultaneously exchange proposals.

### **Section 3: Impasse Resolution**

If no agreement is reached despite implementation of the foregoing procedures and the best efforts of the negotiating teams, the mediation procedure of the Alaska Statutes for resolving impasse shall be followed. Such sessions shall be closed to the public unless otherwise determined by the mediator.

### **Section 5: Agency Fee**

- A. The National Education Association (NEA) shall fulfill its duty to represent all TEAME teachers without respect to membership in the Association.
- B. For the life of the Agreement, all teachers covered by this agreement shall, as a condition of continued employment, either be or become a member of NEA and pay NEA dues, or pay a monthly agency fee to the NEA equal to the dues assessment made of all members of TEAME. The fee shall be subject to all legal requirements of the bargaining agent.
- C. Teachers who are members of the NEA shall remain members for the duration of this Agreement, except that teachers may withdraw from membership during an annual thirty (30) day period immediately prior to September 30<sup>th</sup>. Any teacher who withdraws from membership shall be obligated to pay a monthly agency fee to NEA as a condition of continued employment.

### **Section 6: Dues**

- A. Upon receipt by the Employer of a checkoff authorization dated and executed by the teacher which includes the bargaining unit member's social security number, the Employer shall deduct from the teacher's wages the amount of NEA membership dues or agency fee owed. The Employer will forward the monies so deducted to NEA together with a list of teachers from whose wages such monies were deducted not later than fifteen (15) working days after deduction. The Employer shall deduct from a teacher's wages only the amount of money which the NEA has certified in writing is the amount of monthly dues or agency fees.

If, for any payroll period in which the Employer is obligated to make deductions pursuant to this section, the wages owed a teacher after mandatory deductions are less than the authorized dues or fees to be deducted pursuant to this Article, the Employer shall withhold the amount from the second semi-monthly pay period.

- B. Payroll deduction authorizations for dues or agency fees may be canceled by the teacher upon thirty (30) days written notice to the Employer, who shall notify NEA prior to the cessation of the deduction. Such cancellations may be processed only during an annual thirty (30) day period immediately preceding September 30. The cancellation of payroll deduction does not relieve that teacher from the requirement of agency fee payment.
- C. The TEAME/NEA president shall notify the Director of the Division of Finance in writing of any increase or decrease in authorized dues or agency fees at least thirty (30) days prior to the effective date of the rate changes.

## **ARTICLE 3 Duration of Agreement**

### **Section 1**

This Agreement shall become effective July 1, 2004, upon ratification by the State Board of Education and TEAME. This Agreement shall continue in full force and effect through June 30,

2006.

## **Section 2**

Either party may, by written notice, initiate negotiations for a successor agreement as provided in Article 2, Section 2.

## **Section 3**

The terms set forth herein shall be included by reference in the contracts of all teachers employed by MEHS. This Agreement shall be made a part of the teacher's individual comprehensive contract with the same force and effect as though fully set forth therein, and it shall remain in full force and effect up to and including June 30, 2006. This Agreement shall be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the State and TEAME. Agreement to the commitments contained herein will have full force and effect.

# **ARTICLE 4 Association Rights**

## **Section 1: Access to Buildings**

Duly authorized representatives of the Association shall be permitted to transact official Association business on school property outside the academic school day provided such right is not abused and does not disrupt normal school activities.

## **Section 2: Communication**

The Association shall have the right to use MEHS mails both traditional and electronic and MEHS mailboxes to distribute Association material. Electronic use will be in accordance with the State's Technology Policy.

## **Section 3: Use of Facilities and Equipment**

The Association shall have the right to use school facilities and equipment including, but not limited to, typewriters, computers, photocopy machines, other duplication equipment, calculating machines, local telephone and audiovisual equipment when such equipment is not otherwise in use, provided such right is not abused and does not disrupt normal school activities. The Association shall pay for incidentals to such use. Allegations of abuse of this right shall be resolved pursuant to Article 5. The Association shall have the right to use school buildings for meeting at no charge.

## **Section 4: Access to Information**

The State agrees to furnish to the Association, upon request, information relevant to the Association's responsibilities as the recognized bargaining agent.

## **Section 5: Exclusive Rights**

The rights granted to TEAME shall not be granted or extended to any other organization claiming to represent teachers at MEHS during the life of this Agreement.

## **ARTICLE 5 Grievance Procedure**

### **Section 1: Definitions**

- A. A grievance shall be defined as any controversy or dispute involving the application or interpretation of the terms of this Agreement arising between the Association or any teacher(s) and the Employer.
- B. The grievant(s) is the teacher(s) or the Association pursuing the controversy or dispute through the grievance-arbitration procedure.

### **Section 2: Purpose**

The parties agree that they will promptly attempt to adjust grievances arising between them. The purpose of the procedure described herein is to secure, at the lowest possible level, mutually agreeable solutions to the grievances that may, from time to time, arise between the parties. The parties agree that these proceedings will be kept as confidential as may be appropriate at any level of the procedure.

Within the framework of this Agreement, the grievant and/or the Association shall use the following procedure as the sole means of settling said grievances. It is further agreed that the parties covered herein shall be bound, consistent with the terms of this Article, by any written decisions, determinations, agreements, or settlements that may be effectuated through this grievance-arbitration procedure.

### **Section 3: General Provisions**

- A. Any grievance must be brought to the attention of the Employer, consistent with the procedures set forth in this Article, within thirty (30) working days of the date the teacher first knew of or first received notice of the disputed action or inaction upon which the grievance is based, whichever is later, to receive use of the grievance procedure.

A dismissal, demotion, or suspension grievance must be brought to the attention of the Employer through the Association within fifteen (15) working days of the effective date of the action, or the date the teacher becomes aware of the action, whichever is later, to receive the use of the grievance procedure.

It is agreed that all grievances resulting from dismissal, demotion or single suspension in excess of thirty (30) calendar days of a teacher covered by this Agreement shall be entered into the procedure at Level Three.

- B. Throughout the grievance procedure, 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 be extended by mutual agreement. The time limits for submission of a grievance at Level Two shall be counted from the date of receipt of the response from the Employer or the date the response is due, whichever is earlier. The time limits for a response to a grievance shall be counted from the date of receipt of the grievance from the Association or the grievant.

Date of receipt of a grievance or response shall be seven (7) calendar days following the date of postmark or the date of a signed verification or receipt, whichever is earlier.

- C. If the Employer does not comply in rendering a decision within the time allotted after the grievance is submitted, such failure shall entitle the Association to take the grievance to the next level of the grievance procedure. Grievances not advanced within the time frames provided or altered by mutual agreement will not be considered active.
- D. If a designated representative of the Association attends an arbitration during the working day, s/he will, upon notice to the Employer, be granted reasonable accommodation for release time, without loss of pay, in order to permit participation in the arbitration. A teacher, whose appearance in such proceedings as an Employer witness is necessary, will be accorded the same right.
- E. No reprisals of any kind will be taken by the Employer against a teacher for exercising his/her contractual rights under this or any other provision of this Agreement.
- F. If in the judgment of the Association, a grievance affects two or more teachers in the same manner, the Association may file a class action grievance within thirty (30) calendar days after learning of the action or inaction upon which the grievance is based. The processing of such grievance will commence at Level Two.
- G. All copies and originals of documents, exhibits, written communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
- H. Forms for use in processing grievances shall be jointly developed and/or approved by the Association and the Employer.

#### **Section 4: Grievance Steps**

##### **A. Level One**

Within 30 days of the disputed action or inaction or within 30 calendar days from the date the teacher is made aware of the action or inaction, whichever is later, the grievant shall first present a grievance in writing to his/her first level supervisor outside the bargaining unit. The supervisor shall attempt to resolve the matter and report his/her decision in writing to the grievant within ten (10) working days of its presentation.

##### **B. Level Two**

If the grievant is not satisfied with the disposition of his/her grievance at Level One, the Association may file a written grievance with the Superintendent within ten (10) working days after the written response at Level One is due or received, whichever is earlier. The

written appeal shall state specifically which Article(s) and/or Section(s) of the Agreement the Employer may have violated. The Superintendent shall submit his/her decision and the reasons therefore in writing to the Association within ten (10) working days after receipt of the grievance at Level Two.

C. Level Three

If the grievant is not satisfied with the disposition of his/her grievance at Level Two, the Association may file a written grievance with the Senior Management Consultant for the General Service Team within ten (10) working days after the written response at Level Two is due or received, whichever is earlier. The written appeal shall state specifically which Article(s) and/or Section(s) of the Agreement the Employer may have violated. The Senior Management Consultant shall submit his/her decision and the reasons therefore in writing to the Association within twenty (20) working days after receipt of the grievance at Level Two.

Settlements reached at Level One or Level Two shall be binding only if such settlements are consistent with the provisions of this Agreement and policies and regulations of the Employer. Grievances settled at Level One or Level Two found to be inconsistent with this Agreement may be reopened by the Employer through a written notice to the Association within fifteen (15) working days from the date of the settlement.

D. Level Four

If the Association is not satisfied with the disposition of the grievance at Level Three, the Association may appeal in writing the Level Three decision to the Commissioner of the Department of Administration within twenty (20) working days after the decision at Level Three is due or received, whichever is earlier. The written appeal shall state, when appropriate, specifically which Article(s) and Section(s) of the Agreement the Employer may have violated. The Commissioner of the Department of Administration, or designee, shall submit his/her decision and the reasons therefore in writing to the Association within twenty (20) working days after receipt of the grievance at Level Four.

E. Arbitration

If the Association is not satisfied with the disposition of a grievance at Level Four, the Association may appeal in writing the Level Four decision binding arbitration within fifteen (15) working days after the decision at Level Four is due or received, whichever is earlier. Within twenty (20) working days after the written appeal to arbitrate is received, the Employer and the Association will meet to select an arbitrator from the current panel of arbitrators by alternately striking names from the panel until only one name remains. The remaining name shall serve as the arbitrator. If the selected arbitrator cannot serve within a reasonable period of time, the parties will mutually agree upon another arbitrator. The first strike shall be determined by a coin toss.

**Section 5: Board of Arbitrators**

The panel of arbitrators will be seven (7) Pacific Northwest arbitrators jointly requested by the Association and the Employer from the United States Federal Mediation and Conciliation Service (USFMCS) within thirty (30) working days of the signing of the Agreement. If either the Employer or Association so desires, a new panel of seven (7) arbitrators may be requested at the end of each six month period. This does not preclude the parties from compiling a mutually

agreeable list without the assistance of the USFMCS.

The selected arbitrator will be jointly contacted by the parties promptly to schedule a mutually satisfactory hearing date, time, and place for the arbitration. The arbitrator will issue his/her decision not later than thirty (30) working days from the date of the close of the hearings, or from the date the final statements and/or briefs are submitted to him/her. The written decision of the arbitrator will be submitted to the Employer and to the Association and will be final and binding upon the parties. The arbitrator shall have no authority to rule contrary to, to amend, add to, subtract from, or eliminate any of the terms of this Agreement. The arbitrator shall have the power to return a grievant to employee status with or without restoration of back pay, or mitigate the penalty as equity suggests under the facts. Should either party fail or refuse to abide by the decision of the arbitrator, the prevailing party shall be free to take whatever action it deems necessary, and such action will not be considered in violation of this agreement.

### **Section 6: Authority of Arbitrator**

The parties agree that any question of arbitrability in a dispute will be heard by the arbitrator at the same hearing that the merits of the dispute are heard, unless upon the request of either party, the arbitrator decides otherwise. The arbitrator will first rule on the arbitrability issues in his/her decision and, if appropriate, on the merits of the dispute.

The costs of the services for the arbitrator, and his/her travel and subsistence expenses and the cost of any hearing room will be borne as designated by the arbitrator. All other costs will be borne by the party incurring them.

### **Section 7: Arbitration Witnesses**

A teacher who is required to appear as a witness for an arbitration proceeding for the Association shall be considered in pay status. Should the Employer deny a teacher leave to appear as a witness at arbitration, neither party waives its rights to seek recourse.

## **ARTICLE 6 Standard Teacher Contract**

The Standard teacher's contract shall consist of one hundred and eighty-eight (188) teaching and/or in-service days plus holidays. The teachers' per diem rate shall be calculated at 1/188 of their contracted annual salary.

The school calendar year will be adopted for the contract year upon ratification by the State Board of Education. TEAME will be provided opportunities for input into the development of the calendar.

## **ARTICLE 7 Teacher Rights**

### **Section 1: Student Evaluation**

The teacher shall maintain the right and responsibility to determine grades and other

evaluations of students within the grading policies of the State based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which the teacher is responsible. No grade or evaluation shall be changed without prior notification to the teacher.

### **Section 2: Academic Freedom**

Teachers shall be guaranteed full freedom in instruction and the selection of instructional materials and methodology within the outlines of the appropriate course content and within the planned instructional program as determined by normal instructional development and administrative procedures.

### **Section 3: Personal Freedom**

The off-duty conduct of a teacher shall not be a concern of the Employer unless it impairs the teacher's fulfillment of job responsibilities.

The teacher is free to express to administrators or other teachers professional opinions or suggestions that are in disagreement with those of the administrators or other teachers without fear of disciplinary action, unless or until such expression becomes abusive or harassing in nature.

In the exercise of their private affairs teachers shall enjoy the rights guaranteed within this section.

The State may not directly or indirectly:

- A. Require or coerce any teacher to participate in any way in any activity or undertaking unless the activity or undertaking is related to the performance of official duties;
- B. Require or coerce any teacher to make any report concerning any of his/her activities or undertakings unless the activity or undertaking is related to the performance of his/her official duties;
- C. Except as directly related to the performance of his/her official duties, require or coerce any teacher to submit to any interrogation or examination or psychological test that is designed to elicit from him/her information concerning:
  - 1. his/her personal relationship with any person connected with him/her by blood or marriage,
  - 2. his/her religious beliefs or practices,
  - 3. sexual matters,
  - 4. his/her political affiliation or philosophy;
- D. Coerce any teacher to invest or contribute his/her earnings in any manner or for any purpose;
- E. Restrict or attempt to restrict after-working-hour statements, pronouncements, or other

activities, not otherwise prohibited by law or rule, of any teacher, if the teacher does not purport to speak or act in an official capacity. The provisions of this Section do not diminish the authority of an authorized law enforcement agency to conduct criminal investigations of teachers suspected to being involved in criminal activity.

#### **Section 4: Political Activity**

Teachers may be active politically. For the purposes of the Section, "active politically" means that teachers may be a member of a national, state, or local political party; may take part in a political campaign; and may exercise his/her right as a citizen to express his/her opinion, register his/her party preference, serve as a delegate to party conventions, and cast his/her vote. Teachers may also be appointed, nominated, or elected to nonpartisan public office in a local government unit.

For the purposes of this Section, "active politically" does not include:

- A. Running for and serving in State or national partisan public office;
- B. Being politically active while in work status;
- C. Purporting to act on behalf of the Employer;
- D. Taking an active part in the management of a political party above the precinct level;
- E. Giving, rendering, paying, offering, soliciting, or accepting money, service, or other valuable thing in connection with an appointment, promotion, or advantage in State employment;
- F. Requiring an assessment, subscription, contribution, or service for a political party from a teacher or any other State employee;
- G. Seeking or attempting to use a political party endorsement in connection with an appointment or promotion as a teacher or to a position in the classified or partially-exempt services.

#### **Section 5: Workday**

The standard workday for teachers is eight (8) hours exclusive of a meal period.

#### **Section 6: Meal Periods**

Teachers shall normally have a daily duty-free meal period of at least thirty (30) minutes free of assigned responsibilities.

#### **Section 7: Preparation Time**

Each teacher not assigned to the residential program shall have, in addition to his/her meal period, one full class period daily preparation time during which the teacher shall not be assigned to any other duties.

## **Section 8: Legal Assistance**

### **A. Eligibility for Legal Assistance**

To be eligible for legal assistance, both of the following conditions must be met:

1. **Timely Request.** The teacher must request in writing to the Commissioner of the Department of Education and Early Development that the Employer provide the legal defense services available under this Article within ten (10) calendar days of service of summons and complaint on the employee. The postmark on the teacher's request shall be deemed the date of the request. Failure to submit a written request within the required ten (10) calendar days relieves the Employer of any obligation under this Article.
2. **Good Faith Performance.** The Employer must determine that the teacher was acting in good faith and with reasonable care and diligence in the performance of the assigned duties before the teacher is entitled to legal assistance under this Article. Determinations made by the Employer in connection with this subsection are final. The Department of Law shall be responsible for making such determinations.

### **B. Legal Assistance to be Provided**

The following constitutes the legal assistance to be provided to a teacher who is determined eligible for such assistance:

1. **Employer-Provided Counsel.** The Employer shall have the right to determine which attorney will represent the teacher. If the teacher objects to the attorney provided by the Employer, the teacher may request that the Employer appoint another Attorney.
2. **Payment of Judgment.** The Employer agrees to pay any judgment rendered against the teacher if the Employer has provided legal service to the teacher pursuant to this Article. If the Employer has provided legal services under reservation, the obligation to pay a judgment against the teacher is not operative until a final determination is made by the Employer of the teacher's eligibility for legal services under this Article.

If the Employer has determined that the teacher is not eligible for legal services under this Article, the Employer has no liability whatsoever to the teacher or to any other person as a result of such determination unless a court of competent jurisdiction determines that the teacher was acting in good faith, with reasonable care and diligence and within the scope of employment. Upon such a determination by the court, costs and fees will be borne by the State.

## **ARTICLE 8 Dismissals, Non-Retention, Discipline, and Reduction in Force**

### **Section 1: Dismissal**

The Employer agrees not to dismiss, non-retain or suspend a tenured teacher without just cause. The Employer agrees not to dismiss or suspend a non-tenured teacher without just

cause.

Any teacher who is suspended, non-retained, or dismissed shall be notified of the reason(s) for said dismissal in writing. If a teacher so requests, s/he may appeal his/her dismissal starting at Level Two of the grievance procedure.

## **Section 2: Discipline**

The Employer agrees to notify the teacher, in writing, when it becomes known that he/she has a deficiency so serious as to have a possible effect on his/her continued employment but that does not require the immediate removal or disciplining of the teacher.

The written notice required by this Section shall include the nature of the deficiency and the standard against which future performance will be evaluated. Discussions of said deficiency and possible means to overcome the same shall be held upon request from the teacher. The teacher shall normally be given a reasonable period of time to effect remedial action after receiving this written notice.

Warnings, reprimands, and other forms of discipline shall only be for just cause and, whenever possible, administered in private. A copy of written disciplinary action(s) shall be provided to TEAME and one shall be placed in the teacher's personnel file, along with the teacher's response, if one is made and is not part of a grievance.

Discipline shall be administered in a prompt, fair, and equitable manner.

If a teacher has been notified in advance, or if the teacher has reason to believe that discipline is being or will be administered, the teacher may request, and is entitled to receive, a reasonable period of time to secure the presence of a TEAME representative during the disciplinary action.

## **Section 3: Layoff**

A layoff of a teacher(s) may occur by reason of abolition of position, shortage of work or funds, or another reason outside the teacher's control that does not reflect discredit on the services of the teacher(s).

# **ARTICLE 9 Vacancies, Assignment, and Transfers**

## **Section 1: Vacancies**

### Definitions

"Qualified" is defined as an endorsement, or a major or minor in a subject field from an accredited college or university. The Superintendent may designate a teacher otherwise not qualified by this definition as being qualified.

"Assignment" is defined as a specified teaching duty(ies) in terms of subject matter and/or grade level(s), and teaching stations.

“Transfer” is defined as the movement of an employee to a different assignment, grade level, subject area or teaching station.

#### Procedures

Each teacher shall be given written notice of assignments for the school year not later than July 1 of the school year.

The State shall deliver to the Association and post a list of teaching vacancies that occur during the year and for the following school year upon knowledge of such vacancies. Said vacancies shall be posted for not less than fifteen (15) school days prior to their being filled, unless such posting is impractical under the circumstances.

If a current teacher wants to fill a vacant position for which s/he is qualified, the teacher is entitled to first consideration based on seniority. If a teacher wishes to change assignment for a full school year, the teacher shall notify the Superintendent by March 1 of the previous school year.

### **Section 2: Involuntary Transfers and Reassignment**

A teacher will be involuntarily transferred only due to an unanticipated change in staffing that cannot otherwise be reasonably accommodated. A teacher occupying a position through an involuntary transfer shall be given first consideration to fill any subsequent vacancy that occurs for which the teacher is endorsed.

Notice of involuntary transfer shall be given in writing to employees as soon as possible and in no case later than thirty (30) calendar days before the effective date of the transfer, except in case of a teacher resignation after August 1.

The State shall provide upon written request a written statement of the reason(s) for a teacher's assignment being involuntarily changed.

Involuntary transfers shall not be used for disciplinary actions.

### **Section 3: Student Discipline**

When, in the judgment of the teacher, a student requires the attention of the principal, counselor, psychologist, physician or other specialist, s/he shall so inform the principal or immediate supervisor in writing. The principal or immediate supervisor shall arrange as soon as possible for a conference composed of appropriate parties to discuss the problem and to decide appropriate steps for its resolution.

## **ARTICLE 10 Evaluations**

### **Section 1: Instrument/Criteria**

The evaluation instrument and related criteria shall be bilaterally developed by the Employer



and TEAME, and shall be available to all members of TEAME and shall be consistently and equitably applied.

## **Section 2**

Evaluations and post-evaluation conferences between the employee and principal shall be arranged according to the following schedules:

Non-tenured employees shall have a minimum of two (2) formal evaluations and post-evaluation conferences annually prior to March 1. The first evaluation and conference shall be no later than November 1. There shall be at least a thirty (30) working day period between each observation unless requested sooner by the employee. Additional post-evaluation conferences shall be scheduled as needed in order to provide new employees with maximum assistance in strengthening and improving of teaching performance.

Tenured employees shall have a minimum of one (1) evaluation every three years or as often as deemed necessary by the principal. The evaluation and post-evaluation conference shall be completed prior to February 15. Additional post-observation conferences shall be scheduled as needed in order to provide intensive and maximum assistance in the strengthening and improvement of teacher performance.

Should the evaluation procedure reveal a performance deficiency, it is the responsibility of the building supervisor to inform the teacher in writing of the specific deficiency and provide in cooperation with the teacher a positive written step-by-step prescription for improvement (i.e., recommended course work, other staff advise, conferences, classroom visitations, books or articles). Such a prescription shall take into consideration both short- and long-term goals. The teacher shall have the option to request that the evaluator model correct teaching methods for specified deficiencies.

After a three (3) month period of remediation the employee shall be evaluated again in accordance with the procedures in this Article.

When a classroom teacher is to be evaluated, the academic principal shall make at least three (3) informal classroom visitations of twenty (20) minutes or longer duration and one (1) formal classroom visitation of fifty (50) minutes in length prior to completion of the evaluation instrument. Residential teachers will be evaluated according to standard State procedures by their immediate supervisor.

The evaluation instrument must be signed by the academic principal as the evaluator and by the teacher acknowledging that the post-evaluation conference was held and that the teacher is aware of the contents of the evaluation instrument. The teacher shall be allowed to affix to the instrument a rebuttal of any portion of the instrument that s/he feels is inaccurate, unfair or incomplete. This rebuttal shall be made within ten (10) working days following receipt of the evaluation instrument.

The subjective judgment of the evaluator shall be subject to review according to the terms of this Agreement.

A signed copy of the evaluation instrument shall be provided to the teacher at the time of evaluation conference.

The evaluation instrument shall be considered confidential.

### **Section 3: Teacher Evaluation of Administrators**

Form for the evaluation of the principal and superintendent shall be provided for staff by the administration for completion and return to the appropriate administrators being evaluated by March 15 of the school term.

Completion of these evaluations by the teacher is at the teacher's option and forms shall be signed by the teacher. Copies of the signed evaluations shall be forwarded to the State Board of Education and the Commissioner of the Department of Education and Early Development.

### **Section 4: Personnel Files**

Official personnel files shall contain only materials and records related to the employment history with the employer of the teacher, and shall be maintained under conditions which insure integrity and safekeeping. Teachers shall be advised as to the physical location of these files. File information shall be furnished upon request.

#### **A. Teacher Access**

Teachers shall have the right to examine their own official personnel files during the normal business hours of the office in which the files are kept. A copy of any non-routine material placed in a teacher's personnel file shall be forwarded to that teacher at the time it is placed in the file.

A teacher may make reasonable entries to the file and may make timely comments to material in the file that is not the subject of a grievance.

No anonymous material shall be placed in a teacher's personnel file.

A TEAME representative, with the teacher's written permission, shall have the right to examine the teacher's personnel file upon prior written notification to the Employer. The Employer will make available original material, or copies of the original material, for examination by the TEAME representative at the place where the personnel file is kept.

Confidential pre-hire information shall not be a part of the official personnel files, but may be maintained in separate files.

#### **B. Secret Files**

There shall be no secret personnel files.

In a specific personnel action no use may be made of any material that has not been properly and in a timely manner placed in a teacher's personnel file.

Before the record of any complaint by a parent or by a student is placed in the teacher's personnel file, the teacher shall be afforded the opportunity to confront the complainant and to reply to the same. No derogatory materials, letter or report of complaint shall be placed in

the teacher's file without the teacher's knowledge and without affording the teacher an opportunity to make a written statement of defense or explanation to be attached thereto. Any material referred to shall also be subject to the grievance procedure.

C. Copies

A teacher or designee may make a reasonable number of copies of the contents of his/her file.

## **ARTICLE 11 Continuing Education**

### **In-Service Education**

Recognizing the importance of an in-service education program that meets the needs of teachers, both parties shall establish the in-service needs of teachers and also the kinds and costs of in-service programs that may be used to meet those needs.

## **ARTICLE 12 Leave**

### **Section 1: Personal Leave**

Teachers are entitled to personal leave with pay that accrues as follows:

Two (2) days for each full monthly pay period in the case of teachers with less than two (2) years of service;

Two and one-quarter (2.25) days for each full monthly pay period in case of teachers with two (2) but less than five (5) years of service.

Two and one-half (2.5) days for each full monthly pay period in the case of teachers with five (5) or more years of service.

### **Section 2: Use of Personal Leave**

A teacher may take personal leave any time business permits upon permission by the immediate supervisor.

A teacher may take personal leave for medical reasons, regardless of whether business permits, upon permission by the immediate supervisor. The supervisor shall grant personal leave for medical reasons if the supervisor is satisfied that the teacher is absent for medical reason. The taking of personal leave for medical reasons shall be reduced by the amount of wage continuation payments made under the Alaska Workers' Compensation Act (AS 23.30). The following constitute "medical reasons" and are subject to the conditions noted:

Medical disability of teacher is medical reason for taking personal leave. A supervisor may require a doctor's certificate showing the disability if the absence exceeds three (3) consecutive

working days.

Medical disability of a member of a teacher's immediate family is a medical reason for taking personal leave if the disability is such that the attendance of the teacher is required. A supervisor may require a doctor's certificate showing the disability if the absence exceeds three (3) consecutive working days.

A medical condition of a teacher that makes presence at work a danger to the health of fellow employees or students is a medical reason for taking personal leave. A supervisor may require a doctor's certificate showing the condition if the absence exceeds three (3) consecutive working days.

Death of a member of a teacher's immediate family is a medical reason for taking personal leave. No more than ten (10) days of personal leave may be taken for this purpose.

Each teacher shall, during the school year, take at least five (5) days of personal leave. If the teacher does not take at least five (5) days of personal leave during the school year, the difference between five (5) days and the amount of personal leave taken shall be canceled without pay unless the superintendent certifies in writing that the teacher was denied the opportunity to take five (5) days of personal leave during the school year.

### **Section 3: Family and Medical Leave**

Bargaining unit members shall be covered by the provisions of the Federal Family and Medical Leave Act (FMLA) CFR Title 29 Part 825 and the Alaska Family Leave Act (AFLA) AS 39.20.500 and for qualified employees the benefits of the two acts will run concurrently.

#### **A. Health Coverage**

During the time that an employee is on leave under this section, the Employer shall maintain coverage under the group health plan. However, the Employer may require that the employee pay all or part of the costs for maintaining health insurance coverage during a period of unpaid leave.

### **Section 4: Accumulation of Personal Leave**

Except as provided in Section 2 of this Article, personal leave that is not taken by a teacher during a twelve (12) month period accumulates for use in succeeding twelve (12) month periods.

### **Section 5: Donation of Leave**

Employees covered by this Agreement shall be allowed to donate personal leave to and receive donations of annual or personal leave from employees in this unit or those represented by a different union or non-covered employees subject to the following conditions.

1. Each employee wishing to donate personal leave will fill out, date and sign a leave slip showing the amount of leave to be donated subject to a minimum of four hours. The leave slip will have written along the bottom, or in the space provided, "Leave donated to (employee name, social security number)."

2. The recipient's union will be responsible for gathering all leave donations to be forwarded to the Division of Finance for processing. Leave donations will be posted by the Division of Finance to the recipient's account during the pay period in which received (1 through 15, or 16 though the end of the month) for use from that pay period forward. Donation shall not be posted for use in a pay period prior to that in which received.
3. The Division of Finance will convert the donated leave to dollars at the annualized hourly rate of the donor. That dollar amount will be converted to leave at the annualized hourly rate of the recipient and the appropriate hours of leave will be added to the recipient's donated leave account for use as sick leave. The total amount of leave credited to the recipient's donated leave account shall not exceed 300 hours during the life of the current agreement. Donated leave may not be used until all accrued sick and annual leave has been exhausted.
4. Once the Division of Finance has completed the above process, the State will not be obligated for further processing or liabilities resulting therefrom. Once the donation has been transferred to the recipient, the donation cannot be withdrawn, modified or otherwise returned to the donor's leave account. Leave donations will not reduce the mandatory leave usage requirements established in the collective bargaining agreement. Upon the death of an employee, any unused donated leave shall be paid in cash to the employee's beneficiaries at the employee's annualized hourly rate.

A teacher may donate one or more days of personal leave a year to the memorial scholarship revolving loan fund, or to a scholarship account in the fund, under AS 14.42.250-14.43.325. The Commissioner of the Department of Administration shall pay to the account of the memorial scholarship revolving loan fund, or to a scholarship account in the fund, an amount equal to the value of the day or days of personal leave contributed by the teacher.

#### **Section 6: Terminal Leave**

1. Any teacher who is separated from State service for any reason including layoff shall receive within ten (10) days from the date of receipt of final time record, a lump sum payment, minus any required deductions, for any unused personal leave
2. If a teacher, who resigned from State service, returns to State service prior to the end of the period covered by the terminal leave, the employee may, at his/her option, refund to the State an amount equal to the compensation covering the period between the date of reemployment and the expiration of terminal leave. The hours of leave represented by this refund shall then be re-credited to the teacher's personal leave account.

#### **Section 7: Sick Leave**

1. Effective July 1, 1989, the provisions of AS 14.14.105-107 do not apply to teachers in the bargaining unit except as expressly provided herein. All sick leave accrued prior to that date by a teacher shall be transferred to a medical leave bank, and may only be taken in accordance with this section.

2. A teacher may not take any banked medical leave unless the teacher:
  - a. Has no accrued personal leave; and
  - b. Has medical disability exceeding ten (10) consecutive working days in duration; or
  - c. Has a medical disability exceeding thirty (30) consecutive working days in duration.
3. Once the requirements of 2 and 4 of this Section have been met, a teacher may take banked medical leave until the medical disability is terminated or the banked medical leave is exhausted. If a teacher qualifies for banked medical leave under 2.c of this Section, the banked medical leave may be taken for all working days of the medical disability following the tenth (10th) working day of the disability.
4. When leave is taken under 2.a and b of this Section, the superintendent may require a doctor's certificate showing the disability. When leave is taken under 2.c of this section, the teacher must submit a doctor's certificate showing the disability.
5. The taking of leave under this Section shall be reduced by the amount of wage continuation payments made under the Alaska Workers' Compensation Act (AS 23.30).
6. Upon a teacher's separation from State service, the teacher's banked medical leave shall be canceled without pay, unless transferred under the terms of AS 14.14.107.

### **Section 8: Other Paid Temporary Leaves**

Professional Improvement: Professional improvement days may be used for professional improvement in the employee's subject area with prior approval of the superintendent. The administration will make every reasonable effort to see that as many employees as possible attend professional conferences each year.

### **Section 9: Leave Cash-In**

A teacher who has at least thirty (30) days of accrued leave may cash in up to eight (8) days of personal leave in a leave year. Additional days of leave may be cashed in at the discretion of the superintendent. The teacher's leave balance will be reduced by the number of days of personal leave cashed in. Leave cash-ins must not reduce a teacher's leave balance to less than five (5) days.

### **Section 10: Sabbatical Leave**

- A. The Employer may grant a total of one sabbatical leave to a qualified TEAME applicant in any fiscal year. The leave may be for up to one full year and shall count as a year's service for salary placement at MEHS. If the Employer determines a sabbatical leave is appropriate, the Employer and teacher agree to make TRS contributions for the period of sabbatical leave in accordance with AS 14.20.330 [C]. The Employer shall pay a teacher's employer-sponsored health insurance premium while the teacher is on sabbatical leave.
- B. If the Employer determines a sabbatical leave may be taken during the following school year, a Sabbatical Leave Committee composed of three representatives appointed by the

Association and three representative appointed by the Employer will meet during the first week of February to review applications submitted prior to February 1 for Sabbatical leave consideration. In the event the committee's vote is a tie, the Superintendent shall make the final decision among the tied candidates. The teacher will be notified of his/her selection on or before February 15 of each year.

- C. To qualify to apply for a sabbatical, a teacher must have served with the Employer as a teacher at MEHS for at least seven (7) continuous years. The sabbatical leave shall be granted only for educational purposes. The educational purposes must be directly related to the teacher's MEHS position. The criteria to be considered for each applicant shall be: 1) benefit to the educational program of MEHS, and 2) educational improvement of the teacher; and 3) the quality of educational program chosen by the teacher to enter.
- D. Upon return from a sabbatical leave a teacher shall be assigned to the position s/he previously held unless that position has been eliminated in which case the teacher shall be assigned by the Employer to a similar position after consultation between the teacher and the Superintendent. If no similar position is available or if the similar position is filled, layoff procedures as provided for in Article 8 shall be invoked.

## ARTICLE 13 Salary

### Section 1: Compensation

Contracted teachers serving a school term of one hundred and seventy two (172) contract days or more shall be credited with a year of teaching service.

Effective July 1, 2004, the wage scale in effect on July 1, 2002 shall increase by one percent (1%).

TEAME Salary Schedule effective 7/1/2004 through 6/30/2005

Base Salary           \$34,959  
 Step Year             \$ 1,754  
 Step Education       \$ 1,754

Years of Service	BA 1	BA+15 2	BA+30 3	MA 4	MA+15 5	MA+30 6
0	\$34,959	\$36,713	\$38,467	\$40,221	\$41,975	\$43,729
1	\$36,713	\$38,467	\$40,221	\$41,975	\$43,729	\$45,483
2	\$38,467	\$40,221	\$41,975	\$43,729	\$45,483	\$47,237
3	\$40,221	\$41,975	\$43,729	\$45,483	\$47,237	\$48,991
4	\$41,975	\$43,729	\$45,483	\$47,237	\$48,991	\$50,745
5	\$43,729	\$45,483	\$47,237	\$48,991	\$50,745	\$52,499
6	\$45,483	\$47,237	\$48,991	\$50,745	\$52,499	\$54,253
7		\$48,991	\$50,745	\$52,499	\$54,253	\$56,007
8			\$52,499	\$54,253	\$56,007	\$57,761
9			\$54,253	\$56,007	\$57,761	\$59,515
10				\$57,761	\$59,515	\$61,269

Effective July 1, 2005, the wage scale in effect on July 1, 2004 shall increase by two percent (2%).

TEAME Salary Schedule effective 7/1/2005 through 6/30/2006

Base Salary           \$35,658  
 Step Year           \$ 1,789  
 Step Education       \$ 1,789

Years of Service	BA 1	BA+15 2	BA+30 3	MA 4	MA+15 5	MA+30 6
0	\$35,658	\$37,447	\$39,236	\$41,025	\$42,814	\$44,603
1	\$37,447	\$39,236	\$41,025	\$42,814	\$44,603	\$46,392
2	\$39,236	\$41,025	\$42,814	\$44,603	\$46,392	\$48,181
3	\$41,025	\$42,814	\$44,603	\$46,392	\$48,181	\$49,970
4	\$42,814	\$44,603	\$46,392	\$48,181	\$49,970	\$51,759
5	\$44,603	\$46,392	\$48,181	\$49,970	\$51,759	\$53,548
6	\$46,392	\$48,181	\$49,970	\$51,759	\$53,548	\$55,337
7		\$49,970	\$51,759	\$53,548	\$55,337	\$57,126
8			\$53,548	\$55,337	\$57,126	\$58,915
9			\$55,337	\$57,126	\$58,915	\$60,704
10				\$58,915	\$60,704	\$62,493

**Section 2: Placement on Column**

Each teacher shall be placed on the highest numbered row and column step for which s/he qualifies from the time the teacher received his/her teaching certificate issued by a state.

The total creditable years of teaching experience shall be the sum of:

- a. Each year of teaching experience in an Alaska public school, whether operated by a school district, REAA, the State or the Bureau of Indian Affairs (BIA); and

Each year of teaching experience in a nationally, regionally or state-accredited public school outside Alaska, including over-seas schools; to a maximum of five (5) years.

- b. Each year of certificated, international teaching experience up to a maximum of two (2) additional years with the approval of the superintendent.

Employees on the Teachers Salary Schedule who advance from one vertical column to another at any time shall move to the corresponding eligible step on the higher column, if s/he has filed notice of additional educational credit with the superintendent no later than November 1 of the current year.

Salary placement credit will be allowed for:

- a. Applicable education courses, including all credits earned by a teacher for supervising a student teacher or intern teacher to a maximum of 6 credits out of every 15 credits recognized for movement from column to column on the salary schedule. This limitation on



the counting of credits for supervising student or intern teachers becomes effective on July 1, 1998.

- b. Courses applicable to the teacher's current teaching assignment.
- c. Courses in the teacher's major or minor field.
- d. Certain workshops will be allowed to the same extent as they are allowed with prior approval by the Department of Education and Early Development for renewal of a teaching certificate.
- e. Any professional educational hours earned to secure an initial teaching certificate shall not be allowed for any additional range on the salary schedule unless the teacher is teaching in his/her major field.

The superintendent may approve substitutions for the above requirements if the circumstances are unique.

All certificated teaching staff who are assigned night duty and or weekend duty shall be paid at their regular rate plus an additional 3.75 percent of their daily rate.

All certificated teaching staff who are assigned to work school holidays or school vacation days shall be paid at a rate one and one-half (1 ½) times that of their normal per diem.

### **Section 3: Health Insurance**

- A. It is the intent of the parties that the Union will provide an employee-directed health insurance plan through development of a health insurance trust, participation in a health care coalition, or other appropriate delivery mechanisms. This insurance program may be funded by both Employer and employee contributions.
- B. Effective July 1, 2004, the Employer health insurance contribution rate shall be seven hundred forty-five dollars and eighteen cents (745.18) per month per eligible employee.
- C. Effective July 1, 2005, the Employer health insurance contribution will increase by the amount of money not exceeding that necessary to maintain the Select Benefits Default/Economy plan.
- D. Eligible employees shall pay by a pre tax payroll deduction any difference between the employer contribution and the total premium required to provide the health care coverage for the employee, spouse and dependents.
- E. Premium Savings Rebate: In the event that the Union obtains a total premium per cost per employee per month that is less than the per month employer contribution described above, the Employer will remit fifty percent (50%) of the net savings to the individual employee for their exclusive use as a pre-tax contribution to a Health Care Reimbursement Account or other such distribution as may be determined by the Union.
- F. Under no circumstances shall the State be responsible for the payment of any benefits under the health and welfare plan or plans administered by the Union or its agents, successors, or assignees. No disputes under or relating to such benefits shall be subject to the grievance arbitration procedure in the collective bargaining agreement except an

allegation that the Employer failed to make the agreed upon contributions.

- G. The Union agrees and undertakes to assure that any alternative insurance plan or health and welfare plan implemented under this agreement is in compliance with all applicable Federal and State laws and regulations.
- H. The State is not a party to, and has no obligations arising under such a plan. However, the State does recognize and acknowledge that the prompt and accurate payment of contributions is essential to the maintenance of the plan. The parties acknowledge that discrepancies between employee eligibility and corresponding contributions may frequently arise and may exist in any month. The parties will exercise all due diligence in reconciling contributions and eligibility on a monthly basis, including adjustments of overpayments and underpayments as may be necessary.

#### **Section 4: Physical Examinations**

Any physical examinations which may be required by the State during a member's employment will be paid for by the State.

#### **Section 5: Contract Extensions**

Compensation for contract extensions within the regular school year shall be calculated at the employee's per diem rate. Compensation for contracts extended beyond the regular school year shall be at the per diem rate unless mutually agreed otherwise. The teacher's per diem rate shall be calculated by dividing the teacher's total salary by one hundred and eighty-eight (188) days. However, as of July 1 any change in the per diem will be reflected on new or continuing contracts.

#### **Section 6: Student Activity Sponsorship**

Through June 30, 2001, teacher sponsor participants of student activities will be compensated in accordance with Article 13, Section 7 & 8 of the July 1, 1994-June 30, 1997 agreement. Teacher sponsor participants who continue without interruption thereafter to sponsor the same student activity will continue to be compensated in accordance with 1994-97 provisions for the duration of this agreement.

Effective July 1, 2001, all teacher sponsors, except continuing sponsors as noted above, will be compensated in accordance with the following provisions.

The employer shall annually review the extra curricular program to determine which activities shall be included.

Student activity sponsorship is defined as direct supervision outside the work day for an activity club, or sport.

Ability or willingness to perform an activity sponsorship shall have no bearing on continued classroom teaching assignment or formal evaluation.

A copy of the completed, signed contract shall be given to the activity sponsor prior to the beginning of the activity.

A teacher may be released from any activity sponsorship contract for reasons of health, just cause, or for any reason which is mutually agreed to by the teacher and the employer. Termination initiated by the employer before completion of the contract is subject to the grievance procedure.

- A. Authorized activities will be compensated by assignment to one of the seven (7) salary ranges each of which has four (4) experience steps. The percentages outlined are percentages of the BA /0 level on the salary schedule in effect at the time the activity is sponsored.

Range

Step	1	2	3	4	5	6	7
0	.0200	.0400	.0480	.0560	.0640	.0880	.1280
1	.0210	.0420	.0504	.0588	.0672	.0924	.1344
2	.0220	.0440	.0528	.0616	.0704	.0968	.1408
3	.0230	.0460	.0552	.0644	.0736	.1012	.1472
4	.0240	.0480	.0576	.0672	.0768	.1056	.1536

- B. Five (5) experience steps shall be allowed providing that:
  - 1. All experience is gained in the activity for which compensation is being considered.
  - 2. Only experience at MEHS will be credited.
  - 3. The attached schedule of activities and ranges shall be implemented for the duration of the agreement unless changes are mutually agreed to.
- C. Prior to the beginning of the activity the Employer shall make the final decision as to whether the activity will be authorized for compensation. Teachers shall not be required to perform activities from this schedule that have not been compensated.
- D. Teachers will be eligible for the allowable per diem for required travel. Other expenses will be reimbursed only if pre-authorized,
- E. Known activity sponsorship positions for the upcoming school year will be posted ten (10) working days prior to the conclusion of the academic school year. Whenever possible, activity sponsorships will be assigned prior to the end of the school year.

**Section 7: Student Activity Sponsorship Schedule**

Activity	Assigned Range
Activity Director	7
Basketball	
Varsity Boys	7
Varsity Girls	7
Assistant Boys	5
Assistant Girls	5
Cross country	
varsity	2
assistant	1
Volleyball	
varsity	6
assistant	4
Wrestling	
varsity	6
assistant	4
Yearbook advisor	4
National Honor Society	2
Cheerleader Coach	4
Student Counsel Advisor	5
Pacific Rim coordinator	2
Battle of The Books Coordinator	1
Future Teachers Club Coordinator	3

**Section 8: Payroll Deductions**

Within thirty (30) days after receipt of written authorization from the teacher, the State shall deduct from the salary of the employee and make appropriate remittance for:

NEA-AK and NEA dues. Such authorization shall continue in effect from year to year. Pursuant to such authorization, the State shall deduct one-tenth (1/10) of such dues from the regular semi-monthly salary check of the affected employee each month for the ten (10) months beginning in September and ending in June of each year. Amounts to be deducted shall be supplied to the State through a schedule established by the Association. Any balance due upon the employee's termination of employment shall be deducted from such individual's final check. The employee also reserves the right to authorize the State to deduct the entire amount from any designated paycheck. Prior authorizations existing on the effective date of this Agreement shall continue in full force and effect into this and successor agreements unless and until revoked in writing by the employee between August 15 and September 15 of any school year. The State shall transmit to the Association the total semi-monthly deduction for the professional dues within ten (10) school days following each regular pay period with a listing of the employees for whom the deduction was made.

Deductions for tax sheltered annuities, and retirement or investment programs shall be authorized at the employee's request.

Direct deposits of paychecks will be made upon request of the employee.

Paychecks will be distributed over a twelve (12) month period in order to ensure year-round insurance coverage for MEHS teachers. The annual salary will be paid on a semi-monthly basis, consisting of twenty-four (24) approximately equal payments for the school year.

$$\text{(Semi-Monthly Salary = } \frac{\text{Annual Salary}}{24}\text{)}$$


#### Teacher Travel

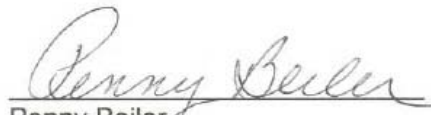
Authorized travel, per diem and meal allowances will be paid in accordance with the State Administrative Manual AAM 60.010 - AAM 60.380, as revised.

#### Activities Expenses

Authorized travel expenses incurred in conjunction with student activities which exceed the per diem advanced will be reimbursed upon the submission of receipts. This section applies only to expenditures on behalf of students and does not otherwise affect the travel and per diem entitlements of teachers.


FOR THE STATE OF ALASKA:


  
Raymond Matiashowski, Commissioner  
Department of Administration

  
Penny Beiler  
Chief Spokesperson


  
Sherilyn Knight  
Notetaker

FOR THE TEACHERS  
EDUCATION ASSOCIATION  
MT. EDGE CUMBE:

  
Kathleen McCrossin  
President

  
Kathleen McCrossin  
Spokesperson

  
Lillian Seapy  
Negotiator

  
Willie Anderson  
Negotiator, NEA-Alaska

**INDEX**

agency fee	6
arbitration	10
authority of arbitrator	11
Board of Arbitrators	10
USFMCS	10
witnesses	11
association rights	7
access to buildings	7
access to information	7
communication	7
use of facilities and equipment	7
continuing education	19
contract extensions	26
discipline	15
student discipline	16
dismissal	14
dues	6
evaluations	16
non-tenured employees	17
performance deficiency	17
post-evaluation conference	17
remediation	17
teacher evaluation of administrators	18
tenured employees	17
grievance procedure	8
date of receipt	9
grievance steps	9
arbitration	10
level four	10
level one	9
level three	10
level two	9
insurance	25
health insurance	25
layoff	15
leave	19
cash-in	22
donation	20
Federal Family and Medical Leave Act	20
health coverage	20
other	22
personal leave	19
sabbatical leave	22
sick leave	21
terminal leave	21
legal assistance	14
employer provided counsel	14
good faith performance	14
payment of judgement	14
timely request	14
management standards	4
meal periods	13
nondiscrimination	4
payroll deductions	28
personnel files	18

## TEAME 2004-2006 Formatted Agreement

access	18
copies	19
secret files	18
physical examinations	26
preparation time	13
salary	23
compensation	23
schedule	23
Standard Teacher Contract	11
student activities	26
student activity sponsorship schedule	28
teacher rights	11
transfer	16
involuntary	16
reassignment	16
vacancies	15
procedures	16
workday	13