

NEGOTIATED AGREEMENT

BETWEEN BOARD OF TRUSTEES SCHOOL DISTRICT #55F
AND
SUN RIVER VALLEY TEACHERS ASSOCIATION

2019-2020
2020-2021

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AGREEMENT SUN RIVER VALLEY TEACHERS' ASSOCIATION

This agreement entered into this *July 01, 2019* by and between the Board of Trustees, School District Number 55F, hereinafter called the "board" and the Sun River Valley Teacher's Association, hereinafter called the "association".

PREAMBLE

Whereas, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

Whereas, the board has an obligation pursuant to Montana State statutes 39-31-306 through 39-31-409 to bargain collectively with the exclusive representatives of public employees with respect to wages, hours, fringe benefits, and other conditions of employment, and

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement.

In consideration of the forgoing mutual covenants, it is hereby agreed as follows:

ARTICLE I DURATION OF AGREEMENT

- A. All provisions of this agreement shall become effective on *July 01, 2019*, following ratification by a majority of the members of the association and approval by the board, and shall continue in effect until *June 30, 2021*.
- B. *If the SRVSD should go back to a 5-day school week, the SRVTA will revert back to the 5-day negotiated agreement in place at that time. If it's possible that the entire SRVSD is using a 4 -day school week, but the SRVSD decides to go back to a 5-day school week, the SRVTA will need to reopen negotiations with regard to the school year that the transition effects.*

ARTICLE II AUTHORITY & RESPONSIBILITY

- A. The association recognizes that the board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law provided that such rights and responsibilities shall be exercised by the board in conformity with the provisions of the agreement.

ARTICLE III EXPERIENCE

- A. A maximum of *seven* years of prior experience for salary schedule purpose shall be allowed new teachers, provided this experience was in the *seven* years immediately preceding employment.

- B. Withdrawal or failure to renew a teaching contract for a succeeding year for other than an approved leave of absence shall result in forfeiture of all salary schedule experience increment allowed beyond seven years.
- C. A teacher with 0, 1, or 2 years of experience, regardless of education level, will be placed at Step 2 at their education level and will stay at that level until they have experience or education to advance.

ARTICLE IV PHYSICAL EXAMINATION

- A. A physical examination may be required by the board at any time it determines this is in the best interest of the school and pupils. Expense to be borne by the school district.

ARTICLE V CONDITIONS OF EMPLOYMENT

A. Orientation of Staff Members

- 1. All teaching personnel shall attend the orientation meetings (P.I.R. Days) scheduled by the superintendent preceding the opening of the school term.
- 2. The Association(MFPE) shall be given one hour before the end of the orientation program to explain Association activities as scheduled by the MFPE Representative and Administration.
3/25/19

B. Assignments & Transfers

- 1. All assignments and transfers of certified personnel shall be made in the interest of the students and school districts by the superintendent after consultation with the employee concerned.
- 3. In case of any vacancy, existing personnel will be notified through email, school web page, as well as posted in the High School and Elementary offices at the same time that public announcements for the vacancy is made. In case of interest by existing personnel, first consideration for transfer will be given to existing staff member.

C. Supervision

- 1. All teachers may expect supervision visits by the building principal or superintendent for the purpose of improvement of instruction and evaluation. Such visits shall be followed by a written report and conference between the teacher and evaluator within two weeks of its preparation. The form used to evaluate teachers is included in Appendix F. Each teacher shall receive a personal copy of the above mentioned report upon signing the original copy.

ARTICLE VI TEACHER'S CONTRACT

- A. A certified classroom teacher elected to teach in School District 55F, shall enter into a contract with the school district by signing a contract(s) which shall specify:
 - 1. Beginning date & duration period of the contract.
 - 2. Number of hours/ days to be worked in the contracted year within the following parameters:
 - a. Minimum of 1323 hours (147 x 9 hours/day) (8 hours/day/colony)

- b. Maximum of 1386 hours (154 days x 9 hours/day) (8 hours/day/colony)
- 3. Annual salary & number of payments
- 4. Provisions governing salary payments if contract is terminated prior to date of completion.
- 5. Period of time allowable between issuance & acceptance of contract.
- 6. The contract shall specify each instructional field of the individual teacher. The instructional field will reflect the fields of instruction or endorsements listed on the instructor's certificate.
- 7. That the rights & obligations thereto shall be governed by the laws of the State of Montana & personnel policies adopted by the board in consultation with the association.
- 8. See Appendix E (Individual Teacher's Contract)
- 9. See ARTICLE XVIII (Extra-Curricular Duties Definition)

ARTICLE VII EXTRA-CURRICULAR ACTIVITIES & DUTIES

- A. All teachers of the School District 55F will be expected to assume a share of extra-curricular assignments and duties in addition to classroom assignments. These duties may include supervision of playground, lunch room, bus loading, gym, student activities, dances, parties, spectator buses, and selling and taking tickets.
- B. Assignments of duties with proper attention to need & performance shall be responsibility of the building principal.
- C. All Teachers K-12 are encouraged to attend high school graduation with the understanding that circumstances may prevent said staff from attending. A certified staff member who cannot attend will give administration timely notice.

ARTICLE VIII EMERGENCY LEAVE

- A. **BEREAVEMENT LEAVE**- 45 Hours of bereavement leave with full pay shall be granted to each teacher for a death in his/her immediate family. The immediate family shall be defined as father, mother, sister, brother, husband, wife, children, uncle, aunt, grandparents or grandchildren, this relationship may be by either affinity or consanguinity. This leave may be used again at full pay for another death in the immediate family within the year.

~~Each teacher may use up to 18 hours of bereavement leave (used from the teacher's accumulated sick leave hours) — per year for close friends and relatives not covered above. 3/25/19~~

- B. **JURY DUTY/WITNESS DUTY LEAVE** - Teachers called for jury or witness duty may be absent from work when formally served with an official summons or subpoena. A copy of the summons or subpoena must be submitted to the principal at the time the request for absence is submitted. A deduction from the teacher's salary will be made equal to the amount paid to the teacher for serving on a jury or as a witness. It shall be the responsibility of the teacher to report this amount to the district clerk.

C. The board may at its discretion increase any of the leaves mentioned herein.

ARTICLE IX LEAVE

As a courtesy to the district, pre-scheduled leave shall be made to the building principal prior to time of use. Exceptions to 2-day requirement shall be made by the Superintendent.

1. Teachers shall be allowed to donate leave to one another via a Sick Leave Bank. See Appendix F for the Policies and Procedures of the Sick Bank. Also refer to Appendix G (Sick Leave Bank Deposit Form) and Appendix H (Sick Leave Bank Withdrawal Form).
2. Certified employees shall receive 122 leave hours per year, available for use at the start of each school year and cumulative to a carryover of 1080 hours. If a certified employee already has 1080 hours accumulated at the start of the school year, the 122 hours shall be added to the 1080 hours for that school year only. At the end of the school year, any unused hours beyond 1080 shall be paid out to the teacher at \$40 per every 9 hours, the same as one 9 hour day. Should any certified employee not complete the school year for any reason, the number of hours that could have been used shall be calculated pro-rata to the percentage of the school year actually worked, and if the employee has utilized any days in excess of that pro-rata amount, he/she shall be responsible for reimbursing the district for the over-use. Upon leaving the employment of the Sun River Valley School District, those employees with 8 or more years of continuous service will be compensated with 25% of their total accumulated hours at their final rate of pay for a maximum of 1080 accrued hours.

Leave can be used based upon hours requested and approved by administration. at 1/2 day or full day increments. 1/2 day would be 4.5 hours and a full day would be 9 hours. 3/25/19

ARTICLE X
EDUCATIONAL AND GENERAL LEAVE

- A. EDUCATIONAL LEAVE- An educational leave of absence may be granted to a teacher who has received his/her fourth contract for the purpose of furthering educational training to improve teaching skills and abilities. The teacher shall be given credit on the salary schedule for educational level attained. The teacher will present evidence to the superintendent showing full time student status for the period of the leave upon his/her return. The teacher shall be guaranteed his/her previous position or a comparable position agreed to by the teacher upon the completion of the years leave.
- B. GENERAL LEAVE OF ABSENCE – A teacher employed by District 55F may request a year's leave for any reason after issuance of the fourth (tenure) contract. If the Board of Trustees approves the teacher's request, a position is guaranteed after the years leave but the teacher will not advance on the pay scale (step) for the year spent on leave status.

Approved leave of absence will not affect 'continuous years of service' status.

ARTICLE XI
PARENTAL LEAVE

- A. A parental leave of absence may be granted to teachers who are employed and assigned in-district duties. This leave shall be provided for the purpose of caring for a newborn child, a newly adopted child or for the purpose of caring for a minor child when the health of the child requires parental care. The length of this leave shall be for the remainder of the current school year or for the period of one regular school year. A maximum of 135 working hours of leave is allowable without doctor's certification.
- B. A teacher returning from a parental leave shall be entitled to his/her former position providing it still exists. If the position no longer exists the teacher shall be entitled to a position comparable to the position originally left by the teacher.
- C. No teaching experience shall be granted for purposes of advancement on the salary schedule unless the teacher has fulfilled the minimum requirements of teaching 841.5 hours the previous year.
- D. The teacher may maintain, at no cost to the district, the group health and hospitalization insurance, provided the amount of the premiums are remitted prior to the beginning of the leave.
- E. The teacher shall retain previously accumulated unused leave and teaching experience credit for salary purposes.

ARTICLE XII
PROFESSIONAL MEETINGS & CONFERENCES

- A. Fall Teachers' Convention days are considered formal in-service days, and as such, teachers are required to attend workshops, conventions, seminars or programs that can be justified as being instruction related. Teachers who fail to participate will be considered to be "off duty" & 6 P.I.R. hours for each of their contracted salary will be deducted for each day. If you miss the scheduled P.I.R. days, you may make up the P.I.R hours with administrative approval. Documentation of all P.I.R. days will be filed with the District Clerk. 3/25/19
- B. Professional Meetings Involving Elected Officials of Delegates to Teachers' Professional Organizations

1. The board recognizes the importance of membership in professional organizations. The success of these organizations is dependent upon the active participation of its members. Therefore, teachers who are elected to positions of responsibilities or leadership in professional education organizations shall be permitted attendance at necessary meetings in performance of their official duties without loss of pay.
2. Attendance will be limited to a reasonable number of days of absence and may be refused if absence is considered excessive.
3. Approval for attendance which involves a day of absence from school must be secured at least two weeks in advance.
4. No expense will be provided by the trustees from school district funds or from students' activity funds for attendance at such meetings.

C. Professional meetings & conferences involving specific subject areas.

1. Teachers who are members of professional organizations may be permitted attendance at meetings and conferences to improve their instructional techniques.
2. Attendance will be limited to a reasonable number of days of absence and may be refused if absence is considered excessive.
3. A written request for attendance which requires an absence from school must be submitted 15 working days in advance and approval or denial of the request by the Superintendent must be made within 5 working days of receiving the request. Exceptions to the time limits due to unforeseen situations may be made by the Superintendent.
4. Expenses deemed reasonable may be reimbursed to the participant by the district. This may include substitute pay, mileage, registration (not including membership fees), per diem & lodging when deemed appropriate by the Superintendent.

ARTICLE XIII SALARY SCHEDULE

- A. The salary schedule developed cooperatively by the association and the board shall, upon adoption, supersede all previous schedules and a part of this official school board policy. The schedule shall be attached to the back of this agreement as per Appendix C.
- B. Salary payment shall be made bi-monthly.
- C. Extra-Curricular Salary Schedule is attached to this agreement as per Appendix B.

ARTICLE XIV ADVANCEMENT OF POSITION ON THE SALARY SCHEDULE

- A. One year of teaching experience in the School District 55F shall entitle the teacher to advance one step on the salary schedule.

To advance one step down and one column to the right, the teacher must have one year of teaching experience in School District 55F plus 15 quarter hours or 10 semester hours.

All credits earned & granted within the teachers major/minor teaching area or outside their field shall be recognized for advancement providing said credit have been listed and approved by the superintendent or Board of Trustees on or before May 30th prior to enrollment in the course. The superintendent shall be notified with evidence of additional professional preparation. (i.e. grade slips, registration receipts or letter of official notification) on or before August 25th so that the teacher's contract can be altered to reflect such advancement. The teacher shall submit official transcripts indicating all credits necessary for lateral schedule move by October 25th, the teacher's contract will then be adjusted to rectify any discrepancy.

When acceptable towards a degree by an accredited college or university, a maximum of 9 quarter credits or 6 semester hours of resident evening or correspondence work will be counted towards a change of salary status.

3/25/19

Only one salary step for teaching experience will be allowed in one year. Horizontal movement will be allowed based upon applicable credits. ~~One column change will be allowed per year.~~ Exceptions can be made in regards to those taking leave to complete an advanced degree, pending board approval.

Consensus reached on 4/8/19 4:34 p.m.

ARTICLE XV GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is defined as a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of established district policies, statutes or the terms of this Negotiated Agreement.
2. A grievant is a teacher, or group of teachers or the Association filing grievances.
3. A party in interest is the person, or group of persons, making the claim & any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Days shall mean teacher work days, except as otherwise dictated. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure.
5. Association shall mean a spokesperson for the association.

B. Rights to Representation

1. At least one Association representative shall be present for any meeting, hearing, appeals, or other procedure relating to a grievance which has been formally presented.
2. If, in the judgment of the Association, a grievance affects a group of teachers or the Association, the Association may initiate and submit such grievance in writing to the Principal. The Association may process such a grievance in writing to the Principal. The Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievances involving more than one supervisor and grievances involving the administrator, above the building level may be filed by the Association at Step II.
3. In matters dealing with alleged violations of Association rights, the grievance shall be initiated at Step I.
4. The Association on its own may continue and submit to arbitrations any grievance filed and later dropped by a grievant, provided the grievance involves the application or interpretation of the Agreement.

B. Individual Rights

1. Nothing contained herein shall be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association as long as the Association is notified in writing within ten days as to the disposition of the matter and such disposition is not inconsistent with the terms of this agreement.

2. A grievant may be represented at all stages of the grievance procedure by himself, or at his option, by an Association representative selected by the Association. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance.

D. Procedure

1. Step 1 - The parties in interest acknowledge it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free & informal communications. Within a reasonable amount of time following knowledge of the act or condition which is the basis of the complaint, the grievant may present the grievance in writing to the immediately involved supervisor who will arrange for a meeting to take place within (10) days of his receipt of the grievance. The grievant and/or the Association and the supervisors shall be present for the meeting. The supervisor shall provide the aggrieved party and the association with a written answer to the grievance within (10) days after the meeting. Such answer shall include reasons upon which the decision was based.

2. Step 2 - If the grievant is not satisfied with the disposition of his grievance at Step 1, or if no decision has been rendered within ten (10) days after presentation of the grievance, the grievance may be referred to the superintendent or his official designee. The superintendent shall arrange for a hearing with the grievant and/or the Association, to take place within ten (10) days of his receipt of the appeal. The parties in interest shall have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the superintendent will have ten (10) days to provide his written decision, together with the reasons for the decision, to the Association.

3. Step 3 - If the grievant is not satisfied with the disposition of his grievance at Step II or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance may be referred to the School Board or their official designee. The School Board shall arrange for a hearing with the grievant and/or the Association, to take place within ten (10) days of their receipt of the appeal. The parties in interest shall have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the School Board will have ten (10) days to provide their written decision, together with the reasons for the decision, to the Association.

4. Step 4 Binding Arbitration

a. If the grievant is not satisfied with the disposition of his grievance at Step 3, or if no decision has been rendered within ten (10) days after he has first met with the School Board, he may within five (5) days after a decision by the School Board or fifteen (15) days after he has first met with the School Board, whichever is sooner, request in writing that the Association submit his grievance involving the interpretation, meaning or application of any of the provisions of this Agreement, it may, by receipt of the request from the aggrieved person submit the grievance to binding arbitration. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

b. Within ten (10) days after such written notice of submission to arbitration, the School Board and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the 10 day period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.

c. Neither party shall be permitted to assert in the arbitration proceedings any evidence which

was not submitted to the other party before the completion of Step III meetings.

d. The arbitrator selected will confer with the representatives of the School Board and the Association and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived then from the date the formal statements are submitted to him. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of the Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

e. The costs for the services of the arbitrator, including per diem expenses if any, and his travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

E. Exceptions to Time Limits

1. When a grievance is submitted on or after June 1, time limits shall consist of all week days so the matter may be resolved before the close of the school term or as soon as possible thereafter.
2. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through this grievance procedure until resolution.

F. No Reprisals

1. No reprisals of any kind will be taken by the Board or the school administration against any person because of participation in this grievance procedure.

G. Cooperation of the Employer

1. The Board and the Administration will cooperate with the Association in its investigation of any grievance, and further will furnish the Association such information not contrary to statutes and as is requested for the processing of any grievance. Should the investigation or processing of any grievance require a teacher or an Association representative be released from his regular assignment, he shall be released without loss of pay or benefits during the processing of the grievance only, not to exceed (5) days.

ARTICLE XVI FRINGE BENEFITS

A. Health Insurance

1. The School District shall contribute toward the cost of health/medical insurance as follows:
 - a. For the 2019-2020 school year, the district will contribute a minimum of \$198,700 per contract year to the insurance fund for certified personnel.
 - b. For the 2020-2021 school year, the district will contribute a minimum of \$198,700 per contract year to the insurance fund for certified personnel.
2. Contributions toward premiums will be prorated for personnel who are employed less than full time. The current insurance policy may not be increased in terms of coverage and deductibles. No district insurance contributions shall be considered "unused". Funds will be evaluated on a quarterly basis and adjusted as necessary in the event of staffing or plan changes mid-year. The committee will be comprised of certified teacher representatives from FSE and SHS, the district clerk and superintendent.

B. Lunch Period

1. Certified personnel shall have a daily free lunch if they are scheduled to be on duty.

C. Payroll Deduction

1. Payroll deduction shall be processed by the clerk's office for district personnel. Requests for deductions shall be submitted to the clerk a minimum of one week prior to the 2nd pay date in October and/or a minimum of one week prior to the 1st pay date in February. Exceptions to these dates will be deduction payments made to the Great Falls Teachers Credit Union.

D. Retirement

1. The board of the Sun River Valley School District may offer a retirement package every year. This package will be advertised to the staff by October 31st of the current year. The package

will be offered to any qualified teacher in the district with at least 20 years of experience and 15 years with the district.

2. The retirement package will be determined by the Board at the beginning of each school year. The retirement may include an offer of a minimum of 2 years health insurance coverage. The coverage will not come out of the Sun River Valley Teacher Association insurance pool for the year. The package may also include a sum up to a maximum of one-third of the teacher's final contract. This amount shall be payable over 3 years, but may be offered as a one-time payment. The payout and package offer will be determined at the discretion of the board each year.
3. The retirement package will be offered on a first come, first served basis, up to the first 3 teachers to notify the superintendent in writing. The number of packages available each year will be determined by the Board. The notice of retirement from the teacher must be received by December 31st of the current contract year. The notice of retirement shall be irrevocable upon acceptance by superintendent and teacher

ARTICLE XVII EFFECT OF AGREEMENT

A. School Board Policy

1. This Agreement constitutes a part of Board policy for the term of said agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

B. Changes in Agreement

1. During its term this Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

C. Compliance of Individual Contract

1. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subjected to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

D. Savings Clause

1. If any provisions 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 provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party negotiations shall immediately commence and agreement shall be reached in order to alter said section(s) providing the benefit(s) according to the intent of the parties.

E. Maintenance of Standards

1. All existing district policies involving terms and conditions of professional service, matters relating directly to the employer teacher relationship, and other terms of employment not specifically referred to in this Agreement shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed, provided that such conditions shall be improved as required by the express provisions of the Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

F. Non-Discrimination Clause

1. The provisions of this Agreement shall be applied without regard to race, creed religion, color, national origin, age, sex or marital status.

G. Duplication & Distribution

1. Copies of the Agreement shall be printed at the expense of the Board within 30 days after the Agreement is signed. Copies shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

H. Teacher Discipline

1. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, non-renewed, dismissed, terminated, or deprived of any professional advantage without accord to State Law.

I. Rif Procedure

1. The school board will decide which programs and specific positions will be eliminated or reduced.
2. If the board eliminates a position held by both tenured and non-tenured teachers, the non-tenured teacher(s) will be non-renewed first.
3. A seniority list of tenured teachers, their years of service with the district, and endorsements is attached and will be used to determine teacher seniority for this process.
4. If the board eliminates a position which is held by more than one tenured teacher, such as the position of elementary teacher or the position of PE teacher, then, the least senior tenured teacher holding the same position as the one eliminated (whether in elementary or high school) shall be terminated.
5. If the board elects to eliminate any positions and create a new, combined position in their stead, then, as among those tenured teachers who formerly held the eliminated positions and who are qualified for the combined position, the teacher terminated shall be the least senior.
6. If the board eliminates a position held by a tenured teacher with multiple endorsements that teacher will be assigned to a position for which he/she is endorsed and has seniority. The least senior teacher shall be terminated. A tenured teacher assigned to a different position as a result of board action reducing programs must be fully certified in all aspects of the new position (or be eligible for full certification as indicated by his or her qualification for provisional certification in the areas of certification needed for the position.)

ARTICLE XVIII
Extra Duties – Sun River Valley School District

Teachers will be paid \$12.00 per hour while performing the following duties: Pep Bus, game security, music accompanists outside of the regular school day. *For all levels below ninth grade, this section shall refer to security and ticket taking at home extra-curricular sporting events.* This amount will be over and above their contracted salary. Rehearsals, practices or time required due to other contracted service such as music or coaching shall not qualify for extra duty pay.

Teachers who are formally assigned to serve as bus chaperones shall be paid \$12.00 per hour beginning at the end of the regular teaching day and continuing until the bus returns to school. Teachers serving as Jr. Class Sponsors shall be paid \$12.00 per hour for time spent supervising Jr. Class activities related to PROM & GRADUATION which take place after the regular teaching day.

During negotiations in 2001 the teachers expressed a desire to reduce the number of assigned duties. The district agreed to look outside the teaching staff for help with some duties. In an attempt to reduce the number of assigned duties the district will ask for members of the public to help with duties such as game security, pep bus chaperones, and accompanists at the high school level. By doing so the district may be able to pay less than the \$12.00 per hour rate. The district will not be bound to a specific hourly rate for the above mentioned duties done by persons who are not members of the association and all volunteers and/or paid help will be governed by district policy, including background checks. It is also agreed if the administration is unable to find other individuals for the above mentioned duties, consideration will be given to making it as convenient as possible for the teachers with regard to who is assigned which duties, while still accomplishing the needs of the district.

ARTICLE XIX
ADDITIONAL TRAINING

- A. District Funded Endorsement: Sun River Valley School District #55F may choose to pay for college credits for a currently employed Sun River Valley teacher, who is tenured, to become licensed in an area of curriculum or grade level need. College credits paid by the District will also be used for movement across the salary schedule. The teacher will pay tuition for college classes and will be reimbursed for the tuition upon successful completion of each specific course taken. Standard procedures for lane changes will be followed.

Any agreements will be in writing and will be agreed upon by the teacher and the Sun River Valley School District. The SRVTA President will be given a copy of any such agreements. If teaching outside the teacher's area of endorsement while completing such coursework, the teacher will enroll in an

internship program. Upon completion of the internship program or upon the completion of the specific courses for which tuition is reimbursed by the District, the teacher will agree to teach in the Sun River Valley schools in the area of District funded endorsement for a period of five (5) consecutive years. The maximum five (5) year period shall include up to two (2) years of verifiable internship and/or specific course completion time. If the teacher does not complete the required five (5) consecutive years of service (except in the case of a reduction in force), the teacher shall repay the District as per the following schedule:

- 1 year teaching in Sun River Valley schools after earning credits - 100% tuition reimbursement payment
- 2 years teaching in Sun River Valley schools after earning credits - 80% tuition reimbursement payment
- 3 years teaching in Sun River Valley schools after earning credits - 60% tuition reimbursement payment
- 4 years teaching in Sun River Valley schools after earning credits - 40% tuition reimbursement payment

- B. CPR and First Aid: All Certified employees shall receive CPR and first aid training and will be required to successfully complete the training and receive certification in CPR and first aid. The District will provide this training during one of the Pupil-Instruction-Related (PIR) days for the staff in August prior to each school year. If a Certified employee is unable to attend during the scheduled PIR day, the District will arrange for separate accommodations for the employee to receive the training.

ARTICLE XX RENEWAL OF AGREEMENT

A. Renewal & Reopening of Agreement

1. Said Agreement will automatically be renewed and will continue in force and effect for additional periods of one year unless one party gives notice to the other not later than January 1, prior to the aforesaid expiration date or any anniversary thereof, of its desire to reopen certain provisions of this agreement and/or additions to this Agreement, and to negotiate over the terms of these provisions. The notice to reopen shall name these provisions. In the event the District receives any sizeable new monies from the state, excluding grant monies, negotiations will be reopened for salary/insurance purposes.

B. Date & Signatures

This Agreement is signed this _____ day of _____, 20____.

In WITNESS THEREOF:

FOR: SUN RIVER VALLEY TEACHER'S ASSOCIATION

FOR: BOARD OF TRUSTEES SCHOOL DISTRICT 55F

Fort Shaw Elementary Representative

Sun River Valley Schools Board Chairperson

Simms Schools Representative

Sun River Valley Schools Negotiation
Committee Chairperson

**APPENDIX A
GRIEVANCE REPORT FORM**

AGGRIEVED PERSON:

DATE FILED:

SCHOOL:

SUBJECT AREA OR GRADE:

DATE GRIEVANCE OCCURRED:

STATEMENT OF GRIEVANCE:

ACTION REQUESTED OR RELIEF SOUGHT:
(ATTACH ADDITIONAL SHEET IF NEEDED)

SIGNATURE OF AGGRIEVED

DATE

LEVEL I

DECISION OF PRINCIPAL OR IMMEDIATE SUPERVISOR:

SIGNATURE OF PRINCIPAL/SUPERVISOR

DATE

AGGRIEVED PERSON'S RESPONSE:

_____: I ACCEPT THE ABOVE DECISION.

_____: I HEREBY REFER THE ABOVE DECISION TO THE NEXT STEP OF THE GRIEVANCE PROCEDURE.

SIGNATURE OF AGGRIEVED

DATE

LEVEL II

DATE RECEIVED BY THE SUPERINTENDENT OR DESIGNEE: _____

DECISION OF THE SUPERINTENDENT OF THE SUPERINTENDENT OR DESIGNEE:

SIGNATURE OF SUPERINTENDENT/DESIGNEE

DATE

AGGRIEVED PERSON'S RESPONSE:

_____: I ACCEPT THE ABOVE DECISION.

_____: I HEREBY REFER THE ABOVE DECISION TO THE NEXT STEP OF THE GRIEVANCE
PROCEDURE.

SIGNATURE OF AGGRIEVED

DATE

LEVEL III

DATE RECEIVED BY SCHOOL BOARD OR DESIGNEE: _____

DECISION OF SCHOOL BOARD OR DESIGNEE:

SIGNATURE OF SUPERINTENDENT/DESIGNEE

DATE

AGGRIEVED PERSON'S RESPONSE:

_____: I ACCEPT THE ABOVE DECISION.

_____: I HEREBY REFER THE ABOVE DECISION TO THE NEXT STEP OF THE GRIEVANCE PROCEDURE.

SIGNATURE OF AGGRIEVED

DATE

LEVEL IV

DATE SUBMITTED TO ARBITRATION: _____

ARBITRATOR:

DISPOSITION AND AWARD OF THE ARBITRATOR:

SIGNATURE OF ARBITRATOR

DATE

Sun River Valley Schools
APPENDIX B
Extra-Curricular Salary Schedule

Simms High School			
		YEAR:	2019-2020
		BASE:	\$28,481.69
POSITION			
FOOTBALL			
	Head	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
	Assistant	0.090	\$2,563.35
			\$0.00
BASKETBALL			
			\$0.00
	Head - Girls	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
	C-Squad Bonus	0.020	\$569.63
	Head - Boys	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
	C-Squad Bonus	0.020	\$569.63
			\$0.00
VOLLEYBALL			
			\$0.00
	Head	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
			\$0.00
TRACK			
			\$0.00
	Head - Girls	0.105	\$2,990.58
	Head Boys	0.105	\$2,990.58
			\$0.00
Tennis			\$0.00
Head		0.125	\$3,560.21
Assistant		0.090	\$2,563.35
			\$0.00
WRESTLING			
			\$0.00
	Head	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
			\$0.00
			\$0.00
BAND			
			\$0.00
	Director	0.125	\$3,560.21
SPEECH & DEBATE			
			\$0.00
	Coach	0.125	\$3,560.21
	Assistant	0.090	\$2,563.35
			\$0.00
ADVISORS			
			\$0.00
	Student Council	0.030	\$854.45
	National Honor Society	0.030	\$854.45
	BPA	0.030	\$854.45
	FFA	0.030	\$854.45
	Web Host	0.030	\$854.45
			\$0.00
CONCESSION MANAGER		0.125	\$3,560.21
TOTAL 63,941.39			

[illegible]

Sun River Valley Schools
APPENDIX B
Extra-Curricular Salary Schedule

Simms High School			
		YEAR:	2020-2021
		BASE:	\$29,336.15
POSITION			
FOOTBALL			
	Head	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
	Assistant	0.090	\$2,640.25
			\$0.00
BASKETBALL			
			\$0.00
	Head - Girls	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
	C-Squad Bonus	0.020	\$586.72
	Head - Boys	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
	C-Squad Bonus	0.020	\$586.72
			\$0.00
VOLLEYBALL			
			\$0.00
	Head	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
			\$0.00
TRACK			
			\$0.00
	Head - Girls	0.105	\$3,080.30
	Head Boys	0.105	\$3,080.30
			\$0.00
Tennis			
	Head	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
			\$0.00
WRESTLING			
			\$0.00
	Head	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
			\$0.00
			\$0.00
BAND			
			\$0.00
	Director	0.125	\$3,667.02
			\$0.00
SPEECH & DEBATE			
			\$0.00
	Coach	0.125	\$3,667.02
	Assistant	0.090	\$2,640.25
			\$0.00
ADVISORS			
			\$0.00
	Student Council	0.030	\$880.08
	National Honor Society	0.030	\$880.08
	BPA	0.030	\$880.08
	FFA	0.030	\$880.08
	Web Host	0.030	\$880.08
			\$0.00
CONCESSION MANAGER			
		0.125	\$3,667.02
TOTAL			
			65,859.66

Simms Middle School			
		YEAR:	2020-2021
		BASE:	\$29,336.15
POSITION			
BASKETBALL			
	Head - Girls	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
	Head - Boys	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
			\$0.00
FOOTBALL			
			\$0.00
	Head	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
			\$0.00
VOLLEYBALL			
			\$0.00
	Head	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
			\$0.00
WRESTLING			
			\$0.00
	Head	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
			\$0.00
TRACK			
			\$0.00
	Head Girls	0.050	\$1,466.81
	Head Boys	0.050	\$1,466.81
			\$0.00
Tennis			
			\$0.00
	Head	0.060	\$1,760.17
	Assistant	0.040	\$1,173.45
			\$0.00
TOTAL			
			\$20,535.31

Sun River Valley Schools Teacher's

Salary Schedule APPENDIX C

YEAR: 2019-2020

STEP	BA	BA+10	BA+20	BA+30	MA	MA +10
0	1.000	1.034	1.069	1.086	1.194	1.211
1	1.040	1.078	1.116	1.135	1.243	1.261
2	1.080	1.122	1.163	1.184	1.292	1.311
3	1.120	1.166	1.210	1.233	1.341	1.361
4	1.160	1.210	1.257	1.282	1.390	1.411
5	1.200	1.254	1.304	1.331	1.439	1.461
6	1.240	1.298	1.351	1.380	1.488	1.511
7	1.280	1.342	1.398	1.429	1.537	1.561
8	1.320	1.386	1.445	1.478	1.586	1.611
9	1.360	1.430	1.492	1.527	1.635	1.661
10	1.400	1.474	1.539	1.576	1.684	1.711
11	1.440	1.518	1.586	1.625	1.733	1.761
12		1.562	1.633	1.674	1.782	1.811
13		1.606	1.680	1.723	1.831	1.861
14				1.772	1.880	1.911
15				1.800	1.929	1.961
16 (add 1% of year 15 to year 15)				1.828	1.978	2.011
17 (add 2% of year 15 to year 15)				1.856	2.027	2.061
18 (add 3% of year 15 to year 15)				1.884	2.076	2.111
19 (add 4% of year 15 to year 15)				1.912	2.125	2.161
20 (add 5% of year 15 to year 15)				1.940	2.174	2.211

(First 3 columns only)

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10
0	\$28,481.69	\$29,450.07	\$30,446.93	\$30,931.12	\$34,007.14	\$34,491.33
1	\$29,620.96	\$30,703.26	\$31,785.57	\$32,326.72	\$35,402.74	\$35,915.41
2	\$30,760.23	\$31,956.46	\$33,124.21	\$33,722.32	\$36,798.34	\$37,339.50
3	\$31,899.49	\$33,209.65	\$34,462.84	\$35,117.92	\$38,193.95	\$38,763.58
4	\$33,038.76	\$34,462.84	\$35,801.48	\$36,513.53	\$39,589.55	\$40,187.66
5	\$34,178.03	\$35,716.04	\$37,140.12	\$37,909.13	\$40,985.15	\$41,611.75
6	\$35,317.30	\$36,969.23	\$38,478.76	\$39,304.73	\$42,380.75	\$43,035.83
7	\$36,456.56	\$38,222.43	\$39,817.40	\$40,700.34	\$43,776.36	\$44,459.92
8	\$37,595.83	\$39,475.62	\$41,156.04	\$42,095.94	\$45,171.96	\$45,884.00
9	\$38,735.10	\$40,728.82	\$42,494.68	\$43,491.54	\$46,567.56	\$47,308.09
10	\$39,874.37	\$41,982.01	\$43,833.32	\$44,887.14	\$47,963.17	\$48,732.17
11	\$41,013.63	\$43,235.21	\$45,171.96	\$46,282.75	\$49,358.77	\$50,156.26
12	\$41,013.63	\$44,488.40	\$46,510.60	\$47,678.35	\$50,754.37	\$51,580.34
13	\$41,013.63	\$45,741.59	\$47,849.24	\$49,073.95	\$52,149.97	\$53,004.43
14	\$41,013.63	\$45,741.59	\$47,849.24	\$50,469.55	\$53,545.58	\$54,428.51
15	\$41,013.63	\$45,741.59	\$47,849.24	\$51,267.04	\$54,941.18	\$55,852.59
16	\$41,423.77	\$46,199.01	\$48,327.73	\$52,064.53	\$56,336.78	\$57,276.68
17	\$41,838.01	\$46,661.00	\$48,811.01	\$52,862.02	\$57,732.39	\$58,700.76
18	\$42,256.39	\$47,127.61	\$49,299.12	\$53,659.50	\$59,127.99	\$60,124.85
19	\$42,678.95	\$47,598.89	\$49,792.11	\$54,456.99	\$60,523.59	\$61,548.93
20	\$43,105.74	\$48,074.88	\$50,290.03	\$55,254.48	\$61,919.19	\$62,973.02

Sun River Valley Schools Teacher's

Salary Schedule APPENDIX C

YEAR: 2020-2021

STEP	BA	BA+10	BA+20	BA+30	MA	MA +10
0	1.000	1.034	1.069	1.086	1.194	1.211
1	1.040	1.078	1.116	1.135	1.243	1.261
2	1.080	1.122	1.163	1.184	1.292	1.311
3	1.120	1.166	1.210	1.233	1.341	1.361
4	1.160	1.210	1.257	1.282	1.390	1.411
5	1.200	1.254	1.304	1.331	1.439	1.461
6	1.240	1.298	1.351	1.380	1.488	1.511
7	1.280	1.342	1.398	1.429	1.537	1.561
8	1.320	1.386	1.445	1.478	1.586	1.611
9	1.360	1.430	1.492	1.527	1.635	1.661
10	1.400	1.474	1.539	1.576	1.684	1.711
11	1.440	1.518	1.586	1.625	1.733	1.761
12		1.562	1.633	1.674	1.782	1.811
13		1.606	1.680	1.723	1.831	1.861
14				1.772	1.880	1.911
15				1.800	1.929	1.961
16 (add 1% of year 15 to year 15)				1.828	1.978	2.011
17 (add 2% of year 15 to year 15)				1.856	2.027	2.061
18 (add 3% of year 15 to year 15)				1.884	2.076	2.111
19 (add 4% of year 15 to year 15)				1.912	2.125	2.161
20 (add 5% of year 15 to year 15)				1.940	2.174	2.211

(First 3 columns only)

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10
0	\$29,336.15	\$30,333.58	\$31,360.34	\$31,859.06	\$35,027.36	\$35,526.08
1	\$30,509.60	\$31,624.37	\$32,739.14	\$33,296.53	\$36,464.83	\$36,992.89
2	\$31,683.04	\$32,915.16	\$34,117.94	\$34,734.00	\$37,902.31	\$38,459.69
3	\$32,856.49	\$34,205.95	\$35,496.74	\$36,171.47	\$39,339.78	\$39,926.50
4	\$34,029.93	\$35,496.74	\$36,875.54	\$37,608.94	\$40,777.25	\$41,393.31
5	\$35,203.38	\$36,787.53	\$38,254.34	\$39,046.42	\$42,214.72	\$42,860.12
6	\$36,376.83	\$38,078.32	\$39,633.14	\$40,483.89	\$43,652.19	\$44,326.92
7	\$37,550.27	\$39,369.11	\$41,011.94	\$41,921.36	\$45,089.66	\$45,793.73
8	\$38,723.72	\$40,659.90	\$42,390.74	\$43,358.83	\$46,527.13	\$47,260.54
9	\$39,897.16	\$41,950.69	\$43,769.54	\$44,796.30	\$47,964.61	\$48,727.35
10	\$41,070.61	\$43,241.49	\$45,148.33	\$46,233.77	\$49,402.08	\$50,194.15
11	\$42,244.06	\$44,532.28	\$46,527.13	\$47,671.24	\$50,839.55	\$51,660.96
12	\$42,244.06	\$45,823.07	\$47,905.93	\$49,108.72	\$52,277.02	\$53,127.77
13	\$42,244.06	\$47,113.86	\$49,284.73	\$50,546.19	\$53,714.49	\$54,594.58
14	\$42,244.06	\$47,113.86	\$49,284.73	\$51,983.66	\$55,151.96	\$56,061.38
15	\$42,244.06	\$47,113.86	\$49,284.73	\$52,805.07	\$56,589.43	\$57,528.19
16	\$42,666.50	\$47,585.00	\$49,777.58	\$53,626.48	\$58,026.90	\$58,995.00
17	\$43,093.16	\$48,060.85	\$50,275.36	\$54,447.89	\$59,464.38	\$60,461.81
18	\$43,524.09	\$48,541.45	\$50,778.11	\$55,269.31	\$60,901.85	\$61,928.61
19	\$43,959.33	\$49,026.87	\$51,285.89	\$56,090.72	\$62,339.32	\$63,395.42

APPENDIX D

Sun River Valley Teacher Seniority List		
2019-2020		
Revised 04/ 24/ 2019		
Column1	YEARS W/ DISTRICT	Column2
NAME		ENDORSEMENT
Sue Somerfeld	36*	00 Elem/ 98 SPED
Karla Rogers	33	00 Elem
James Rogers	31	00 Elem
Molly Pasma	27	91 PE & Health/ 11 History
Jessica Harrison	20	00 Elem (Reading K-12), 27 Reading K-12
Kristin Peach	20	00 Elem
Kate Geise	20	00 Elem, 26 Library K12, 98 SPED P-12
Randy Thompson	18	00 Elem/ 98 SPED
Jennifer Rohrer	17	72 Business Ed
Vonda Harrison	16	00 Elem
Sara Enger	9	81 Music K-12
Robert Hazenberg	8	91 Physical Education/ Health K-12
Jennifer Hazenberg	7	00 Elementary Curriculum, 83 Art K-12
Jordan Hollern	7	03S Broadfield Science
Truitt Kinna	6	00E Elem
Vickie Kinna	6	00E Elem
Rebecca Boucher	5	00E Elem / 31A CO1 School Counselor 1 K-12
Joshua Sheldon	5	00E Elem
Lynnette Sheldon	5	Elementary Curriculum
Jennifer Standley	5	00E Elem / 31A Reading K-12
Wendie Goldhahn	4	00E Elem / 02S Math / 32A SPED PK-12
Karen Mishler	4	01S English, Lang. & Lit. / 04SHistory
Stevie Neuman	4	00E Elem
Non-Tenured under 4 years		
Whitney Polich	3	00E Elem
Jennifer Miller	2	00E Elementary / 31A Reading K-12
Holly Kincaid	2	01S English, Lang. & Lit. / 02S Mathematics / 00E Gifted and Talented+
Stacy Woodhouse	2	Title
Jodi Koterba	1	61 Agriculture/ 13S Industrial Technology Education
* Indicates break in continuous service.		

APPENDIX E

Sick Leave Bank Policies and Procedures

Purpose: The purpose of the sick leave bank is to provide additional leave only to the individually contracted teachers of Sun River Valley School who are in need of extended medical care, rehabilitation, hospitalization, extended family crisis or leave as allowed in Article 9. Sick bank privileges shall not extend beyond the individual teacher under contract. A teacher must have exhausted all of his or her accumulated leave hours and have incurred nine hour without pay before entitlement. Leave bank benefits may not be used for maternity/paternity leave, or any other non-paid absence or leave.

Participation and Donation: A participating teacher must have donated discretionary hours to the bank in order to withdraw from the bank. A participant must contribute a total of (45) hours over a (3) year period of time and is eligible to then withdraw ninety (90) bank hours for every 9 hours donated. Therefore, each member can withdraw a lifetime total of 450 hours. All donations are irrevocable. Donations will be made by September 15th of the current contract year.

Committee: An administrative committee will be maintained to manage the bank and authorize the bank withdrawals. It will consist of one K-5, 6-8 and one 9-12 teacher (annually selected by members of the sick leave bank), and one administrator (appointed annually by the superintendent). For documentation purposes, the committee will work hand in hand with the school clerk. Withdrawal approval will be given on a simple majority vote. The committee will grant or deny each request within 20 days.

Withdrawal Process: A formal written request must be made and submitted to the sick bank committee for approval. This bank may only be used by those teachers who have written verification from a medical doctor, or doctors when requested by the committee. The committee may request written verification from a second doctor.

Maintaining a Minimum Balance: Should the bank's balance fall below 540 hours, the committee has the authority to determine the number of additional hours that must be deposited by each member so as to replenish the bank. Each member will be required to contribute an equal amount. Additional hours contributed to the bank for this purpose does not entitle a member to withdraw more than the 450 hours allowed. Failure of a member to comply with the committee's request to replenish the bank will result in forfeiture of the individual's membership in the sick leave bank.

Repayment of Days Withdrawn: Members who use the sick bank will be required to pay back sick hours at the rate of eighteen hours per year. If a member ceases employment with Sun River Valley Schools and has a balance of un-repaid hours from the bank, that person shall have a payroll deduction from their final check to repay the sick leave hours. Said deduction shall be figured using their daily rate of pay.

Deposits to supply the days used for this Emergency Sick Leave Bank can come from teachers who wish to donate extra, unused discretionary days into this area of the Sick Leave Bank.

Sun River Valley Teacher Association

Sick Leave Bank Deposit Form

Section 1: To be completed by the employee.

I wish to contribute _____ hours of my personal sick leave to the Sun River Valley School Sick Leave Bank. I have read and I understand the district policies relative to the administration of that bank and agree to abide by the regulations governing those policies. I understand that all contributions are irrevocable.

Signed _____ Date _____

Section 2: To be completed by the Sick Leave Bank Committee.

I have inspected the above application for contribution of days to the Sun River Valley School Sick Leave Bank and verify that the application complies with all district policies.

Signed _____ Date _____

Section 3: To be completed by Sun River Valley School Administration.

Signature - School Clerk

Date

Signature - School Superintendent

Date

APPENDIX G

**Sun River Valley Teacher Association
Sick Leave Bank Withdrawal Request**

In accordance with Sun River Valley School District Sick Bank guidelines, I hereby request an allowance of ____hours from the sick leave bank. I am also submitting a statement from an attending physician that will justify the medical need for this request. I further understand that in order to qualify to withdraw days from the bank, I must have exhausted my personal allotment of sick leave and personal days and must have incurred nine (9) hours absence without pay.

Printed Name_____

Number of hours requested_____

Signed_____

Date_____

In the event that the employee is unable to sign the request, the employee's agent will briefly explain the reasons surrounding that inability and sign below.

Agent's Statement:_____

Agent's Printed Name_____

Title_____

Signature of Agent_____

Date_____

(Note: This request must be immediately forwarded to the S.R.V.T.A. President or a member of the sick bank committee.)

Sick bank committee use only:

Request received on _____ (Date) by _____ (Name)

Verification of sick leave and personal hour exhaustion _____ (yes/no).

Attending physician's statement attached _____ (yes/no).

Committee Decision: ____ **Approved** ____ **Denied** ____ **Number of hours**

Reason for denial:

Committee Chair Signature _____ Date _____

School Clerk Signature _____ Date _____

Superintendent Signature _____ Date _____