

SITKA SCHOOL DISTRICT  
AND  
SITKA EDUCATION  
ASSOCIATION

2016~~3~~-~~2016~~2019

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## ARTICLE I - ADMINISTRATION

### Section 1 - RECOGNITION

The Board recognizes Sitka Education Association as the bargaining agent for all regularly employed certified staff under regular contract except the Superintendent of Schools and his/her assistants or principals. The Association shall continue to have representative status for the duration of this Agreement.

### Section 2 - OPENING INSTRUCTIONS

Upon the written request of either party, delivered respectively to the Superintendent of Schools or the President of Sitka Education Association, to open negotiations, a mutually acceptable meeting date shall be set not more than thirty (30) days following the request. Once communications begin, both parties agree that no more than twenty (20) days will elapse between communications. In any event, the two parties agree to meet by November 30, of the year this contract expires.

### Section 3 - NEGOTIATING TEAM

No more than five (5) designated representatives of the Board will meet with no more than five (5) representatives of the Association for purposes of negotiations. All conditions of the meeting will be according to State Statutes as applicable. Neither party will attempt to exert any control over the other's selection of its representatives.

### Section 4 - STATUS OF AGREEMENT

Any individual contract between the District and an individual teacher shall be subject 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.

This Agreement shall supersede any rules, regulations, or practice of the Board, which shall be contrary to or inconsistent with its terms.

### Section 5 - THE AGREEMENT

When tentative agreement is reached on a proposal, the proposed Agreement shall be reduced to writing. When all items have been tentatively agreed to, they shall be submitted for approval and/or ratification to the Board and the Association.

### Section 6 - CONFORMITY TO LAW

If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers shall be found contrary to the law, then such provision 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.

## Section 7 - PRINTING/DISTRIBUTION

The Association and the Board will share costs regarding the printing and distribution of 50 copies of this agreement in the following manner:

- The Association will provide labor.
- The District will provide the master document, paper, and the duplicating equipment.
- Printed copies of this agreement will be distributed to school board members, union leadership and school representatives, and district and school administration.

The Board shall make available copies in the School Administration District Office ~~for review by teacher applicants and the public.~~ and will post it on the public district website.

## Section 8 - AGREEMENT ADMINISTRATION

At the request of either party, the Superintendent and/or a designee shall meet with the Association President and/or a designee. The parties agree that such conferences are for the purpose of information sharing only. By mutual agreement, additional representatives may be in attendance.

Teachers' rights to meet directly with the Administrative staff in an expeditious manner shall not be affected by this provision.

## Section 9 - MANAGEMENT RIGHTS

Terms and conditions of employment not covered or abridged in the Negotiated Agreement shall continue to be subject to the Board's exclusive direction and control.

Nothing in this Agreement may be construed as an abrogation or delegation of the legal responsibilities, powers, and duties of the School Board, including its right to make final decisions on policies.

1. The determination of the methods, number and type of personnel and educational program(s) necessary to accomplish the Board's responsibilities.
2. The right to manage the affairs of the District in a way to provide maximum service to the investing public.

## Section 10 - SUPPLEMENTAL AGREEMENTS

This Agreement is the entire agreement between the parties hereto. The parties acknowledge that they have fully bargained with respect to terms and conditions of employment and have settled such terms and conditions for the duration of this

Agreement. This Agreement terminates all prior agreements and understandings and concludes all collective bargaining for the duration of the Agreement.

Notwithstanding the above, this Agreement may be amended at any time by mutual agreement of the parties hereto. Any such agreements will be reduced to writing and if ratified by both parties, shall become a part of the larger Agreement and subject to all of its provisions.

### Section 11 - DEFINITIONS

1. School •the Sitka School District
2. Association •Sitka Education Association
3. Board •the Sitka School Board
4. Agreement •the Collective Bargaining Agreement negotiated between the Association and the Board
5. Bargaining Unit •all certified staff under a Teacher Contract except the ~~Superintendent of Schools, his/her assistants or~~ principals and the Special Education Director.
6. Days •contractual days, excluding holidays
7. Teacher •certificated staff member in the bargaining unit
8. Certified •that teacher who possesses a valid Type A or Type C Alaska Teaching Certificate
9. Qualified •that teacher who possesses a valid Type A or Type C Alaska Teaching Certificate and the appropriate endorsement(s) and major(s) for the grade or subject area
10. Accredited • a college/university accredited by one of the six regional accreditation associations: ~~The Middle States~~ Commission on Higher Education; ~~Association of Colleges and Schools~~; ~~The New England Association of Schools & Colleges~~; ~~The North Central Association of Colleges and Schools~~; ~~The Northwest~~ Association of Schools and Universities; ~~The Southern Association of Colleges and Schools~~; or, The Western Association of Schools and Colleges.
11. Student Contact Day • the portion of the day that students are scheduled to attend.

## ARTICLE II - BUSINESS

### Section 1- PAYROLL PROCEDURES

Options will be extended the teachers as to the number of pay periods desired. However, due to the varied options and alternatives extended the teachers, once a teacher chooses the plan best suited to fit his/her needs, the pay schedule shall not be changed except in cases of emergency and only upon written request by the teacher to the Superintendent of Schools. With this in mind, the following payroll procedures will be followed:

1. A teacher may elect to receive the contract salary on a nine (9) or twelve (12) month basis.
2. Other than August, which may require a per diem calculation for payroll, paychecks will be issued on the fifteenth (15th) of the month, and the last day of the month. If the fifteenth (15th) day or the last day falls on a Saturday or Sunday, the payday will be on the preceding Friday. ~~A teacher may elect to take direct deposit. Payroll is processed electronically unless there is a legitimate need to have payroll checks printed. To be eligible for printed checks, the teacher must make a request to the Business Manager within 4-weeks of the beginning of the school year. A request for printed payroll checks can be withdrawn for the remainder of the school year with notice given to the Business Manager at least 6 business days' before the next payroll. If a teacher needs a one-time printed payroll check, he/she may make a request to the Business Manager no later than 6 business days before the next payroll.~~
- ~~3. During Christmas closure, the December 31 check will be distributed on the last workday before the closure.~~
- 3 Payday for the pay period including the end of the school year will be the teacher's last contracted day of that period. On that payday, the teacher will be paid all remaining salary.
4. In no event will any teacher be paid any portion of his/her contract salary before services are rendered.
5. The Board shall make a notation in the teacher's opening day packet notifying the teacher of the date of the next required physical examination and the expiration date of his/her teaching certificate on the first day of each school year. Four (4) months prior to due date, the District will resume monthly notification to the teacher of the date of the next required physical examination and the expiration date of his/her teaching certificate.

### Section 2 - PAYROLL DEDUCTIONS

The following specific items will be subject to payroll deductions provided authorization is given by the teacher on forms provided by the School District.

Changes during the school year for payroll deductions shall be limited to four (4) by any one teacher.

1. Retroactive retirement.
2. Health, life and accident insurance for dependents of employees. The carrier providing health, life and accident insurance for the District will be the only company involved.
3. Assignment of banks, savings or loan institutions or annuities, individual retirement accounts, deferred compensation plans and saving plans.
  - a. ~~Each teacher shall be limited to the selection of any three (3) of the above as shown in 3, at any one (1) time during a school year.~~ The District shall, after having received written approval from the teacher and the assignee, forward the designated amount to the appropriate institutions within one (1) week following payday. The District shall be held harmless for any and all delays in the amount reaching the designated institutions.
4. The District agrees to offer, and allow SEA members to participate in, the Sitka School District 403b Retirement Plan.

### Section 3 – TELECOMMUNICATIONS INFORMATION TECHNOLOGY

~~The District will provide information technology to teachers in their classroom and/or office. Each building will establish an on-going process to determine and implement identified student, staff and building technology needs. The District will provide telecommunications technology to teachers in their classroom and/or office.~~

## ARTICLE III - PERSONNEL

### Section 1 - LEAVES OF ABSENCE WITHOUT PAY

1.1 - General Conditions. A leave of absence without pay is not an interruption of the continuous service necessary to retain retirement, accumulated leave, or tenure rights. However, such leave time cannot be counted to acquire tenure rights, to accrue leave, or to advance on the salary schedule, except as noted below.

1.2 - Short Term Leave of Absence Without Pay. Short term leaves of absence without pay may be granted by the Superintendent of Schools after submission of the request through regular Administrative channels.

1.3 - Long Term Leave of Absence Without Pay. Long Term leaves of absence without pay shall be for a full year and may only be granted by the Board.



All leave applications to the Board, guaranteed and regular, must be made as early as possible in the school year, but no later than March 1 of the school year preceding the school year for which the application is made. For compelling reasons, the Board may review an application received after March 1. The applicant must provide the Board with a formal written plan stating the dates of leave and return, and justification for the leave of absence. An oral presentation of the application may be requested by the Board and/or the applicant.

A guaranteed leave of absence shall mean an approved long-term leave of absence without pay, with a guaranteed return to the teacher's former position. The Board retains sole discretion in how many leaves it will or will not grant. Teachers who are on leave of absence shall notify the Superintendent of Schools on or before March 1 of their intention to return for the school term following their leave. Failure to do so will constitute the teacher's resignation.

The Board agrees to pay the contribution to the teacher's salary for retirement if the approved leave is for one of the following reasons:

1. State Political Office
2. State or National NEA Office
3. Teacher exchange program
4. An approved activity, which has as its primary purpose improvement of teaching performance.

The teacher shall reimburse the District for all costs in connection with required TRS contributions made by the District for a teacher on guaranteed leave.

A regular leave of absence is defined as an approved long-term leave without pay, without a guarantee of immediate employment upon return from the leave period. An unlimited number of regular leaves of absence may be approved by the Board. A teacher returning from a regular leave of absence will remain on leave status until he/she can be assigned to a vacant position for which he/she is qualified, and must accept or reject the assigned position. Failure to accept will constitute the teacher's resignation.

An approved leave may be rescinded upon the mutual agreement of the Board and the teacher. Any substantial deviation from the plan by the teacher on guaranteed leave, without prior approval from the Superintendent, may result in disciplinary action.

## Section 2 - SABBATICAL LEAVE

One (1) teacher from the District per year may be allowed to take a sabbatical leave, provided an eligible teacher makes application for such leave. If more than one (1) teacher applies in any one year, seniority in years of service with the District will

determine the teacher granted the leave, provided all other criteria of the applications are equal.

Eligibility criteria for sabbatical leave include: at least seven (7) years in the District; statement of purpose; educational plan or course work and contribution toward a degree; and rationale for such a leave benefiting the District's educational system. Completion of an application outlining these requirements must be submitted to the Board for approval no later than March 1 of the school year preceding the planned year of leave.

A completed sabbatical leave must result, between the last date of employment and the first day of school after reemployment, in the awarding of at least two (2) semesters of full-time graduate credit toward receipt of a graduate degree and the applicant must also have already taught two (2) years in the major area of study in which the graduate work is done. The Board may waive these requirements.

A year of sabbatical leave, as well as leaves of absence granted for an exchange or overseas program and for professional study, shall count as one (1) year seniority.

Compensation may range, at the discretion of the Board, from no salary or benefits to half salary with benefits.

### Section 3 - ASSOCIATION

The Board shall provide up to twenty-seven (27) days Association leave for teachers to be used at the discretion of the Association. An authorization statement from the president of the Association, which shall accompany the application for such leaves, will be sufficient justification.

This leave does not include days of professional leave used by teachers (not to exceed six teachers) for attending the Alaska State Delegate Assembly.

The Board shall provide the Association President up to ten (10) days per year of additional release time to administer Association duties. This leave must be taken in half-day or greater increments.

### Section 4 - PROFESSIONAL LEAVE

Teachers may be excused for professional purposes without loss of pay upon written application to and approval by the Superintendent of Schools. All absences for professional reasons, that is, those reasons which will benefit and promote the work of the District, must be approved at least two (2) weeks before such absence is granted.

Approval for such absence must be in writing from the Superintendent's Office. If circumstances are such that there is other compensation afforded or where the time will be devoted to furthering interest of a particular organization or group, arrangements will be made for the adjusted compensation.

In the event of ferry or airline breakdown, a teacher may remain on professional leave, with the Superintendent's or his designee's approval, until their return on the earliest available transportation.

## Section 5 - PERSONAL LEAVE

Teachers shall be entitled to personal leave under the following conditions:

Years of Experience	Days of Personal Leave Per Year
0 through 5 completed	3
6 completed and above	4

1. Personal leave days accrue on the first day of each school year. Teachers may use or accrue up to ~~five~~ seven (7) personal leave days per year, subject to the conditions described in items 1 through 4. Each teacher's unused days over ~~five~~ (5)seven (7) will be reimbursed at \$266.00 per day. ~~If the total cost of the reimbursement for that year exceeds \$45,000, for the succeeding year one reimbursable day per teacher will be reimbursed at \$266.00; any additional reimbursable days will be reimbursed at the certified substitute per diem rate. The following year, reimbursement will follow the same procedure as previously defined.~~ Reimbursement will occur in May of each year.
2. Personal leave days may be used by a teacher at any time during the school year provided compliance is otherwise had with this section. Teachers employed part-time shall accrue personal leave pro rata on the above schedule. The above fully funded personal leave will be given to all teachers.
3. Personal leave will be granted only upon a written request submitted to the principal at least one (1) day (twenty-four {24} hours) prior to the day leave is requested.
4. No more than ten (10) percent of the total staff or ten (10) percent of any individual building unit may be absent at any one time. At least one (1) leave will be granted per building if less than ten (10) teachers comprise a building unit.
5. Lesson plans shall be submitted to the building principal and approved by him/her before the request for personal leave will be granted.
6. Leave shall not be granted during the first five (5) contract days of the school year, or the last five contract days of the school year, or from any in-service, parent-teacher activity, ~~or~~ non-student workday with the exception of major life events such as weddings, graduations, taking children to college, etc...., or, if identified on a building test schedule, the days a teacher is required to administer the Alaska Measures of Progress or equivalent annual required state wide assessment.

## Section 6 - SICK LEAVE

Teachers may use sick leave for their own personal health and to attend members of the immediate family who are seriously ill, require hospitalization, outside consultation or when day care for a dependent is unexpectedly unavailable. Immediate family is defined as parent, grandparent, parent-in-law, brother, sister, spouse, son, daughter, grandchild, or person with whom one has had equivalent association (which could include aunt, uncle, foster child(ren), brother-in-law, and/or sister-in-law).

Sick leave may be used for medical, dental, and other health services referred by a qualified physician. Routine appointments should be scheduled outside duty hours. Furthermore, sick leave may be used in the event of a death in the immediate family.

A teacher absent from school on sick leave for more than three (3) days may be required to submit to the Superintendent a doctor's certificate.

## Section 7 – BEREAVEMENT LEAVE

Bereavement leave of two (2) days shall be granted upon a death in a teacher's immediate family or of a household member. An additional three (3) days may be granted after exhausting sick leave and personal leave. Application for the additional three (3) days is made to the superintendent. The superintendent's decision upon whether to grant, or not, the additional leave is final and not subject to grievance rights.

## Section 8 - FAMILY LEAVE

If a member of the Sick Leave Bank, the teacher will qualify for paid family leave.

Family leave is available for the following conditions:

1. a teacher becoming a parent, natural or adoptive
2. a teacher caring for a child, parent, or spouse with a serious health condition may use family leave after having exhausted their sick leave and prior to application to the Sick Leave Bank
3. a teacher who has a serious health condition may use family leave after having exhausted their sick leave and allowable days of Sick Leave Bank

When a teacher meets the above conditions, they may receive up to fifteen (15) days of family leave. Family leave must be taken within a single five (5) week block of time from the date of occurrence for condition 1.

FMLA begins on the first day of leave. Teaching couples will not use family leave simultaneously except for the first week, unless there are serious health conditions to mother and/or child. Another three (3) weeks may be used from sick leave. After exhausting family leave benefits, additional leave shall be granted, according to state statute AS 39.20.500-FMLA.

The Association will indemnify, defend, and hold the District harmless against any claims made and against any suit instituted or action brought because of the family leave provisions herein. The Association and its membership acknowledge that the family leave provisions apply only to those specified and do not extend to any other employees, and agree to govern the use of family leave as specified below.

1. Governing Committee
  - a. Family leave will be governed by the Family Leave committee composed of the Superintendent of Schools and up to four (4) teachers appointed by the President of the Association.
  - b. Meetings will be held at such times and places as necessary to adequately conduct and administer family leave.
  - c. The governing committee shall select the officers it feels are necessary to conduct the business affairs of the family leave.
  - d. The governing committee's action(s) regarding family leave (the first three {3} weeks) is/are not subject to grievance rights; however, a teacher has the right to request a review meeting with the Family Leave committee within five (5) days from receipt of the denial.

## Section 9 - SICK LEAVE BANK

### 1. Purpose

- a. The sick leave bank is hereby established to enable a teacher, because of unusual circumstances, to receive continuing sick leave benefits after personal accrued sick leave has been exhausted.

### 2. Eligibility

- a. Any teacher in the bargaining unit may become a member of the sick leave bank by contributing one (1) day of sick leave provided the teacher has sufficient accrued days from which to contribute to the bank. Those teachers, whether new to the District or previously employed, may join the District sick leave bank during the open enrollment period of August 15 to September 30 by contacting the District Business Office.
- b. Membership shall be continuous after initial enrollment unless written notification of withdrawal is given on or before the fifteenth (15th) school day after the beginning of the school session.

### 3. Governing Committee

- a. The sick leave bank will be governed by a committee composed of the Superintendent of Schools and up to four (4) teachers appointed by the President of the Association.
- b. Meetings will be held at such times and places as necessary to adequately conduct and administer the sick leave bank.
- c. The governing committee shall select the officers it feels are necessary to conduct the business affairs of the sick leave bank.

### 4. Application Procedure

- a. Requests for use of bank days will be submitted on forms available from the building principal through the Superintendent to the governing committee.
- b. A letter from the attending physician must accompany all requests.

### 5. Regulations And Limitations

- a. Days invested or contributed by teachers are non-refundable.
- b. Members are eligible to withdraw not more than twice the number of days of sick leave they have accumulated before the first day of school in any school year, or twenty-four (24) days, whichever is greater, as provided in Alaska Statute Section 14.14.105.
- c. Each participating teacher will contribute one (1) day of sick leave for three (3) consecutive years and will be exempt from further contributions unless the number of sick leave days contributed to the bank falls below one-half (1/2) the number of members of the sick leave bank.
- d. Whenever the number of sick leave days accumulated in the bank is less than one-half (1/2) the number of contributing members, each member will immediately contribute one (1) additional day to the bank. In the event a certified member has used up his/ her sick leave and has no days to contribute, a member may still be eligible for benefits provided the member contributes one (1) day upon accrual.
- e. A member will not be eligible for any sick leave bank benefits until his/her personal accrued sick leave is depleted.
- f. Persons approved by the governing committee to withdraw sick leave days from the bank will not be required to replace those days except as a regular contributing member.

- g. The entire administration of the sick leave bank will be made by the governing committee and their decisions will be final, including the latitude to make exceptions when, in their opinion, the best interests of the member will be served. The governing committee's action(s) regarding sick leave bank is/are not subject to grievance rights; however, a teacher has the right to request a review meeting with the Sick Leave Bank committee within five days from receipt of the denial.
- h. Approval and implementation of the sick leave bank agreement is contingent upon review by the Alaska Department of Education.

### Section 10 - LEGAL LEAVE

Any teacher required to be absent from duty pursuant to an order of any court of competent jurisdiction, either as a witness or juror, shall receive regular salary for such service provided the teacher is not a party to an action against the Sitka School District. The teacher will receive regular salary and benefits during this leave, with any witness or jury duty compensation being reimbursed to the Sitka School District. A teacher dismissed from witness or jury duty shall return to school duty as soon as possible.

### Section 11 - MILITARY LEAVE

Required military training leave shall be granted upon notification to the building principal and Superintendent. The teacher will continue to receive regular salary and benefits while on military leave. Military compensation will be reimbursed to the district.

### Section 12 -- ~~ACTIVITY LEAVE~~

Activity Leave is defined as leave taken to support student participation in athletics and activities, held both in and out of town. Activity Leave is only available for school-sanctioned activities or athletics which are defined as those authorized by the principal.

Teachers who are coaches or advisors are eligible to take Activity Leave when traveling with students or when hosting events in town. A teacher who accompanies students on a trip as a district supported chaperone can also use Activity Leave if given superintendent approval, which is requested by the Activities Director or other school-based person responsible for activities coordination submitting a list of district supported chaperones to the superintendent for approval. Whenever possible, a list of district supported chaperones should be submitted to the superintendent as soon as it is ready. Exceptions for Activity Leave use are up to the sole discretion of the superintendent, and the decision is not grievable.

### Section 13 - PERSONNEL FILE

The District shall maintain for official purposes one (1) personnel file for each teacher. Any material not included in the personnel file cannot be used for disciplinary action, grievance, or non-retention. All teachers' permanent central office files shall be maintained under the following conditions:

1. All materials placed in the permanent central office teacher's file and originating within the District, shall be available to the teacher for inspection on a conference basis by requesting an appointment with the Superintendent of Schools. One other person, at the teacher's request, may accompany the teacher at this inspection.
2. Material originating within the District and which relates to a teacher's conduct, service, character, competence, or personality shall not be placed in a teacher's file unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of such material. Anonymous material shall not be placed in the file.
3. The teacher shall have the right to photocopy, answer or comment upon material filed, and his/her answer or comments shall be attached to the file copy.
4. A teacher may remove disciplinary notices, unfavorable observations or evaluations from the file after four (4) years unless (within the intervening period) there has been a repetition of the original incident prompting the written notice, observation or evaluation.
5. All references and information originating outside the District on the basis of confidentiality and information obtained within the District in the process of evaluating the teacher for initial employment shall not be subject to this Agreement and, therefore, shall not be available for inspection by the teacher.

### Section ~~13-14~~- REDUCTION IN FORCE

Tenured Teachers. It is agreed that the Board has the right to lay off tenured teachers when it is necessary to reduce the number of tenured teachers due to reductions in school attendance or because basic need has decreased by 3% or more from the previous year. Tenured teacher layoffs will occur in accordance with Alaska law and will be accomplished insofar as possible through normal attrition.

Before official action is taken on the reduction of tenured staff, the Board shall discuss the contemplated reduction with the Association. The discussion will take place within



ten (10) workdays of the first Board meeting at which the Board gives notice that a reduction of tenured staff is under consideration.

For a period of three (3) years after layoff, a tenured teacher is on layoff status and is entitled to a hiring preference in the District. Positions shall be offered to qualified tenured teachers on layoff status in inverse order of their layoff. Tenured teacher on layoff status will be notified by Certified Mail, Return Receipt Requested, of vacancies for which they are qualified. Such letters shall be sent to the last known address of the employee. Tenured teacher must notify the District in writing or by phone, within thirty (30) calendar days of their receipt of the vacancy notice of their acceptance or rejection of the position. If a tenured teacher is offered a full-time position and declines it, or fails to accept it, within thirty (30) days of the date of the notice mailed to the teacher, the teacher is no longer considered to be on layoff status and is no longer entitled to a hiring preference, unless the offer is declined because of contractual obligation to provide professional services to another private or public educational program.

No new teacher shall be hired for a three (3) year period unless all laid off regular certified tenured teachers who qualify for a vacancy have been recalled or have declined the opening.

Upon layoff, a tenured teacher will continue to receive coverage under the District's insurance plan on the same basis as if the teacher were currently employed with the District for three (3) months at the District's expense. After three (3) months the teacher may continue to receive coverage at his/her own expense for the time period allowed by COBRA regulations. Tenure rights are not lost during layoff status

The intent of the rehire is to replace teachers to their greatest former status within the District. A full-time tenured teacher who accepts a part-time position with the District will remain on the full-time seniority list until the teacher is offered a full-time position.

Non-tenured Teachers. A non-tenured teacher who is laid off is entitled to a hiring preference for the school year immediately following the school year in which the teacher receives notice of the layoff. The hiring preference applies only to vacant positions for which the teacher is qualified (meaning that the employee is certified and qualified as are tenured teachers), plus has met or exceeded the District's evaluation performance standards in all areas of evaluation. If a non-tenured teacher is offered a teaching position and declines the offer, or fails to accept it, within thirty (30) days of the date of notice of the position is mailed to the teacher, the teacher is no longer entitled to a hiring preference in the District.

Non-tenured teachers on layoff status must notify the District of current address and phone number to be considered for reemployment. Non-tenured teachers are also eligible for insurance by COBRA regulations totally at their own expense.

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## Section 44-15 - PREPARATION PERIODS

Secondary teachers shall weekly have the equivalence of one (1) instructional period per regular teacher workday as preparation time, which shall be used for classroom preparation. Elementary teachers shall have 50 minutes of preparation time per day, 125 minutes per week of which shall be during the student contact day. No more than one day per week will be without a preparation period during the student contact day. To be counted as preparation time, it must be at least 25 continuous minutes.

Teachers shall, during preparation time, remain in their building unless the building principal, or designee, gives them approval to leave the premises.

Preparation period will be devoted to preparation for the instructional program except in case of exceptional circumstances. The parties agree that each building will set the instructional period to fit within each buildings schedule.

The parties agree that preparation time is vital and interruptions shall be held to a minimum. If a teacher's preparation time is interrupted, additional time will be provided through a procedure established by each building.

## Section 45-16 - TEACHER WORK WEEK

The teacher workweek will be thirty-seven and a half (37 1/2) hours, including a daily half (1/2) hour duty free lunch period. Teachers will be scheduled before and after students arrive by the building principals.

It is recognized that individual buildings may adopt various schedules to meet the needs of students, but those schedules must be within the thirty-seven and a half (37 1/2) hour workweek and/or days in session (see Section 23).

The building principal may permit occasional exception to work week hours in special circumstances, i.e., evening programs.

On the day preceding a school holiday, the teacher's day shall end at the same time as the students' school day. Certified staff shall assist in vacating students from the building.

Faculty meetings must occur during the teacher work day.

Release time will be provided for district scheduled parent/teacher conferences, which occur outside of the thirty-seven and a half (37 1/2) hour work week.

Teachers shall attend the annually scheduled Open House for their building.

It is recognized that the teacher's work week includes responsibility to participate in required professional duties defined as IEP meetings, staffings, and in special or

unusual circumstances which may extend beyond or occur outside the thirty-seven and a half (37 ½) hour work week. The special or unusual circumstances are to be determined by the superintendent or designee. Starting with eighth and for each subsequent required professional duty that extends or occurs beyond the 37 ½ hour work week the teacher shall be provided compensatory release time. It is the sole responsibility of the teacher to document time involved in professional duties that extend or occur beyond the 37 ½ hour work week and to make any requests for compensatory release time to his/her supervisor. Documentation must include colleague or supervisor initials to certify time spent.

It is also recognized the number of hours master teachers need in order to perform at a high level; therefore, every attempt will be made to hold outside activities to a minimum.

#### Section ~~16~~-17 - STUDENT DISCIPLINE

The primary responsibility for discipline rests with the teacher; however, the District will support and uphold teachers in their efforts to maintain reasonable student behavior. The principal will work closely and in a timely manner with teachers to resolve problems with students who continually disrupt classes or present threats to the physical safety of others.

In managing students, teachers will show concern and respect for the student as an individual.

The parties agree that no student's status shall be affected by disputes arising out of this provision.

Each building will establish and sustain a collaborative process between the principal/s and staff for student discipline. For additional information, please see BP 5131.

#### Section ~~17~~-18 - TEACHER RETENTION

Teachers shall be evaluated in accordance with the District evaluation procedure or policy in effect.

A committee consisting of two (2) Association members appointed by the SEA president, one (1) teacher appointed by the Superintendent, one (1) School Board member, when available, and two (2) Superintendent designees will be established and will determine any changes that may be necessary. This committee shall be additionally responsible for guiding the on-going process of changing teacher evaluations. Following an inclusive process, this committee will produce a list of necessary changes. Their findings will be binding on all parties.

The teacher under evaluation must be informed of the right to review each written evaluation prior to its deposit in the personnel file and of the right to comment in writing on any matter contained in it. The teacher must sign the evaluation, and the signature is only an indication that the teacher has seen the evaluation.

All observation and evaluation documents are confidential.

The District agrees to adhere to current Alaska State Statutes for retention, or non-retention, of tenured teachers.

In addition, non-tenured teachers will receive notice of renewal or non-renewal of contracts ten (10) days prior to the last day of the school year.

Tenured teachers are insured all rights granted by Alaska statutes.

The parties agree that matters related to the non-retention of non-tenured teachers, including the above procedures, shall not be subject to the grievance procedure contained herein. Rights of non-tenured teachers shall instead be solely those afforded in Alaska statutes.

| Section ~~18-19~~ - REIMBURSEMENT

- a. Reimbursement. The District shall reimburse teachers for costs, not covered by insurance, of replacing or repairing their dentures, eye glasses, hearing aids, or similar appurtenances which are damaged or destroyed as a result of circumstances involving the discharge of their duties, including but not limited to, physical assault by students; necessary physical force used by the teacher to protect self, another teacher, student, or parent from possible injury; and in an extraordinary case of breach of discipline to restrain a disruptive pupil. To be eligible for reimbursement, a teacher must notify the supervisor within 48 hours of occurrence. Damage as a result of a teacher's negligence or carelessness as may be determined by the Principal will not be covered by this provision.
- b. The District shall reimburse teachers for supplies purchased by them to be used in their teaching up to an amount of money identified by each school Principal by May 1st of the preceding year. The reimbursement is to occur through the individual school's established purchasing process. The funds will be available throughout the subsequent school year and will not carry over.
- c. Auto Allowance. Teachers required to use their own automobiles between buildings for authorized school business shall receive the Federal IRS Standard mileage rate. Teachers will obtain a logbook from the District office to log a typical seventeen (17) consecutive day period of mileage within the school year. The total miles of this base period will be multiplied by ten (10) for a total reimbursement. Teachers may request current reimbursement with the second December paycheck and/or end of the year paycheck.

| Section ~~19-20~~ - FAIR SHARE

The Board shall deduct Sitka Education Association unified dues from all Association members or a fair-share fee from all members of the bargaining unit who are not members of the Association, except as provided below.

1. SEA will annually advise the DISTRICT of the amount of the Unified Association dues, which shall also be known as the "fair-share fee." SEA shall provide all non-SEA members with an explanation of the basis for the fee and an audited breakdown of the chargeable versus non-chargeable expenses represented by the fee as soon as possible following the commencement of the school year. Non-SEA members who object to payment of those portions of the fee that are not chargeable to collective bargaining expenses shall not be required to pay those amounts, but shall be required to pay the portion of the fee identified as chargeable. The amount of the fee identified as chargeable shall be calculated at 100% of the amount of the previous year's audited figure for chargeable expenses until SEA distributes the audited breakdown of chargeable and non-chargeable expenses for the current year. Appropriate adjustments shall be made to the amount deducted from an objecting employee's paycheck following distribution of the audited breakdown so that the total amount deducted during the year will correspond to the audited figure for chargeable expenses, pending any further adjustment made in response to a challenge to the calculation of the fee or the breakdown of chargeable versus non-chargeable expenses. As provided below, if an employee disputes the calculation of the fee or the breakdown of chargeable versus non-chargeable expenses, SEA shall place the disputed portion of any fee it has collected in escrow pending resolution of the dispute.
2. Employees who object to payment of the fair-share fee may submit a written notice to SEA on an annual basis requesting SEA to deposit the amount that the objecting employee pays to SEA to the SEA education scholarship fund. SEA shall honor all such requests received no later than September 30 of the current school year.
3. Employees shall pay their SEA dues or fair-share fee through an automatic payroll deduction pursuant to a properly executed payroll deduction authorization form. For employees who so authorize, the DISTRICT shall deduct the dues or fair-share fee as directed by the employee, provided: that the total amount deducted shall equal the full amount of the Unified Association dues or the fair share fee (less non-chargeable expenses if an employee objects paying to those amounts). Deductions shall commence within 30 days of the employee's authorization, and end no later than the second pay period of April of each fiscal year. Except for any adjustments made following the distribution of the audited breakdown of chargeable versus non-chargeable expenses or unless otherwise agreed to by SEA and the

employee, such deductions will be in equal monthly amounts and shall be transmitted to SEA within five working days following the deduction.

4. Along with each month's transmittal the DISTRICT will furnish SEA with an alphabetized list showing the names of all employees from whose pay the Unified Association dues or fair share fee have been deducted and the amount deducted for these employees.
5. Employees who object to payment of the fee on religious grounds may file a claim for exemption with SEA or with the Alaska Labor Relations Agency as provided in that agency's regulations. If the employee's exemption is granted, the employee shall pay to SEA an amount equivalent to the dues uniformly required of members of SEA, who shall pay an equivalent amount to a charity or scholarship fund in accordance with the procedures established by the Alaska Labor Relations Agency.
6. One option available to an objecting employee is to submit any dispute regarding the breakdown of chargeable versus non-chargeable expenses for prompt resolution by arbitration pursuant to the rules of the American Arbitration Association. SEA shall place any disputed portion of fees that it has collected in escrow pending resolution of the dispute.
7. An employee may not be terminated for refusing to pay all, or part, of a fair share fee but SEA shall have the right to bring a collection action against an employee who wrongfully refuses to pay.
8. If any portion of this section, or a similar provision in place for another bargaining unit in the State of Alaska, is invalidated or called into question by a decision of the Alaska Supreme Court, a federal court for the District of Alaska, the federal Circuit Court of Appeals for the Ninth Circuit or the United States Supreme Court, then that portion of this section shall not be enforceable. The parties shall meet as promptly as is reasonably feasible to negotiate a replacement for an invalidated or questioned provision.

The Association agrees to defend, indemnify and hold the District harmless against any and all claims, suits, orders, or judgments brought or issued against the District as a result of any actions taken by the District under the provisions of this Section.

The Board agrees to promptly notify the Association in writing of any demand, suit, or other form of liability in regard to its implementation of this Fair Share agreement.

#### Section ~~20-21~~ – REPRIMANDS

If a meeting or discussion is held to address formal written reprimands, such meetings or discussions will be conducted in private. The teacher or supervisor has the right to

be accompanied by a representative of his/her choice who is an employee of the District, a National Education Association employee, or an attorney retained and paid for by the employee. Said representative may become an active participant during the meeting or discussion.

| Section 21-22 - SHARED AND PART-TIME TEACHING POSITIONS

The Superintendent will evaluate and act upon applications to equally share full-time teaching positions. Requests must be turned into the Superintendent's Office by no later than April 1 preceding the opening of school.

For any teacher employed part-time, the District will pay the pro rata of the regular fringe benefits, including health insurance. Each teacher's salary will be the pro rata amount of that teacher's regular salary on the salary schedule. For teachers not eligible for District insurance, the District agrees to assist that teacher with pro rata cost for health insurance as would be paid for a full-time teacher.

| Teachers hired in or prior to 1997 ~~the effective date of this contract~~ are grandparented in under the 1992-1997 contract agreement.

| Section 22-23 - WORKER'S COMPENSATION

Worker's Compensation will be paid, subject to the following conditions and procedures:

The teacher must be unable to perform assigned duties as a result of the injury arising out of and in the course of employment with the district.

The teacher must qualify for Worker's Compensation benefits.

1. Upon notification to either party that Worker's Compensation benefits are payable, the teacher's absence will be charged to accumulated sick leave. After sick leave has been exhausted, personal leave may be used. The first three days of time lost due to an occupational disability (injury) which is covered by Worker's Compensation is only compensable if total leave exceeds 28 paid days.
2. Beyond the first three days (including first three days if leave exceeds 28 days) one-third sick leave day will be deducted for each day of leave taken and the following process will be instituted:
  - a. Wages reflect reduction of 65% of gross wages; one-third sick leave day deducted/per day compensated payroll withholdings are based on the portion of the salary that the District continues to pay; and Worker's Compensation check stub or copy of check will be submitted by the teacher to District Office.

3. The teacher shall cooperate with the District in the preparation and submission of any necessary or required forms, including disability retirement application. Upon retirement, District obligations cease.
4. The teacher shall be willing to be examined by a panel of doctors selected by the District and to abide by the findings thereof in regard to the disability.
5. At no time will the teacher be entitled to receive more than the annual contracted salary during the school year.

\*NOTE: Worker's Compensation checks have been known to be very late. The Sitka School District will not be held liable for Worker's Compensation payments.

Section ~~23-24~~ - REASSIGNMENT AND TRANSFER

1. Intra-Building: Reassignments of teaching positions within a single building are at the sole discretion of the building principal, so long as the teacher to be reassigned is properly certificated for the reassignment.
2. Teacher-Initiated Transfers: Annually the District office shall inform all certificated teachers that a Letter of Interest will be accepted for in-District transfers for the succeeding school year. Teachers who desire a transfer to a different building will apply to the Superintendent by submitting a written request within three weeks of the notification.
  - a. Principals will review all transfer applicants for approved vacancies in their building, and may at their discretion grant a transfer to a qualified transfer applicant.
3. If the position is not filled by transfer as indicated in 2.a. above, the normal hiring procedures will be followed. Transfer applicants qualified for the vacancy will be offered the opportunity to interview as a candidate for the position.
4. District-Directed Transfers: District-Directed Transfers will not take place without first providing written reasons to the teacher and, upon request, the in-coming SEA president.

The district shall provide at least two (2) days compensation at the affected teachers' per diem rate for any district-directed transfers.

Section ~~24-25~~ - DAYS IN SESSION

For the duration of this contract (~~2013-2014, 2014-2015 and 2015-2016 school years~~), the total number of workdays in a school year shall not exceed one hundred eighty-nine (189) days. This will include one hundred eighty-three (183) days in session of which three (3) are non-student workdays, plus six (6) paid holidays.



Any day that is recognized as a “day in session” for which the District receives State funding, shall be counted as a workday for the teachers and the teachers shall be paid for that day as one of their one hundred eighty-nine (189) workdays ~~(2013-2016)~~.

It is agreed that administration can utilize only one (1) hour of any day designated as a non-student workday.

At least one (1) hour of any in-service day shall be available to teachers for classroom preparation. When the Superintendent deems it prudent to employ the services of an outside expert for a district-wide in-service, he/she may utilize the entire in-service day. Upon this occurrence, in compensation, the teachers shall receive at least one (1) hour of classroom preparation time to be taken at a date and time mutually agreed upon by each building.

In the event any state or federal legislation passes increasing the required number of days in session, negotiations will be opened upon the request of SEA.

#### Section ~~25-26~~ – PROFESSIONAL DEVELOPMENT

District-wide Professional Development initiatives shall be established through a collaborative process. A committee will be established with one (1) teacher representative from each building, appointed by the SEA president, and three (3) administrative representatives who will guide Professional Development planning throughout the District. The committee will have at least \$30,000 to further Individual teacher, group and/ or District professional development initiatives. A minimum of 40% of the monies allocated will be spent on individual or group professional development in the District.

School administration will annually gather input from teachers regarding content and structure of District wide in-service days. Content for the District Initiative In-service Days (DIID), which are designed to meet federal and state mandates without interrupting district-wide in-service plans, may have a different collaborative process.

~~The committee will also be tasked, in the areas of individual, District and technology professional development, with recommending the use of District time that will be needed to establish a professional development program that will foster an educational environment that increases student achievement across the District.~~

~~All committee recommendations must be approved by the Superintendent or designee prior to implementation.~~

Collaboration – Research has demonstrated that teacher collaboration is highly effective and desirable. To facilitate teachers’ learning from peers, the district will provide weekly regularly scheduled early-release days with 50% of them allocated for teacher directed grade-level or departmental collaboration. Each building staff and principal will develop a process to inform all teachers and principals of the collaboration topics under

consideration within the buildings and to subsequently disseminate any knowledge gained from the collaboration process.

Additionally, teachers shall receive one (1) 30 minute period per week, determined by each building, to be set aside for the evaluation, accumulation and input of along with training on student data.

### Section 27 – Administrator Feedback

All teachers will have at least one opportunity to provide formal written confidential feedback on their building administrator. In order to improve instructional practice, teachers are encouraged to contact their building supervisor and/or the superintendent at any time to share specific feedback, both supportive and constructive.

## ARTICLE IV - SALARY AGREEMENT

### Section 1 - SALARY AGREEMENT

#### 1.1 General Conditions

The salary agreement is for three years, which will be the ~~20132016-20142017~~, ~~20142017-2015-2018~~ and ~~20152018-2016-2019~~ school years.

For the ~~20132016-2017~~ school year, the salary schedule shall defined as the salary schedule ~~20132016-2014-2017~~ on page ~~27-28~~ of this contract. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with twenty-one (21) or more years' experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty dollars (\$1,250). Eligible teachers will advance on the salary schedule for educational attainment and experience.

For the ~~20142017-2015-2018~~ school year, the salary schedule shall be increased by ~~\$750-\$500~~ per cell. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with twenty-one (21) or more years' experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty dollars (\$1,250). Eligible teachers will advance on the salary schedule for educational attainment and experience.

For the ~~20152018-2016-2019~~ school year, the salary schedule shall be increased ~~\$900-~~~~\$750~~ per cell. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with twenty-one (21) or more years' experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty dollars (\$1,250). Eligible teachers will advance on the salary schedule for educational attainment and experience.

#### 1.2 Early Notification Provision

For any teacher who is eligible to retire and who by February 15 provides a written notice of intent to retire at the end of the school year, the school district shall provide an extra- duty contract in the amount of two thousand five hundred dollars (\$2,500) for a mutually acceptable curriculum or other educational project, as approved by the Superintendent. Teachers whose notices of retirement are received after February 15 shall not be eligible for such extra-duty agreements.

## Section 2 – REQUIREMENTS

### A. Initial Placement on the Salary Schedule

1. Superintendent or designee(s) shall determine initial placement.
2. All credits or degrees earned, subsequent to a Bachelor's degree, from an accredited college or university shall be used to determine initial placement on the salary schedule. This provision is effective only for teachers hired on or after July 1, 2010.
3. Initial placement shall be reviewed by the teacher and designated representatives of both SEA and the District within four (4) weeks of the first day of scheduled work. This review shall determine the accuracy of initial placement and its decision shall be considered final and non-grievable. A "New Teacher Initial Salary Schedule Placement" form (See *Appendix A*), provided by the District, will be completed and signed by the Teacher and District following the review.

### B. Salary Schedule Column Requirements

Requirements for qualifying for salary schedule ranges higher than the Bachelor's Degree range:

#### Column 1. Bachelor's Degree

Official transcripts must be submitted showing a Bachelor's Degree conferred.

#### Column 2. Bachelor's Degree + 16

Same as 1. above except that eight (8) of the sixteen (16) semester hours of credit earned subsequent to the granting of the Bachelor's Degree shall be graduate credits.

#### Column 3. Bachelor's Degree + 32

Same as 1. above except that at least sixteen (16) of the thirty-two (32) semester hours must be graduate credits.

#### Column 4. Bachelor's Degree + 48 or Master's Degree

Same as 1. above except that at least twenty-four (24) of the forty-eight (48) semester hours must be graduate credits or official transcripts must be submitted showing a Master's Degree conferred.

Column 5. Bachelor's Degree + 64 or Master's Degree + 16

Same as 4. above except that at least 32 of the 64 semester hours must be graduate credits.

Column 6. Bachelor's Degree + 80 or Master's Degree + 32

Same as 5. above except that at least 40 of the 80 semester hours must be graduate credits.

C. Advancement on the Salary Schedule for Educational Attainment

1. Superintendent or designee(s) shall determine eligibility for advancement for educational attainment.
2. A salary schedule advancement reviewing committee composed of two District representatives and two SEA representatives (appointed by the SEA President) will be established to assist in determining eligibility for advancement on the salary schedule for educational attainment.
  - a. This committee will meet during October, January, and ~~April~~May. Meetings will take place prior to the 15<sup>th</sup> calendar day of each month.
3. Application for salary schedule advancement shall be made upon forms provided by the District (See *Appendix C*)
4. Allowable credits that may be used for salary schedule advancement:
  - a. All graduate-level coursework from an accredited college or university.
  - b. All 300 level or above courses in English, Math, Science or Social Studies
  - c. Applicable education courses.
  - d. Course(s) applicable to the teacher's current teaching assignment.
  - e. Courses in the teacher's major or minor field.
  - f. Certain workshops will be allowed to the same extent as they are allowed with prior approval by the Department of Education for renewal of a teaching certificate.
5. The Superintendent of Schools may approve exemptions to the requirements if the circumstances are deemed to be unique.

6. Requests for salary step advancement for educational attainment will use the following process:
  - a. Applications for consideration of credit approval shall be submitted, prior to taking a course, on a District provided "Credit Approval Application" to the review committee (Section 2 C. 2.) by October 1, January 1, or ~~April~~ May 1.
  - b. Approved credit applications will be maintained in the employee file.
  - c. When an employee has earned enough pre-approved credits to qualify for salary schedule advancement they shall apply to the Business Office, on a District provided "Salary Step Application" (See Appendix B) no later than September 1<sup>st</sup> for a salary increase. Credits approved at the October, January and May meetings are for advancement in the subsequent year.
    - 1) Exception: Coursework taken without prior approval shall be submitted to the salary step advancement review committee and a salary step application submitted to the District business office by September 1<sup>st</sup>. Such coursework will be reviewed at the October committee meeting and if approved will qualify for use in the current year. Credits taken without prior approval are at the teacher's risk.
  - d. Teachers seeking a change in salary range on the basis of additional credits earned subsequent to the issuance of the contract must have the coursework pre-approved by the committee and submit evidence of course completion to the District business office no later than September 15, for payroll adjustment on the September 30 paycheck.
    - 1) Valid forms of evidence will include: An informal print out from the respective accredited program, a signed letter from the course instructor, course registration form with proof of payment.
  - e. Formal transcripts must be filed with the Superintendent's Office no later than December 1 in order that contract addendum may be prepared. If formal transcripts have not been received by December 1, the affected employee's paychecks will be reduced appropriately.
  - f. All coursework must be completed by September 15<sup>th</sup> for use on the salary schedule in that year.
7. Following December 1, no change may be made in salary placement except in cases of error. In correcting any such cases, the training and experience records will speak for themselves. In other words, if the records show an original error, which will result in downward revision of the contract salary, the necessary

amount will have to be deducted from the remaining salary payments or vice-versa.

8. It is the obligation of the teachers to provide up-to-date official transcripts and verification of experience to the Superintendent of Schools.
9. In the event official transcripts cannot be obtained by the December 1 deadline, the teacher may seek relief from the Superintendent or designee. Relief may be sought only for credits earned during the previous 180 days. Transcripts for all other credits are still due by December 1. If the official transcripts are not filed by December 15, the salary placement shall be treated as an error.
10. This portion of the Negotiated Agreement does not affect the portion of school policy providing for a teacher reviewing committee.

### Section 3 - HIRING OF RETIRED TEACHERS

If a teacher, who participated in the 2002-2003 Sitka School District Retirement Incentive Program and remains on retirement, is rehired in an emergency situation, that teacher will be placed on the column for which they qualify, but no higher than step four (4) in any column. It is understood that this is an emergency hire and the contract will be for one year only as per state statutes.

A teacher who participated in the incentive, but decides to give up retirement to return to work, will also be on the column for which they qualify, but no higher than step four (4) of any column.

A teacher who did not participate in the 2002-2003 Sitka School District Retirement Incentive Program, but who retired under the Alaska TRS system, will be placed on the column for which they qualify, but no higher than step ten (10) in any column. It is understood that this hire and the contract will be for one year only as per state statutes.

## Section 4 - SALARY SCHEDULES

### Salary Schedule ~~2013~~2016-2014~~2017~~

For the ~~2013~~2016-2014~~2017~~ school year, the salary schedule shall be defined as follows below. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with 21 or more years of experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty (\$1,250) dollars. Eligible teachers will advance on the salary schedule for educational attainment and experience. A maximum of eight (8) years verified full-time teaching experience (Alaskan or Outside) will be granted on the Sitka School District Salary Schedule. A teacher, new to the District, with eight (8) or more years of experience will start at Step 8. All Sitka School District teaching experience will be granted for step placement. The Association will allow the Superintendent the ability to place occupational therapists, physical therapists, speech pathologists, and/or school psychologists on the salary schedule as needed for hire to maintain these positions within the bargaining unit. None are to be placed higher than Column 6, Step 10.

-	Column-1	Column-2	Column-3	Column-4	Column-5	Column-6
	BA	BA+16	BA+32	MA— BA+48	MA+16— BA+64	MA+32— BA+80
Experience	-	<u>8-Credits- must be- Graduate- Level</u>	<u>16-Credits- must be- Graduate- Level</u>	<u>24-Credits- must be- Graduate- Level</u>	<u>32-Credits- must be- Graduate- Level</u>	<u>40-Credits- must be- Graduate- Level</u>
15	-	-	-	-	74,225	76,325
14	-	-	-	-	73,175	75,275
13	-	-	-	-	72,175	74,275
12	-	-	-	68,900	71,175	73,275
11	-	-	65,475	67,575	69,850	71,950
10	-	-	64,150	66,250	68,350	70,450
9	-	-	62,825	64,925	67,025	69,125
8	**57,300	**59,400	61,500	63,600	65,700	67,800
7	**55,975	58,075	60,175	62,275	64,375	66,475
6	**54,650	56,750	58,850	60,950	63,050	65,150
5	53,325	55,425	57,525	59,625	61,725	63,825
4	52,000	54,100	56,200	58,300	60,400	62,500
3	50,675	52,775	54,875	56,975	59,075	61,175
2	49,350	51,450	53,550	55,650	57,750	59,850
1	48,025	50,125	52,225	54,325	56,425	58,525
0	46,700	48,800	50,900	53,000	55,100	57,200

\*\*Not accessible to teachers who begin initial regular employment with the district after July 1, 1998, except those teachers who hold only a Type M certification.

Teachers who hold certificates from the National Board of Professional Teacher Standards by July 1<sup>st</sup> shall receive a salary supplement of \$1,000 ~~effective July 1, 2006, which will pro rata from the time teacher's board certificate, is presented to the District.~~ Teachers who hold Ph. D.'s, or Ed.D's, by July 1<sup>st</sup> shall receive a salary supplement of \$2000 each year ~~effective July 1, 2006, which will pro rata from the time teacher's-~~

~~advanced degree is presented to the District.~~ Teachers who hold both a National Board Certificate and a Ph.D or Ed.D by July 1<sup>st</sup> shall receive \$3,000 each year. The Superintendent may approve additional National Board certificates for specialized areas, such as speech pathology, speech therapy, occupational therapy, etc. The decision is not subject to grievance rights.

Up to four (4) teachers will receive reimbursement for the cost they paid to the National Board for successfully completing a component of the program. No teacher shall receive reimbursement for more than two (2) of the four (4) components, and half the costs required to complete the National Board certification process. The four (4) teachers selected to receive reimbursement will be granted on a first come first served basis. Reimbursement requests must come within the current school year. The superintendent may approve more than four (4) teachers to receive this benefit.

### Salary Schedule ~~20142017-~~20152018

For the ~~20142017-~~2015-2018 school year, the salary schedule shall be increased by ~~\$750~~\$500 per cell. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with 21 or more years of experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty (\$1,250) dollars. Eligible teachers will advance on the salary schedule for educational attainment and experience. A maximum of eight (8) years verified full-time teaching experience (Alaskan or Outside) will be granted on the Sitka School District Salary Schedule. A teacher, new to the District, with eight (8) or more years of experience will start at Step 8. All Sitka School District teaching experience will be granted for step placement. The Association will allow the Superintendent the ability to place occupational therapists, physical therapists, speech pathologists, and/or school psychologists on the salary schedule as needed for hire to maintain these positions within the bargaining unit. None are to be placed higher than Column 6, Step 10.

-	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
-	BA	BA+16	BA+32	MA— BA+48	MA+16— BA+64	MA+32— BA+80
Experience	-	<del>8 Credits must be Graduate Level</del>	<del>16 Credits must be Graduate Level</del>	<del>24 Credits must be Graduate Level</del>	<del>32 Credits must be Graduate Level</del>	<del>40 Credits must be Graduate Level</del>
15	-	-	-	-	74,975	77,075
14	-	-	-	-	73,925	76,025
13	-	-	-	-	72,925	75,025
12	-	-	-	69,650	71,925	74,025
11	-	-	66,225	68,325	70,600	72,700
10	-	-	64,900	67,000	69,100	71,200
9	-	-	63,575	65,675	67,775	69,875
8	**58,050	**60,150	62,250	64,350	66,450	68,550
7	**56,725	58,825	60,925	63,025	65,125	67,225
6	**55,400	57,500	59,600	61,700	63,800	65,900



5	54,075	56,175	58,275	60,375	62,475	64,575
4	52,750	54,850	56,950	59,050	61,150	63,250
3	51,425	53,525	55,625	57,725	59,825	61,925
2	50,100	52,200	54,300	56,400	58,500	60,600
1	48,775	50,875	52,975	55,075	57,175	59,275
0	47,450	49,550	51,650	53,750	55,850	57,950

\*\*Not accessible to teachers who begin initial regular employment with the district after July 1, 1998, except those teachers who hold only a Type M certification.

Teachers who hold certificates from the National Board of Professional Teacher Standards by July 1<sup>st</sup> shall receive a salary supplement of \$1,000 ~~effective July 1, 2006, which will pro rata from the time teacher's board certificate, is presented to the District.~~ Teachers who hold Ph. D.'s, or Ed.D's, by July 1<sup>st</sup> shall receive a salary supplement of \$2000 each year ~~effective July 1, 2006, which will pro rata from the time teacher's advanced degree is presented to the District.~~ Teachers who hold both a National Board Certificate and a Ph.D or Ed.D by July 1<sup>st</sup> shall receive \$3,000 each year. The Superintendent may approve additional National Board certificates for specialized areas, such as speech pathology, speech therapy, occupational therapy, etc. The decision is not subject to grievance rights.

Up to four (4) teachers will receive reimbursement for the cost they paid to the National Board for successfully completing a component of the program. No teacher shall receive reimbursement for more than two (2) of the four (4) components, and half the costs required to complete the National Board certification process. The four (4) teachers selected to receive reimbursement will be granted on a first come first served basis. Reimbursement requests must come within the current school year. The superintendent may approve more than four (4) teachers to receive this benefit.

#### Salary Schedule ~~20152018-20162019~~

For the ~~20152018-2016-2019~~ school year, the salary schedule shall be increased by ~~\$900~~\$750 per cell. In addition, teachers with 16 or more years of experience, in columns 5 or 6, will receive \$500 per year of experience for years 16-20. Teachers with 21 or more years of experience, in columns 5 or 6, will receive an additional one thousand two hundred fifty (\$1,250) dollars. Eligible teachers will advance on the salary schedule for educational attainment and experience. A maximum of eight (8) years verified full-time teaching experience (Alaskan or Outside) will be granted on the Sitka School District Salary Schedule. A teacher, new to the District, with eight (8) or more years of experience will start at Step 8. All Sitka School District teaching experience will be granted for step placement. The Association will allow the Superintendent the ability to place occupational therapists, physical therapists, speech pathologists, and/or school psychologists on the salary schedule as needed for hire to maintain these positions within the bargaining unit. None are to be placed higher than Column 6, Step 10.

-	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
-	BA	BA+16	BA+32	MA— BA+48	MA+16— BA+64	MA+32— BA+80
Experience	-	<del>8 Credits must be Graduate Level</del>	<del>16 Credits must be Graduate Level</del>	<del>24 Credits must be Graduate Level</del>	<del>32 Credits must be Graduate Level</del>	<del>40 Credits must be Graduate Level</del>
15	-	-	-	-	75,875	77,975
14	-	-	-	-	74,825	76,925
13	-	-	-	-	73,825	75,925
12	-	-	-	70,550	72,825	74,925
11	-	-	67,125	69,225	71,500	73,600
10	-	-	65,800	67,900	70,000	72,100
9	-	-	64,475	66,575	68,675	70,775
8	**58,950	**61,050	63,150	65,250	67,350	69,450
7	**57,625	59,725	61,825	63,925	66,025	68,125
6	**56,300	58,400	60,500	62,600	64,700	66,800
5	54,975	57,075	59,175	61,275	63,375	65,475
4	53,650	55,750	57,850	59,950	62,050	64,150
3	52,325	54,425	56,525	58,625	60,725	62,825
2	51,000	53,100	55,200	57,300	59,400	61,500
1	49,675	51,775	53,875	55,975	58,075	60,175
0	48,350	50,450	52,550	54,650	56,750	58,850

\*\*Not accessible to teachers who begin initial regular employment with the district after July 1, 1998, except those teachers who hold only a Type M certification.

Teachers who hold certificates from the National Board of Professional Teacher Standards by July 1<sup>st</sup> -shall receive a salary supplement of \$1,000 ~~effective July 1, 2006, which will pro rata from the time teacher's board certificate, is presented to the District.~~ Teachers who hold Ph. D.'s, or Ed.D's, by July 1<sup>st</sup> shall receive a salary supplement of \$2000 each year ~~effective July 1, 2006, which will pro rata from the time teacher's advanced degree is presented to the District.~~ Teachers who hold both a National Board Certificate and a Ph.D or Ed.D by July 1<sup>st</sup> shall receive \$3,000 each year. The Superintendent may approve additional National Board certificates for specialized areas, such as speech pathology, speech therapy, occupational therapy, etc. The decision is not subject to grievance rights.

Up to four (4) teachers will receive reimbursement for the cost they paid to the National Board for successfully completing a component of the program. No teacher shall receive reimbursement for more than two (2) of the four (4) components, and half the costs required to complete the National Board certification process. The four (4) teachers selected to receive reimbursement will be granted on a first come first served basis. Reimbursement requests must come within the current school year. The superintendent may approve more than four (4) teachers to receive this benefit.

## ARTICLE V - INSURANCE

### Section 1 - PROVISIONS

The District will provide health insurance for each full-time teacher. Placement for coverage will be according to the lowest applicable dependent family status. However, nothing shall be construed as prohibiting the movement of teachers to a higher or to a lower classification as family status changes. Teachers whose family status increases will be allowed to move to a higher cost classification without penalty, and teachers whose family status decreases must move to coverage commensurate with their family status.

Coverage under this section is that level of benefits comparable to those provided during the 1996-1997 school year. Before the District makes any significant change in benefits, including the designation of a preferred provider, the proposed change will be submitted for review by a seven (7) member committee, comprised of two (2) Association members, two (2) SESPAs members, two (2) District administrators, and one (1) person mutually agreed upon by the six other members. The committee's review will occur in a timely manner. Its recommendation, if any, will be considered by the District when a decision is made regarding the proposed change. The committee may also periodically meet to make recommendations concerning health insurance issues.

For the 2013-2014 school year, the District shall pay 83% of the premium and the employee will pay 17% of the premium.

For the 2014-2015 school year, the District shall pay 86.5% of the premium and the employee will pay 13.5% of the premium.

For the 2015-2016 school year and beyond, the District shall pay 90% of the premium and the employee will pay 10% of the premium.

The District will not pay the insurance premium for a spouse or dependent if the spouse or dependent is employed by the District and is eligible to receive this benefit.

The Board herewith agrees to continue its program of term life insurance of \$50,000 per covered member, with an equivalent amount available in the event of accidental death or dismemberment. Other family members may be added at the teacher's expense.

Health and life insurance coverage will be provided for same sex partners of employees and those partners' dependents upon submission of appropriate documentation that a partner is the equivalent of an employee's spouse, to the same extent that coverage is provided for the spouses of employees and the dependents of those spouses.

When feasible, the Board will offer a Flex Spending Account to teachers.

## Section 2 - PHYSICAL EXAMINATIONS

The District will reimburse each teacher up to a maximum of one hundred fifty dollars (\$150.00) for State required physical examinations subject to verification of billing cost. No payment shall be made for physical examinations required by initial employment.

## ARTICLE VI - GRIEVANCE PROCEDURE

### Section 1 - PROCEDURE

#### 1. Purpose

- a. The purpose of this grievance procedure is to provide speedy equitable settlements of problems in which certified personnel may find themselves involved. Any problem solving effort must include courtesy and cooperation from all persons involved to assure good morale. Consequently, all problems should be solved at the lowest possible administrative level.
- b. The Association and the District agree to adhere to current Alaska statutes in affording teachers their grievance rights.

#### 2. Definition

- a. Level one grievances shall mean a complaint of a violation of Board policy, or rules and regulations of the District. Level one grievances shall not be subject to binding arbitration but may be presented to the Board if the grievance is not resolved at the first, second, or third step of this procedure. Decisions rendered by the Board shall be final on all level one grievances.
- b. Level two grievances shall mean a complaint by a teacher of an alleged violation, misinterpretation, or misapplication of any provision of this Agreement affecting that teacher. Level two grievances may be processed through all steps of this procedure including binding arbitration.

#### 3. Statement of Basic Principles

- a. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual employee from discussing a problem with the Administration and having it adjusted without intervention or representation of organization representatives.
- b. A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
- c. The failure of the aggrieved party to act on any grievance within the various time limits specified herein shall constitute a withdrawal of the grievance and the matter shall be considered finally and fully resolved on the basis of the decision given at the last step. Should the District fail to issue a grievance response when due hereunder at any step, the aggrieved may proceed directly to the next step. Time limits specified shall run from the date of the District's response or the date said response was due, whichever is earlier. Nothing herein shall prohibit the parties from extending such time limits, however, by mutual agreement.
- d. Any teacher has a right to be represented in the grievance procedure. The teacher shall be present at any grievance discussion when the Administration and/or the Association deem it necessary. When the presence of a teacher at a grievance hearing is requested, illness or other incapacity of the teacher shall be grounds for any necessary extension of grievance procedure time limits.
- e. In any instance where the Association is not represented in the grievance procedure, the Association will be notified of the final disposition of the grievance which disposition shall not be in conflict with any of the terms or conditions of this Agreement.
- f. Any final disposition of grievance alleged by the Association to be in conflict with this Agreement shall be grievable by the Association.
- g. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours, or during non-teaching times of personnel involved. When such hearings and conferences are held, at the option of the Administration, during school hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- h. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher or teacher organization representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the staff.

4. Procedures (For “day”, refer to Definitions page 3.)
  - a. First Step. An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate supervisor.
  - b. Second Step. If a grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing with the teacher’s principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, and shall state the remedy requested. The filing of the written grievance at the second step must occur within ten (10) days from the date of the occurrence of the event giving rise to the grievance. The principal shall meet with the teacher at a mutually agreeable time within ten (10) days following the filing of the grievance to discuss the grievance and shall communicate his or her decision in writing to the teacher and the Superintendent within five (5) days following the meeting.
  - c. Third Step. In the event a grievance has not been satisfactorily resolved at the Second Step, the aggrieved teacher shall file, within five (5) days following the principal’s written decision or answer at the Second Step, a written appeal of the principal’s decision with the Superintendent. Within ten (10) days after such written appeal is filed, the aggrieved, a representative of the aggrieved as desired, the principal, and the Superintendent shall meet to resolve the grievance. The Superintendent shall communicate a response to the appeal in writing to the teacher, the principal, and the Association within ten days following the Third Step grievance meeting.
  - d. Fourth Step, Level One. For level one grievances, if the grievance has not been satisfactorily resolved at the Third Step, the aggrieved teacher may file with the Superintendent, within six (6) days of receipt of the Superintendent’s response at the Third Step, a written notice of appeal to the Board. The Superintendent shall see that the grievance is thereafter placed upon the agenda and shall notify the aggrieved teacher of the date and time the Board will consider the matter. Both the aggrieved teacher and the Administration may appear and present their respective positions to the Board. The Board shall provide its written determination of the grievance within ten (10) days following the board meeting.

## 5. Neutral Third Party

### Fourth Step, Level Two.

For level two grievances, if the grievance has not been satisfactorily resolved at the third step, the grievant may request the Association to submit the grievance to final and binding arbitration in accordance with this provision. Should the Association determine to do so, it shall submit a written request for arbitration to the Superintendent within six (6) days following the receipt of the Superintendent's response at the third step. Within six (6) days following the Superintendent's receipt of the Association's request for arbitration, the Superintendent and Association representative shall meet in an effort to select a mutually acceptable neutral arbitrator. In the event that the parties cannot agree, they shall jointly request from the American Arbitration Association or Federal Mediation and Conciliation Service a list of seven (7) qualified arbitrators. Upon receipt of said list, the parties shall meet and, by alternately striking names from the list, choose the arbitrator. The arbitration hearing shall thereafter take place in Sitka, Alaska, on a date and time selected by the arbitrator.

- a. Neither the Administration nor the Association may assert any grounds or evidence at the arbitration hearing that have not been disclosed to the other party at least six (6) days in advance of the hearing.
- b. The arbitrator is empowered, where appropriate, to make such award as shall make the grievant whole, but in no event may the award include punitive damages nor any amount or relief in excess of the claimed interest lost. The arbitrator shall have no power to amend, vary or depart from the terms of this Agreement or to render a decision requiring the grievant or the District to take action that would be in violation of state or federal law. The arbitrator's award shall be in writing, shall include specific findings and discussion of the rationale of the award, and shall be provided to the Association, the grievant, and the District within fifteen (15) days following the conclusion of the hearing.
- c. The Association and District shall each bear the full cost of its presentation in the arbitration. Fees of the arbitrator and the AAA or FMCS shall be borne equally by the Association and the District.

## ARTICLE VII - DURATION

The duration of the total Agreement will be three years, encompassing the time period from July 1, 201~~6~~<sup>3</sup>, through June 30, 201~~9~~<sup>6</sup>.

SIGNATURE PAGE

The undersigned representatives of the District and the Association hereby agree to the provisions set forth in this Negotiated Agreement.

FOR THE BOARD

FOR THE ASSOCIATION

\_\_\_\_\_  
~~Lon Garrison~~ Tim Fulton  
President  
Sitka School Board

\_\_\_\_\_  
~~Mike Kernin~~ Mikolas Bekeris  
President  
Sitka Education Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
~~Tim Fulton~~ Cathleen Pook  
Vice President  
Sitka School Board

\_\_\_\_\_  
~~Mikolas Bekeris?~~  
President-Elect  
Sitka Education Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





**Salary Schedule Column Placement**

(Check Appropriate Line)

\*Note: Half of credits must be graduate credits for any step beyond BA

**Salary Schedule Row Placement**

(Select Number of Years of Experience)

First Year Base Salary: \$

**Select if employee has the following additional certifications:**

**Total First Year Salary (Base + Certifications): \$**

Reviewer Name

Date

Using all information provided to the District by the above named employee as of the signature dates below, I hereby certify that this is the highest and most appropriate placement on the Sitka Educational Association Salary Schedule for the fiscal year FY\_\_\_\_\_.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

By signing this document I hereby confirm that all credits earned prior to the date of hire listed on this document have been accounted for and certify the placement, also specified in this document, on the Sitka Educational Association Salary Schedule for FY\_\_\_\_\_. Any future questions in regard to credits and/or schedule placement will be referred to this document.

If any credits have been accounted for in this document of which official record of these transcripts are not currently on file with the Superintendent's office, I will take the appropriate steps to provide an official copy of these transcripts by December 1 of the current school year or be subject to an appropriate reduction in salary schedule placement.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

***Any Questions or Concerns with the findings presented on this form should be directed to the Sitka School District Business Manager, 907-966-1254***

## Credit Allocation Charts

### Initial Salary Schedule Placement Credits

List all graduate and other qualifying credits from earliest to most recent, omit any non-qualifying credits  
 (Qualifying is defined per The Sitka Education Association Negotiated Agreement (2013-2016) Pages 23-24, Article IV, Section 2):

Name of Institution	Date(s) Attended	Semester (Quarter)/Year	Course Name or Number	Verified By Official Transcript (Y/N)	Non-Graduate Credits*	Graduate Credits*
<b>Total Credits Used for Initial Salary Schedule Placement</b>						

\*Use this table to convert Quarter hours into Semester Hours and other guidance:

1 Quarter Hour =	2/3 Semester Hour	4 Quarter Hours =	2 2/3 Semester Hours
2 Quarter Hours =	1 1/3 Semester Hours	5 Quarter Hours =	3 1/3 Semester Hours
3 Quarter Hours =	2 Semester Hours	6 Quarter Hours =	4 Semester Hours
No credit for failed or incomplete courses			

**Residual Qualifying Credits After Initial Placement**  
 These credits qualify toward future advancement on the salary schedule

List all graduate and other qualifying credits from earliest to most recent, omit any non-qualifying credits  
 (Qualifying is defined per The Sitka Education Association Negotiated Agreement (2013-2016) Pages 23-24, Article IV, Section 2):

Name of Institution	Date(s) Attended	Semester (Quarter)/ Year	Course Name or Number	Verified By Official Transcript (Y/N)	Non- Graduate Credits*	Graduate Credits
<b>Total Residual Qualifying Credits</b>						

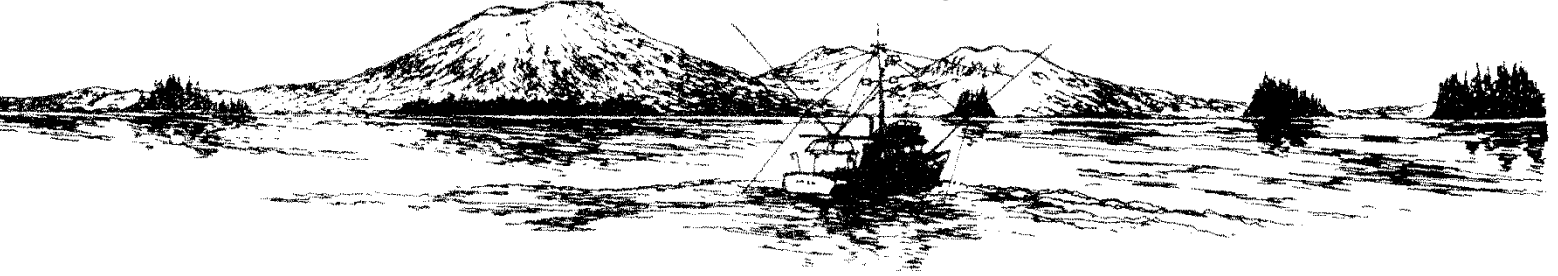
\*Use this table to convert Quarter hours into Semester Hours and other guidance:

1 Quarter Hour =	2/3 Semester Hour	4 Quarter Hours =	2 2/3 Semester Hours
2 Quarter Hours =	1 1/3 Semester Hours	5 Quarter Hours =	3 1/3 Semester Hours
3 Quarter Hours =	2 Semester Hours	6 Quarter Hours =	4 Semester Hours
No credit for failed or incomplete courses			

APPENDIX B

**SITKA SCHOOL DISTRICT**

www.sitkaschools.org



**Credit Approval Application**

(Completed by Employee and turned into District Business Office)

**Review Committee Session Applied To (check one)\*:**      **October**      **January**      **May**

\*Note: Applications for consideration of credit approval must be submitted to the review committee prior to the 1<sup>st</sup> of the month listed above.

**Teacher Last Name:**

**First Name:**

**M.I.:**

**Other name(s) that may be on transcripts:**

**Current Teaching Assignment(s)**    **Undergraduate Major Field**    **Undergraduate Minor Field**

**Criteria For Allowable Credits:**

Per the Sitka Education Association Negotiated Agreement (2013-2016), Article IV. – Salary Agreement, Section 2 - Requirements, Part C, credits must meet the following standards to be considered allowable:

- All graduate-level coursework from an accredited college or university.
- All 300 level or above courses in English, Math, Science or Social Studies
- Applicable education courses that fall into the following criteria:
  - Courses applicable to the teacher’s current teaching assignment.
  - Courses in the teacher’s major or minor field.
  - Certain workshops will be allowed to the same extent as they are allowed with prior approval by the Department of Education for renewal of a teaching certificate.
  - Courses labeled “professional development” may be used as graduate credit courses.

**The Superintendent of Schools determines eligibility for advancement for educational attainment and may approve exemptions to the requirements if the circumstances are deemed to be unique.**

**All Approved credit applications will be maintained in the employee file.**

**Be sure to complete, sign, date, and return the attached table with this cover sheet.**

Use this to convert Quarter hours into Semester Hours

1 Quarter Hour =	2/3 Semester Hour
2 Quarter Hours =	1 1/3 Semester Hours
3 Quarter Hours =	2 Semester Hours
4 Quarter Hours =	2 2/3 Semester Hours
5 Quarter Hours =	3 1/3 Semester Hours
6 Quarter Hours =	4 Semester Hours

List New Credits by School from oldest (top) to newest (bottom).

Do not include credits already used.

Any credits not listed on this form will not be credited/reviewed.

There will be no credit for repeated courses.

*The committee requests that employees include course descriptions or any information that will aid in approval process*

School	Year/ Semester	Course Number	Course title & Description	Semester Equivalency Credits		Credit Status		For Committee Use Only			
				Graduate	Under graduate	Earned	Planned	Approve	Approved Not Used	Not Approved	Comments

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*After review a copy of this form should be distributed to the SEA member*

