

**WILLIAMSBURG COMMUNITY  
SCHOOL DISTRICT**

**COLLECTIVE AGREEMENT**

**WILLIAMSBURG EDUCATION  
ASSOCIATION**

**AND**

**WILLIAMSBURG BOARD OF  
EDUCATION**

**2017-2018**

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ARTICLE I  
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement.

2. Aggrieved Person

An "aggrieved person" is the person or persons of the Association making the complaint.

3. Any decisions involving the Association will be made by the Executive Board of the Association.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. The failure of a teacher (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

2. Year End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter. If said grievance occurs during the summer months, days will refer to weekdays.

3. Level One Principal or Immediate Supervisor (Informal)

An employee with a grievance shall first discuss it with his/her principal either directly or through the Association's designated teacher rights chairperson, with the objective of resolving the matter informally.

4. Level Two Principal (Informal)

If, as a result of the informal discussion with the principal at level one a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association on the form set forth in Schedule A. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date of occurrence of the event giving rise to the grievance. The grievance form shall be available from the Association's teacher rights chairperson and said form shall be signed by the grievant. A copy of the

grievance form shall be delivered to the appropriate principal. The appropriate principal shall indicate his/her disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy of his/her decision on the grievance and communicate it in writing to the grievant, the Superintendent and the Association.

If either the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to level three.

5. Level Three Superintendent

The Superintendent or his/her designee shall meet the aggrieved person and, if requested, the Association's teacher rights chairperson within ten (10) school days of receipt of the grievance. Within ten (10) school days of presentation of the formal grievance, the Superintendent or his/her designee shall indicate his/her disposition of the grievance in writing and shall furnish a copy to the grievant and the Association.

If either the aggrieved person or the Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within ten (10) school days of receipt of said grievance the aggrieved person or the Association may proceed to level four.

6. Level Four Arbitration

a. If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within ten (10) school days after receipt of Superintendent's disposition.

b. The parties shall attempt to agree upon a single arbitrator. If agreement on the arbitrator is not reached within five (5) school days after the call for arbitration, either party may request a list of three (3) arbitrators from the Public Employment Relations Board. The parties shall determine by lot which party shall have the right to remove the first name from the list. The party having to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one (1) of the two (2) remaining names. The person whose name remains shall be the arbitrator. The decision of the arbitrator shall be binding on the parties.

c. The arbitrator so selected shall confer with the representatives of the Board and the Association, hold hearings promptly, and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions, on the issues submitted. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School District and the Association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

7. Miscellaneous

a. Group Grievance

If, in judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at level three. The Association may process such a grievance through all remaining levels of the grievance procedure.

b. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

c. Released Time

When it is necessary for an aggrieved person or an Association representative to meet regarding a grievance during the workday, said aggrieved person and representative shall be released without loss of compensation.

SCHEDULE A

Williamsburg School District  
Distribution of Form:

\_\_\_\_\_  
Date Filed

- 1. Association
- 2. Employee
- 3. Principal
- 4. Superintendent

Name of Aggrieved Person \_\_\_\_\_

LEVEL II

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Contract \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Statement of Grievance\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. Disposition by Principal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

LEVEL III

A. \_\_\_\_\_  
Signature of Aggrieved Person                      Date Received by Superintendent

B. Disposition by Superintendent or His/Her Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent                      Date  
or His/Her Designee





## ARTICLE II

### SICK LEAVE

#### A. Coverage

Regularly employed personnel shall be granted leave of absence for personal illness or injury, or for referral by a physician or dentist to a specialist for examination or treatment if the examination or treatment is of such nature that it cannot reasonably be postponed or scheduled for nonworking hours. Approval by the respective building principal is required prior to appointment acceptance. Persons in the following types of employment are not entitled to sick leave benefits:

1. Casual or part-time employee who works on call or as needed.
2. Extra help employed during summer and vacation periods.

#### B. Accumulative Benefits

In case of personal illness or injury the employee shall be granted full pay for ten (10) days the first year, eleven (11) days the second year, twelve (12) days the third year, thirteen (13) days the fourth year, fourteen (14) days the fifth year, fifteen (15) days the sixth year and subsequent years, accumulative to a maximum of one hundred twenty (120) days. The Board of Education shall in such instance require such reasonable evidence as it may desire confirming the necessity for the leave of absence.

A day of sick leave shall be that of the employee's normal workday. For personnel employed on a full day basis this would be one (1) day's pay or eight (8) hours. For employees working six (6) hour days, a day of sick leave would be computed on a six (6) hour basis and similarly established for all individuals whose normal work day is less than a full day. Amount of sick leave at any one time will be a minimum of one half (1/2) day. No smaller amount of time will be accepted. Said sick leave shall be based on fulfillment of complete contract period. If the contract is terminated before completion of Contract, sick leave will be based on a prorated scale in connection with days taught. Above sick leave amounts apply only to consecutive years of employment in the same school district.

#### C. Notification of Accumulation

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than thirty (30) days after the beginning of each school year. Employees who disagree with the accumulated number of sick days shall notify the **Business Office** in writing within fourteen (14) calendar days.

## ARTICLE III

### TEMPORARY LEAVES OF ABSENCE

#### A. Paid Leave

Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

1. Personal

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal reasons. A personal leave day may not be used as vacation days or free days, but may be used for any other purpose at the discretion of the employee. No more than five (5) employees, with a maximum of two (2) from the Elementary, and three (3) from the Junior/Senior High School will be allowed to take a personal leave day on any given day. Any employee planning to use a personal leave day shall notify his/her principal at least two (2) days in advance except in cases of emergency. The employee may be asked to explain the reason for any personal leave requested for a school day immediately before or after a holiday, or vacation period or the last ten (10) days of school and reasonable restrictions may be imposed on personal leaves on such days. Personal leave will not be allowed on days when assigned duties could not be fulfilled by a substitute, such as parent conferences. **Unused personal days may be carried over to the following year. Employees can accrue up to a maximum of five (5) personal days.**

2. Religious

Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar may be excused by the principal.

3. Jury and Legal

Any employee called for jury duty during school hours or who is subpoenaed to appear in any judicial or administrative proceeding, or who shall be asked to testify in any arbitration matter shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the Williamsburg School System.

4. Bereavement

All employees shall be granted leave of absence at full pay for funerals not to exceed five (5) days at any one time in the event of death in the immediate family. Immediate family is defined to include father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, brother-in-law, and sister-in-law; spouse's mother, father, brother, sister; and grandchildren. All employees may be granted a leave of absence not to exceed two (2) days for the purpose of attending a funeral of the employee's or spouse's grandparents.

Employees may be granted one (1) additional bereavement day to attend the funeral of a person other than those specifically outlined in the master contract upon approval by the building administrator. Such absence will not be charged to sick leave. Days requested in excess of above statement will be reviewed by the Administration. Personal days are to be used first. In the event personal days are used up, the administration may approve any additional bereavement days. In the event of death of an employee or students in the Williamsburg School District, the principal or immediate supervisor of said employee or students shall grant to an appropriate number of employees sufficient time to attend the funeral.

5. Immediate Family Illness

All employees shall be granted leave of absence at full pay for serious illness (that which requires a doctor's attention or hospitalization) in the immediate family not to exceed three (3) days per year. Employees shall be granted up to four (4) additional immediate family illness days, by trading three (3) sick leave days for each one (1) family illness day. Immediate family is defined to include father, mother, brother, sister, wife, husband, son, daughter and grandchildren. (Spouse's mother, father, brother or sister may come under this definition with special permission from the Superintendent.)

6. Professional

Attendance at educational meetings or visiting other schools is permitted at full pay if such absence is approved by the Superintendent of Schools.

The District will pay all registration fees of those meetings a staff member attends with the approval of the Administration. If the participant uses his/her own transportation, the District will pay mileage according to the State law for said mileage. If a number from the system are attending a meeting, the District will pay for only one (1) car's transportation. Meals will not be paid unless the individual is on specific business at the request of the Administration.

An inservice meeting, which requires the participants to spend the night away from home, will be an accepted expense payable by the Board of Directors.

7. Association Leave

The Board shall grant a leave of absence without loss of salary to duly elected representatives of the WEA to take care of official association business. In no event shall the total number of days granted exceed six (6) days in any single school year. The Association must notify in writing to the Superintendent or his/her designee five (5) calendar days in advance of when request is to be effective. The Association shall assume the actual cost of the certified substitute teacher's pay and shall reimburse the District for the cost thereof. Leave which is intended to be used for political activity is not allowed under this item.

8. Temporary Leaves

Other leaves of absence may be granted without pay by the Superintendent.

ARTICLE IV  
EXTENDED LEAVES OF ABSENCE

A. Disability Leave

If an employee's accumulated sick leave is insufficient to cover a period of disability, the employee, upon his/her presentation of medical proof, will be granted a leave of absence without pay for a period not to exceed one (1) year. If the employee wishes to retain medical insurance while on leave of absence, said employee must pay remaining payments in one (1) installment at beginning of leave, excluding those weeks paid by the District under FMLA.

B. Parental

A leave of absence without pay up to one (1) complete school year may be granted to any employee upon application for the purpose of child nurturing. Said leave must correspond to regular school schedule of one (1) full year.

While on extended leave, no benefits will be provided by the employer. However, the employee may purchase medical and life insurance through the school's group plans if acceptable to the insurance carrier.

Upon return from such leave an employee will be placed at the same position on the salary schedule and maintain the same benefits as he/she would have accrued at the time the leave was granted. This leave is left to the discretion of the Board.

C. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. This is left to the discretion of the Board. While on extended leave, no benefits will be provided by the employer unless required by FMLA. However, the employee may purchase medical and life insurance through the school's group plans if acceptable to the insurance carrier.

Upon return from such leave an employee will be placed on the same position on the salary schedule and maintain the same benefits as he/she would have accrued at the time the leave was granted. This leave is left to the discretion of the Board.

D. Educational Improvement

A leave of absence without pay of up to one (1) year may be granted to any employee upon application for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities. Upon return from such leave, the employee will be placed at the same position on the salary schedule and maintain the same benefits as he would have accrued at the time the leave was granted. This leave is left to the discretion of the Board.

E. Outside Teaching

A leave of absence without pay may be granted for one (1) year for an employee who serves as a teacher in any domestic or overseas program or institution. Upon return from such leave an employee will be placed at the same position on the salary schedule and maintain the same benefits as he/she would have accrued at the time the leave was granted. This leave is left to the discretion of the Board.

F. Family Medical Leave Act FMLA

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations issued implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

ARTICLE V  
SABBATICAL LEAVE

Purpose

A sabbatical leave may be granted for one (1) year to an employee by the Board for study, including study in another area or specialization, for travel, or for other reasons of value to the school system. Upon return from such leave an employee will be placed at the same position on the salary schedule and maintain the same benefits as he/she would have accrued at the time the leave was granted. The only change possible would be if employee gained additional hours to place them on a different training lane. This leave is left to the discretion of the Board. Said request for leave must be made prior to March 15th. Employees may retain medical insurance only within the District's group policy, but payment for the entire package must be made by the employee at the beginning of the enrollment period.

## ARTICLE VI

### INSERVICE

The Administration will establish yearly an inservice committee whose duties will be to help plan various inservice activities. The committee will consist of the building administrators and faculty representative from each of four areas: lower elementary, upper elementary, junior high and senior high.

## ARTICLE VII

### HOLIDAYS AND VACATION

- A. The in-school work year of employees contracted on a twelve (12) month basis shall consist of a two (2) week paid vacation.
- B. Paid holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day if the school year goes beyond this date.
- C. Vacation periods may be scheduled during the school year as approved by the Board in its adoption of a school calendar.



## ARTICLE VIII

### SENIORITY

For the purpose of this Article, seniority will be the same as total full-time equivalent actual years teaching experience in the system. When seniority is equal, seniority will be determined by who first signed the initial contract for employment within the system. Employees shall be given a copy of the seniority list no later than thirty (30) days after the beginning of each school year. Protest of common errors and/or omissions from the list must be made to the District within thirty (30) calendar days from the date of the furnishing of the list.

When a District Professional Employee, not presently a member of the Bargaining Unit, is given an involuntary assignment to a vacancy in the teaching staff, said individual will be granted seniority and placed on the salary schedule per total of actual previous years of teaching experience within the District.

ARTICLE IX  
EMPLOYEE HOURS AND LOAD

A. Workday

The arrival and departure times of teachers on a normal contract day shall be from 8:00 A.M.--4:00 P.M.

Teachers are required to be in their teaching area fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes after the conclusion of the school day.

On Fridays, days preceding holidays or vacations, or early dismissal due to inclement weather (not including heat), the employee's day shall end when all school buses have departed.

B. Teaching Load

1. Junior and Senior High

During the employee's normal working hours there shall be time allotted for the purpose of classroom preparation. It is desirable for each employee to have an uninterrupted preparation period each day. Employees assigned to Junior and Senior High School shall have a minimum of one (1) regularly assigned period each day which may be used for preparation time and during which the employee will not normally be assigned other duties.

2. Elementary

The daily load in the elementary schools shall not exceed seven (7) hours of classroom pupil teaching contact per day.

C. Lunch Periods

Employees at the Junior and Senior High shall have daily uninterrupted, duty-free lunch periods of at least one half (1/2) the normal class period.

D. Leaving the Building

Employees may leave the school building during duty-free lunch periods, and with permission from respective principals during their preparation time.

E. Meetings

If all school staff are required to attend faculty or professional meetings in excess of sixty (60) minutes beyond calendar work day, early dismissal of students shall be required. Meetings shall not be called on Fridays or on any day immediately preceding any holiday. Meetings shall not be called on other days upon which teachers' attendance is not required in school due to early dismissal because of inclement weather.

F. Preparation Time  
Grade Level

Classroom employees shall, in addition to their lunch period, have daily preparation time as follows:

- a. Elementary School 40-55 minutes daily average for year
- b. Junior High School 40-55 minutes daily average for year
- c. Senior High School 40-55 minutes daily average for year

ARTICLE X  
WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule One which is attached hereto and made a part thereof.

B. Place on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on his/her proper step of salary schedule as of the effective date of this Agreement.

2. Credit for Experience

Five (5) years of experience in the same teaching field and after receipt of a B.A. degree will normally be accepted for work in another school system. However, the Board may, as its option, grant more or less credit for experience in another system. The Board would, of course, require the same number of graduate hours for placement on any step from these teachers, as it would for teachers already in the local system.

C. Advance on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the salary schedule for one (1) year of satisfactory service, until the maximum for their educational classification is reached. For the purpose of advancement of one (1) full increment or vertical step on the salary schedule, said individual will have had a contract of employment with the Williamsburg District of a minimum of one hundred fifty (150) days. A contract less than the length of time will be left to option of Board to decide service credit.

2. Educational Lanes

Employees on the regular salary schedule who move from one (1) educational lane to a higher educational lane shall move the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file suitable evidence of additional graduate credit, or if courses taken are not designated as graduate work, said hours must be within the teaching field of the party seeking credit and have been required by the college as part of a graduate program. Graduate credit for lane movement must be from an institution recognized by the Department of Education. For an employee to advance on the salary schedule from one educational lane to another for the following school year, advance information of intent of additional course work must be filed by the employee no later than the last workday of the current school year. The employee shall file suitable evidence of completion of additional course work with the Superintendent no later than the third Monday of September of each year in which the employee is eligible to move. No advances on the salary schedule shall be made during the school year.

To pass to the M.A. it is necessary that the degree be with a major in one of the teaching areas of the instructor. If the degree is in another area, the Board may at its option review the work and grant part credit if it feels the work taken is in the interest of the school. In a similar manner if a teacher has taken an M.A. degree in a field other

than his/her teaching field and has also taken additional credit courses or institutes in his/her teaching area, the Board may accept these courses and M.A. degree as the equivalent of an M.A. degree in his/her teaching field. Individuals off scale on any particular training lane who receive additional hours to place them on another training lane will move to that point on the new lane that is one step beyond the last established step on the scale from which the horizontal move is being made.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments with the first payment being made on the 20th of the month. Employees shall receive their checks at their regular building and on regular school days unless otherwise designated by the teachers.

2. Exceptions

When a pay date falls on or during a school holiday, vacation or weekend employees shall receive their checks on the last previous working day.

3. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

E. Extra Assignment and Extended Contract Rate

The Salary Schedule is based upon the regular contract school year.

Note: Days beyond the regular contract will be at a per diem rate, based on the beginning B.A. Scale. Those whose regular contract is twelve (12) months will be figured at 12/9th.

F. All Phase III funds shall be distributed to members of the bargaining unit in a plan provided in HF499.

ARTICLE XI  
LABOR RELATIONS COMMITTEE

The Association and the District agree to establish a Joint Labor Management/Relations Committee. The purpose of this committee is to collaboratively discuss employment matters not referred to in the master contract and other matters mutually agreed upon.

ARTICLE XII  
SUPPLEMENTAL PAY

A. ExtraCurricular Activities

1. Approved Activities

The Board and the Association agree that the extracurricular activities listed in Schedule One B are official school-sponsored activities covered by school insurance.

2. Rates of Pay

Employee participation in extracurricular activities, which extend beyond the regularly scheduled in-school day, shall be compensated according to the rate of pay or other stipulations in Schedule One B off the supplemental salary schedule which is attached hereto and made a part thereof.

B. Expenses of Traveling Employees

1. Employees who may be requested to use their own automobile in the performance of their duties and are required to transfer between buildings during the regular day shall be compensated according to figures allowed by Internal Revenue Department for said mileage without being subject to Income Taxation.
2. The same allowance shall be given for use of personal cars for field trips or other business of the District.
3. No employee shall be assigned a traveling position as a means of reprimand.

ARTICLE XIII

COMPLIANCE OF AGREEMENT AND DURATION

A. Compliance

Said items of this Agreement are hereby agreed to by the Board of Directors of the Williamsburg School District and Williamsburg Education Association.

B. Separability

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.

C. Printing Agreement

The cost for printing shall be borne by both parties equally.

D. Notices

Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the other provision(s) of this Agreement, either party shall do so by telegram or letter at the following designated address or at such other address as may be designated by a party in written notification to the other party.

- 1. If by Association to Board President
- 2. If by Board to Association President

E. Duration Period

This Agreement shall be effective as of July 1, 2017, and shall continue in effect until June 30, 2020. Salary and benefits will be negotiated for the 2018-2019 school year.

It is understood and agreed by both parties of this Agreement that all functions, rights, powers of authority of the Administration and Board of Directors of the Williamsburg School District, which are not specifically limited by the express language of this Agreement, are retained by the Board. No such rights shall be exercised so as to violate any of the specific provisions of this Agreement.

F. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators and their signatures placed thereon, all on the 6<sup>th</sup> day of June, 2017.

WILLIAMSBURG EDUCATION ASSOCIATION

By [Signature]  
President

By [Signature]  
Chief Negotiator

WILLIAMSBURG BOARD OF EDUCATION

By [Signature]  
President

By [Signature]  
Chief Negotiator

SALARY SCHEDULE ONE A  
WILLIAMSBURG COMMUNITY SCHOOL DISTRICT  
2017-2018

STEP	BA	BA+15	BA+24	MA	MA+15	MA+30	MA+45
****	*****	*****	*****	*****	*****	*****	*****
4% Across (of base) 3.5 – 3.35% down (of lane)							
1% Career Increment (of lane)							
0	33981	35340	36699	38058	39417	40776	42135
1	35170	36577	37983	39352	40757	42142	43547
2	36359	37814	39267	40646	42097	43508	44959
3	37548	39051	40551	41940	43437	44874	46371
4	38737	40288	41835	43234	44777	46240	47783
5	39926	41525	43119	44528	46117	47606	49195
6	41115	42762	44403	45822	47457	48972	50607
7	42304	43999	45687	47116	48797	50338	52019
8	43493	45236	46971	48410	50137	51704	53431
9	44682	46473	48255	49704	51477	53070	54843
10	45871	47710	49539	50998	52817	54436	56255
11	47060	48947	50823	52292	54157	55802	57667
12		50184	52107	53586	55497	57168	59079
13		51421	53391	54880	56837	58534	60491
14			54675	56174	58177	59900	61903
15			55959	57468	59517	61266	63315
16				58762	60857	62632	64727
17				60056	62197	63998	66139
18					63537	65364	67551
19					64877	66730	68963
20						68096	70375
21						69462	71787
22							73199
23							74611

Longevity increment based on one percent (1%) of step 0 for each respective lane converted to equivalent dollar amount.

For the B.A. and B.A.+15 Lane, the upper limits of longevity that an individual can receive longevity for is three percent (3%) off scale.

For B.A.+24 the upper limit of longevity that an individual may achieve is seven percent (7%) off scale.  
The M.A., M.A.+15, M.A.+30, and M.A.+45 Lane upper limit of longevity is five percent (5%).



WILLIAMSBURG COMMUNITY SCHOOL  
**Supplemental Salary Schedule**  
 2017-2018

4% Across (of base), 3.5 - 3.35% Down (of lane), 1% Career Increment (of lane)

STEP ****	BA *****	BA+15 *****	BA+24 *****	MA *****	MA+15 *****	MA+30 *****	MA+45 *****
0	30346	31560	32774	33988	35202	36416	37630
1	31408	32665	33921	35144	36399	37636	38891
2	32470	33770	35068	36300	37596	38856	40152
3	33532	34875	36215	37456	38793	40076	41413
4	34594	35980	37362	38612	39990	41296	42674
5	35656	37085	38509	39768	41187	42516	43935
6	36718	38190	39656	40924	42384	43736	45196
7	37780	39295	40803	42080	43581	44956	46457
8	38842	40400	41950	43236	44778	46176	47718
9	39904	41505	43097	44392	45975	47396	48979
10	40966	42610	44244	45548	47172	48616	50240
11	42028	43715	45391	46704	48369	49836	51501
12		44820	46538	47860	49566	51056	52762
13		45925	47685	49016	50763	52276	54023
14			48832	50172	51960	53496	55284
15			49979	51328	53157	54716	56545
16				52484	54354	55936	57806
17				53640	55551	57156	59067
18					56748	58376	60328
19					57945	59596	61589
20						60816	62850
21						62036	64111
22							65372
23							66633

**SCHEDULE ONE B  
EXTRA PAY SUPPLEMENTAL SCHEDULE  
2017-2018**

Items listed as percentages are based on the B.A. Scale (Steps 0-11). Each year of experience in the particular extracurricular responsibility, within the District, will be accredited with one (1) full step on the B.A. Scale. In the event of a change in position within a sport, the District will grant up to five years credit for experience in that sport. Five (5) years of successful experience will be accepted for work completed in another school district for those coaching and other activities listed in Schedule One B.

<b>Senior High Head Coach</b>	<b>Percentage</b>
Football-Basketball-Wrestling	13%
Track-Swimming-Baseball-Softball-Volleyball	13%
Cross Country (B&G) - Soccer	12%
Golf (B) & Golf (G)	12%
<b>Senior High Ass't Coach</b>	
Football-Basketball-Wrestling	8%
Track-Baseball-Softball-Volleyball-Golf-Cross Country	7%
<b>Junior High 7<sup>th</sup> &amp; 8<sup>th</sup> Head Coach</b>	
Football-Basketball-Wrestling-Swimming	6%
Track-Volleyball-Cross Country-Softball	6%
Junior High Ass't Coach	5%
<b>Other Activities</b>	
Individual Speech	5%
Large Group Speech	5%
Individual Speech Asst	2%
Large Group Speech Asst	2%
Cheerleader Sponsor-Sr. High Basketball	3.5%

Cheerleader Sponsor-Sr. High Football (An additional 1% stipend will be awarded if cheerleading squad competes in the state competition)	3.5%
Cheerleader Sponsor-Sr. High Wrestling	3.5%
Construction Club	2.0%
Ass't Band	6%
Vocal	11%
Ass't Vocal	6%
FCCLA Sponsor	7%
Activities Director (of M.A. Scale)	20%
Summer Instrumental	10%
Flag Line	4%
Drum Line	2%
Band	11%
School Paper and Annual	6%
Play Director	7%
Assistant Play Director	6%
Musical Director	7%
Musical Drama Director	7%
First Tech Challenge Coach	7%
Poms	5%
Student Council Sponsor (Sr. High)	4%
Honor Society Sponsor (Sr. High)	3%
Junior Class Sponsor (Head)	1.5%
DECA	4%
Musical Accompanist	2.25%

Specific Dollar Amount Stipends

Driver Education	\$205/student
Baseball Field Maintenance (Head Coach)	\$300
Softball Field Maintenance (Head Coach)	\$300
FCS – Media Specialist Guidance .....	
.....extended contracts at daily rate based on B.A. Base	
Summer Agriculture.....extended contract at current per diem	
Elem. Noon Supervision	\$6.00/person/day
Dept. Head	\$250
Acting Dept. Head	\$100
Junior Class sponsor	\$150
Senior Class sponsor.....	\$75
Assistant Junior Class Prom Sponsor	\$350
Weight Room Supervisor (maximum-20 hrs per week) .....	\$5.75 per hour
Open Gym Supervisor (maximum-10 hrs per week) .....	\$5.75 per hour
Mock Trial Stipend.....	\$400
National Board Certification-One Time Stipend.....	\$1,250
Choral Accompanist (maximum of \$2,200/year total expenditure).....	\$75/per piece

\*\*\*Ticket Sellers .....2.5 hr or less \$15.00  
 .....over 2.5 hrs \$20.00

\*\*\*All staff are required to work 2 ticket selling duties in exchange for an employee/spouse athletic pass. If an additional 3 ticket selling duties are worked (for a total of 5) an employee can receive a family athletic pass. The family athletic pass includes the employee, spouse and school-aged children. Ticket selling is defined as the actual taking of money in exchange for a ticket for admission to an athletic event. Payment will be made after the 2<sup>nd</sup> or 5<sup>th</sup> required ticket selling duties have been worked depending on the athletic pass option the employee chooses.

\*\*Athletic Duties such as Pep Bus Chaperones, Athletic Chaperones, Scorers and Timers, Track Workers, Line Judges, and Announcer (Jr. High/Jr. Varsity/Sr. Varsity) .....2.5 hr or less \$15.00  
 .....over 2.5 hrs \$20.00

\*\*Any athletic duties performed will be paid. Upon completion of activity duties, payment paperwork will be completed by the office and distributed to employees for compensation approval.

Memorandum of Understanding

Between

The Williamsburg Community School District

And

The Williamsburg Education Association

Teacher Salary Supplement

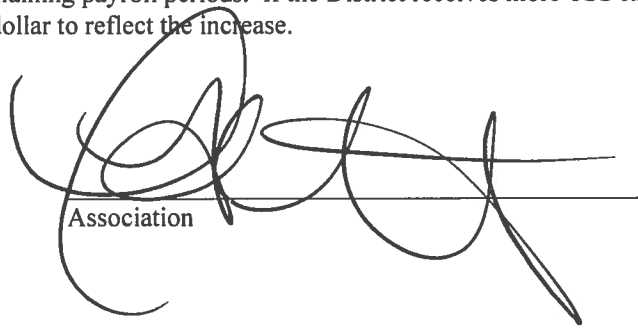
The Salary Schedule includes a total salary which is supported by three separate sources of funding. The primary source of salary funds is the School District's general fund which is supported by state aid payments under the state foundation formula. General fund resources support all school programs and activities, including teachers' salaries. The other sources of funds for teachers' salaries are state programs known as Phase II and Teacher Quality. These two sources of state funds are combined and known as the Teacher Salary Supplement ("TSS"), and these resources may only be used to support teachers' salaries.

The negotiation of this contract was based on the understanding that the District would receive state foundation aid payments and TSS funds for the 2017-2018 school year. TSS funds have been distributed to all teachers in the schedule based on a method negotiated with the Association.

If the District does not receive all of the anticipated state aid, the District nevertheless agrees to fully pay the general fund portion of the teachers' salaries. If the District does not receive all or any of the anticipated TSS funding, however, the District will reduce teachers' salaries dollar-for-dollar to reflect the amount of funding which was not provided by the state and the District will apportion this adjustment among the remaining payroll periods. If the District receives more TSS funding than anticipated, the District will increase salaries dollar-for-dollar to reflect the increase.

  
\_\_\_\_\_

District

  
\_\_\_\_\_

Association

Memorandum of Understanding  
Between  
The Williamsburg Community School District  
And  
The Williamsburg Education Association  
  
Teacher Collaboration Time

The following is a letter of understanding regarding collaboration time. This agreement will be an addendum to the 2017-2018 Master Contract and will sunset after the 2017-2018 contract year, unless renewed in collective bargaining for a subsequent year.

As provided by Iowa code Section 284.6(9), the School District will provide a minimum of thirty-six (36) hours of collaboration time during the 2017-2018 school year. This time will be provided to teachers to allow them to collaborate with one another to deliver educational programs and assess student learning or to engage in peer review, as provided by Iowa Code Section 284.8(1).