

TEACHER LEAVES

1. SICK LEAVE:

Sick Leave will be granted one day for each month of service, or major portion thereof, with no accumulation limit. Unused Sick Leave will be applied to the Public Employee Retirement System of Idaho Sick Leave Program, subject to PERSI rules.

2. BEREAVEMENT LEAVE:

An employee is granted **five (5)** days without loss of pay when there is a death in the immediate family. NOTE: The immediate family shall be defined as husband, wife, son, daughter, mother, father, grandmother, grandfather, brother, sister, mother-in-law, and father-in-law. Exceptions to the policy need to be approved by the superintendent.

3. PROFESSIONAL LEAVE:

Professional Leave may be granted upon the approval of the Principal and/or Superintendent for attendance at professional meetings. No deductions will be made from the teacher's salary and the School District will pay the substitute's salary. Professional leave always requires prior written request and approval. The written request shall be directed to the Superintendent of Schools. If travel or other expenses are involved, the request must be approved by the Board of Trustees.

In the case of a teacher representing a professional group, he/she will make every effort to have the professional group reimburse the Cascade School District for substitute costs. Regardless of the reimbursement, the teacher will realize no forfeiture of pay.

4. PERSONAL LEAVE:

Three (3) days per year, with no carry over option (if not used by the end of the school year, unused personal leave will be paid at the current certified substitute rate) will be available for a teacher finding it necessary to conduct personal business during school hours, provided it is not for gainful employment or does not occur during the first or last week of school.

This absence will require the arrangement and approval of the Superintendent. No reason need be given for the leave. Any additional leave will result in forfeiture of 1/190 of the teacher's salary for each day absent.

5. SABBATICAL LEAVE:

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Upon application, a Cascade School District employee who has been employed for five (5) years shall be eligible for sabbatical leave without pay for one (1) year for the purpose of professional growth, travel, or personal reasons.

An employee, upon returning from a sabbatical leave, shall be restored to a position for which the individual is certified and placed on the salary schedule they were on prior to the sabbatical leave. An employee on sabbatical shall be considered on accumulated sick leave and all other accrued benefits shall be restored upon return.

Not more than one employee from each school in the district covered by this Agreement shall be granted sabbatical leave per year. The applicants shall be recommended by the CEA.

Applications for sabbatical leave must be submitted prior to March 1st of the previous school year to the Board of Trustees or its designee, and the approval shall be contingent upon the District finding a suitable replacement for the one year sabbatical leave. Reinstatement notification must be received, in writing, by the Board by March 15th for employees to be reinstated for the following year.

6. SICK LEAVE BANK

1. Each certified employee of the District may participate in the Sick Leave Bank. To participate, each teacher shall contribute one (1) day of earned sick leave **per year**. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. The contributed sick leave days shall form a fund of sick leave days that will be available to each participating teacher upon recommendation of the Sick Leave Bank Committee for the purpose of alleviating the hardship caused by absence from work necessitated by recurring illness extending beyond the teacher's accumulated sick leave. The above policy applies to half-time teachers also.
2. In the event that the Sick Leave Bank runs out of sick leave day, it will be the option of the membership to vote to replenish the bank by donating one additional day each.
3. Bank grants to individual employees will not be carried over from one fiscal year to another. All such grants will end at the termination of the school year. If a certified employee does not use all of the days granted by the bank, the unused sick leave days will be returned to the bank.
4. In order for a professional employee to be eligible for sick leave benefits from the bank, the employee must first:

- A. Be a contributor to the bank.
 - B. Have been absent from work due to illness or accident for all of his/her accumulated sick leave days.
 - C. Join within fourteen (14) calendar days following the beginning of the contract school year, signing a contract, or the opening of the Sick Leave Bank.
 - D. A teacher may apply for benefits from the bank with thirty (30) days of illness or accident after first using all of his/her sick leave days.
 - i. The committee may request a signed statement from a licensed physician attesting to his/her incapacitation.
 - ii. In the case where the member is unable to apply, a family-designated person may do so.
5. A Sick Leave Bank Committee to respond to each application will be made up of three (3) teachers and one (1) administrator.
6. The duties of the Sick Leave Bank Committee will be as follows:
- A. To respond to each application for a grant in writing and, in the event the application is denied, will state the reason(s) for denial.
 - B. To respond to each application within five (5) working days.
 - C. To come to a majority decision regarding each application.
 - D. To be responsible for reporting to the District's accounting office the names of contributors and the number of days contributed. It shall also report all days granted to whom, and all other information necessary for accurate administration of the bank.
 - E. To develop and distribute rules, procedures and forms as approved by the Association for the orderly administration of the bank.
 - F. To require from any applicant, if needed, a signed statement from a licensed physician attesting to his/her incapacitation.
7. Any changes or additions to the guidelines of this agreement shall be approved by the CEA.
8. No teacher will have their pay withheld for sick leave prior to response of the Sick Leave Bank Committee.

FRINGE BENEFITS

1. MEDICAL INSURANCE:

You may enroll for coverage in this program if you are a permanent, full time employee who works more than 20 hours a week. If you do not enroll yourself or family members when you are first eligible, you must complete a health statement application which must meet Blue Cross underwriting requirements before coverage will be available. After the first 30 days of employment, Blue Cross has the right to reject your application if underwriting requirements are not met.

Any employee who works less than 20 hours will be considered part time and will receive no benefits unless otherwise approved by the Board of Trustees.

SALARY

1. SALARY SCHEDULE:

When a new teacher is hired, the Superintendent will evaluate the individuals' transcripts. Those credits that exceed the certification requirements of the State of Idaho will be considered for the employee's position on the salary schedule.

Elementary teachers assigned to mixed-level classes will be additionally compensated at a rate of 1/8 of regular annual salary.

2. LONGEVITY BONUS:

When a certified staff member has reached the bottom of the pay scale in the last two columns, has remained at this spot on the pay scale for three (3) years of continued service with the Cascade School District, he/she will receive a bonus paid at the rate of 3.75% of the base salary of the salary schedule on which they are placed. He/she will receive the bonus after each three (3) years of continued service. The bonus will be paid in the final paycheck of the contract period.

The provision of this Agreement shall become effective as of July 1, 2011 and will continue and remain in force until June 30, 2012 at which time the Agreement expires.

APPROVED BY BOARD OF TRUSTEES ON 6/15/11

1. BASE CONTRACT

- a. Teachers' contracts will be written for the amount for which a teacher is to be paid based on the index listed in Idaho Code and the Idaho minimum salary. **See salary schedule A.**
- b. Any certificated professional employee hired after May 5, 2011, will be placed on the Base Contract Salary Schedule as defined in section 1(a) above, minus the legislatively imposed reduction to salary based apportionment for FY 2017 and beyond which is equal to 5.74%.

The certificated professional employees hired after May 5, 2011 will not be eligible for the Cascade Differential as defined below in section 2. The minimum salary required by law for a full time certificated professional employee is \$30,000.

- c. Teacher increases or decreases in the base contract amount will be based upon any actions taken by the Idaho Legislature and signed into law by the Governor.
- d. For the 2011-12 school year, horizontal movement (lanes) for education will be granted. Vertical movement (steps) will not be granted and are frozen for the 2011-12 school year. Individual experience on the salary schedule will be equal to their actual experience minus two (2) years.

2. CASCADE DIFFERENTIAL

- a. The Cascade Differential is defined to be the difference in a teacher's pay between the base contract and *the* negotiated percentage above the base contract. Example: The base contract amount for teacher "x" is \$32,824. In this example let's say the differential is 12.97%. Then the differential would be $\$32,824 \times 12.97\%$, which equals \$4257. If the base contract plus the differential is less than the state required minimum salary for teachers, the individual will be paid the state minimum.
- b. The Differential percentage will be negotiated between the Board of Trustees and local education organization.
- c. The Differential payment will be in the form of a stipend and will be for one year only and negotiated annually. Appropriate deductions for PERSI and tax liabilities will be deducted in the same manner as a monthly pay check.
- d. Differential monies will need to come from funds other than federal forest funds. Federal forest funds are exempt from the Cascade Differential.

- e. The intent is to provide the Differential if funds are available, although it is possible that in a given year a Differential would not be paid.
- f. The Differential percentage will have the ability to increase or decrease in any given year.
- g. The Differential for the 2011-2012 school year will be the **15.13%**. The Cascade Differential will be zero (0%) percent at the end of each contract year. **See Salary Schedule B.**

3. STEP INCREASES (years of experience)

- a. In any year the State of Idaho or Board of Trustees does not grant step increases (years of experience), the Board of Trustees at its discretion at its October or November monthly meeting in the fiscal year following the year for which step increases were not granted could determine to grant a one time step increase bonus to those employees still employed by the district if funds are available. If such bonus is granted, it is understood that this is a one time event and the step increase is not permanent unless granted by the state.

4. LANE INCREASES (degrees and/or credits)

- a. In any year the State of Idaho or Board of Trustees does not grant lane increases (degrees and/or credits), the Board of Trustees in its discretion at its October or November monthly meeting in the fiscal year following the year for which lane increases were not granted could determine to grant a one time lane increase bonus to those employees still employed by the district if funds are available. If such bonus is granted, it is understood that this is a one time event and the step increase is not permanent unless granted by the state.

Example for Step or Lane increases: For the 2010-2011 school year, step and lane increases were not granted by the State of Idaho. In October or November of 2011 (the 2011-2012 school year), the Board of Trustees in its discretion could grant a one time bonus for the step and/or lane increase.

5. SUPPLEMENTAL CONTRACTS

- a. The base for supplemental contracts will be determined by multiplying the base for the State Index for that year times one (1) plus the Cascade Differential percentage amount.

Example: If the base for the state index is 23565 and the Cascade Differential is 12.97%, then one would multiple 23565 times $(1 + .1297)$ which equals 26621 which will be the base to determine supplemental contracts. Thus, the varsity football coach receives 11% of the base or 26621 times .11 which equals 2928, the salary for the varsity football coach.

b. Individuals whose hire date as a certified professional employee is after May 5, 2011 will use Salary Schedule A's base to determine the salary of the supplemental contract.

c. Individuals who hire date as a certified professional employee is prior to May 5, 2011 will use Salary Schedule B's base to determine the salary of the supplemental contract.

d. Walk-on coaches who were hired prior to May 5, 2011 as a walk on coach and continue to work as a walk on coach will use Salary Schedule B's base to determine the salary of the supplemental contract.

e. Walk-on coaches who are hired after May 5, 2011 will use Salary Schedule A's base to determine the salary of the supplemental contract.

6. CASCADE INCENTIVE:

a. The Board of Trustees is charged with being fiscally responsible and in doing so believes it is important to maintain a fund balance in the General Fund account. The Board of Trustees' standard is to maintain a fund balance that is equal to ten percent (10%) of budgeted expenses for upcoming year. The Board also believes that its employees are critical to the success of the students who attend Cascade School. In an effort to provide employees compensation for a job well done, the Board of Trustees after completion and acceptance of the annual audit will distribute equally as a one time bonus to all employees who work 29.45 hours of more a week for at least 25 weeks during that school year, any fund balance that is in excess of ten percent (10%) of the General Fund budgeted expenses for the upcoming year by up to \$50,000. Those employees who work less than the criteria listed above would receive a pro-rated amount based upon the percentage of time worked. Substitute personnel are not eligible for this bonus.

Example: The General Fund budgeted expenses for the 2014/15 school year are \$3,000,000. Thus the Board of Trustees would like a fund balance of \$300,000 (10% of the General Fund budgeted expenses for the upcoming year).

- a. If the annual audit for the school year 2013/2014 shows a fund balance of \$250,000, then there would be no bonus.
- b. If the annual audit for the school year 2013/2014 shows a General Fund balance of \$330,000 then the board would distribute \$30,000 (\$330,000 - \$300,000) among employees based upon the criteria listed above.
- c. If the annual audit for the school year 2013/2014 shows a General Fund balance of \$375,000 then the board would distribute \$50,000, the maximum amount to be distributed.

7. ADDITIONAL CONDITIONS:

- a. Lane increases will be granted first if the Board of Trustees determines funds are available. Step increases will be granted after lane increases have been paid.
- b. Inclusion of the Cascade Incentive with this addition. Any funds remaining after lanes and steps have been granted will be paid under the terms of the Cascade Incentive.

Approved by Board of Trustees – June 15, 2011

CASCADE SCHOOL DISTRICT NO. 422
2011-2012 CERTIFIED SALARY SCHEDULE
Salary Schedule A

Base Contract

Years Experience	BA	BA + 12	BA + 24	MA BA + 36	MA + 12 BA + 48	MA + 24 BA + 60	MA + 36 ES/DR
0	\$23,123	\$23,990	\$24,890	\$25,824	\$26,793	\$27,798	\$28,841
1	\$23,990	\$24,890	\$25,824	\$26,793	\$27,798	\$28,841	\$29,923
2	\$24,890	\$25,824	\$26,793	\$27,798	\$28,841	\$29,923	\$31,045
3	\$25,824	\$26,793	\$27,798	\$28,841	\$29,923	\$31,045	\$32,208
4	\$26,793	\$27,798	\$28,841	\$29,923	\$31,045	\$32,208	\$33,415
5	\$27,798	\$28,841	\$29,923	\$31,045	\$32,208	\$33,415	\$34,668
6	\$28,841	\$29,923	\$31,045	\$32,208	\$33,415	\$34,668	\$35,968
7	\$29,923	\$31,045	\$32,208	\$33,415	\$34,668	\$35,968	\$37,316
8	\$31,045	\$32,208	\$33,415	\$34,668	\$35,968	\$37,316	\$38,715
9	\$32,208	\$33,415	\$34,668	\$35,968	\$37,316	\$38,715	\$40,167
10		\$34,668	\$35,968	\$37,316	\$38,715	\$40,167	\$41,672
11					\$40,167	\$41,672	\$43,235
12						\$43,235	\$44,856
13+							\$46,537

Minimum Teacher's Salary (Highlighted) is \$30,000

2011-2012 BASE Contract Base = \$23,123

To be used with employees hired after May 5, 2011

- A. Place employee on salary schedule based on years experience minus 2 years
- B. Place employee on salary schedule per education earned
- C. Deduct 5.74% from cell in which employee is placed
- D. This will be the contracted amount
- E. All full time employees will be paid the State minimum \$30,000

EX: Employee is hired on June 1, 2011. Employee has 10 years experience and a masters degree.
 Employee is placed on cell (7, MA).

10 years experience minus 2 years = 8 years. 8 years is row 7 since row 0 is the first year of teaching.
 Employee salary would be \$31,497:

$$\begin{aligned}
 & \$33,415 - (\$33,415 \times .0574) = \\
 & \$33,415 - \$1918 = \\
 & \$31,497
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CASCADE SCHOOL DISTRICT NO. 422
2011-2012 CERTIFIED SALARY SCHEDULE
Salary Schedule B

Differential = 15.13%

Years Experience	BA	BA + 12	BA + 24	MA BA + 36	MA + 12 BA + 48	MA + 24 BA + 60	MA + 36 ES/DR
0	\$26,622	\$27,620	\$28,655	\$29,731	\$30,846	\$32,004	\$33,205
1	\$27,620	\$28,655	\$29,731	\$30,846	\$32,004	\$33,205	\$34,451
2	\$28,655	\$29,731	\$30,846	\$32,004	\$33,205	\$34,451	\$35,742
3	\$29,731	\$30,846	\$32,004	\$33,205	\$34,451	\$35,742	\$37,081
4	\$30,846	\$32,004	\$33,205	\$34,451	\$35,742	\$37,081	\$38,471
5	\$32,004	\$33,205	\$34,451	\$35,742	\$37,081	\$38,471	\$39,914
6	\$33,205	\$34,451	\$35,742	\$37,081	\$38,471	\$39,914	\$41,410
7	\$34,451	\$35,742	\$37,081	\$38,471	\$39,914	\$41,410	\$42,962
8	\$35,742	\$37,081	\$38,471	\$39,914	\$41,410	\$42,962	\$44,572
9	\$37,081	\$38,471	\$39,914	\$41,410	\$42,962	\$44,572	\$46,244
10		\$39,914	\$41,410	\$42,962	\$44,572	\$46,244	\$47,977
11					\$46,244	\$47,977	\$49,777
12						\$49,777	\$51,643
13+							\$53,578

Minimum Teacher's Salary (Highlighted) is \$31,750

2011-2012 Cascade S.D. BASE = \$26,622

To be used with employees hired prior to May 5, 2011