

GMG Community School District Workplace Procedures; formerly topics in Master Agreement between District and Association, but removed starting with the 2017-18 school year. These procedures may be revised or eliminated at the discretion of the Board of Education.

SUPPLEMENTARY PAY

Employees shall be compensated in accordance with the attachment for co –curricular assignments made and approved by the Board of Education.

STAFF REDUCTION- TEACHERS

When the Board determines to reduce the number of employees, all employees formerly covered under the Agreement shall be covered by this staff reduction procedure.

- A. Notification. If the Board intends a staff reduction, it shall notify in writing the employee or employees to be affected by the reduction no later than April 15th. The notice shall contain the reason for termination.
- B. Order of Priority. The staff will be reduced in the following order of priority.
 - 1) Employees working on special projects when the special funds are exhausted or will not be available for forthcoming year.
 - 2) Attrition.
 - 3) Non-certified teachers.
 - 4) Teachers within the affected reduction category with temporary or emergency certification.
 - 5) Employees who, within the Board’s discretion, are assigned to a teaching function, which is not required by the minimum standard of the Department of Education.
 - 6) If an individual is teaching in a subject, that person will be considered in that reduction category. Fully certified teacher in the affected reduction category with the least seniority who is qualified to do the available work will be reduced first. If a choice must be made between two or more teachers with equal seniority, the staff will be reduced in the following order or priority.
 - a. Where the full-time continuous length of service with the school district is equal between two or more employees, the teacher with the least number of credit hours or college or university training beyond the bachelor’s degree level shall be terminated.
 - b. If the teachers’ credit hours in (1) are equal, the teacher who signed his/her individual contract last shall be terminated.
 - c. By lot (social security number, last four digits, lower number = lower preference)
 - 7) The least senior individual in the reduction category may displace the least senior individual within another reduction category, if they have the necessary teacher certification for all teaching assignments and have taught in that category. However, no individual possessing a minor in their academic training may displace a second individual possessing a major in their academic training, except in the event the least senior individual possessing the minor in their academic training is in the reduction category due to a transfer. Notwithstanding the forgoing paragraph, the following provision shall apply to part-time employees shared with other districts or employees teaching in vocational clusters:

- a. Staff FTE will be determined by adding together the FTE a teacher teaches at GMG and at any district in which GMG has entered any form of sharing agreement.
 - b. No individual may displace a second individual if they become part-time due to reduction caused by the other school district in which they are shared.
 - c. An individual may displace a person teaching in one of the identified vocational clusters to meet state requirements if the administration verifies the person wishing to displace is “qualified” to teach the identified clusters. “Qualified”, for this number only, is defined as “having the knowledge, skills, abilities, and certification to teach those clusters.” This will be determined solely by the Administration.
- 8) The staff reduction procedures set forth in this section shall be used and applied in the following reduction categories:
 - a. Elementary classroom teachers, grades K-6.
 - b. Junior high school teachers and Secondary school teachers, grades 7-12, within each subject category.
- C. The parties recognized the employer’s right to reassign employees to different buildings, grades or subject areas as deemed necessary by the employer.
- D. Seniority. For purposes of this Article, seniority will be based upon continuous years of service computed from the first day of employment and will accrue during all paid leaves of absences.
 Seniority will be determined by multiplying the employee’s full time equivalent (FTE) times the years of services. (If FTE changes, each FTE and years of service will have to be computed separate and then totaled.)
 On or before December 1st of each school year, the superintendent will provide the Association and teachers with a list showing the seniority of each employee and their areas of respective certification. Employees shall have ten (10) school business days to raise objections to the seniority ranking and certification. If no objections are received by the superintendent within the specified period, neither the Association nor the employer may challenge the accuracy of the list provided.
- E. Recall. An employee will be recalled to any available position in the category from which he/she was laid off. In the event there is a vacancy in a different category, a reduced employee, who is certified, possesses at least a major in their academic training in that category, will be recalled.
 The reduced employee with the most seniority will be recalled first. However, if the reduced employee previously taught in the different category, he/she will be recalled notwithstanding whether the individual possesses a minor or major in their academic area.
 An employee who is laid off will remain on the recall list for two (2) years after the effective date of the lay-off. Any employee recalled to an available position shall notify the Board in writing of his/her acceptance of the position no later than ten (10) calendar days after receipt of a certified mail letter from the Board notifying him/her of his/her recall. Failure of the employee to notify the Board of his/her acceptance of the recall shall be deemed to be rejection of the recall and the employee shall have no further recall rights. All benefits to which the employee was entitled at the time of his/her lay off, including seniority and accumulated leave, will be restored to the employee upon his/her return to active employment. The employee will be placed on the proper step of the salary schedule for the employee’s current position according to his/her experiences and education.

ASSIGNMENTS AND TRANSFERS

The assignment of an employee to a different job classification, grade level, subject area, or building shall be considered a transfer.

Upon knowledge of vacancies, the Superintendent shall post in a designated area in each attendance center a list of vacancies which occur during the school year and for the following school year. Such notice shall be posted for at least five (5) school days to allow an employee who has not previously filed a written statement of desire for transfer to request for transfer to said vacancy. After June 1st, written notice will be sent to each staff member requesting notice of such openings.

An employee who desires a change in grade and/or subject assignment or who desires to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than May 1, for the following school year or December 1, for the second (2nd) semester. If two employees requesting transfer have the same credentials, seniority will be considered as a factor in filling the position.

In an emergency situation, the Board may modify assignments as it deems necessary, after it has made a concerted effort to rectify the situation without changing assignments.

MEDICAL INSURANCE

The School Board will provide medical insurance for all full-time employees working thirty (30) hours a week or more. Coverage will begin on the first month coinciding with the date of employment and terminate at the end of the month in which employment ceases. The school Board will choose the insurance carrier providing insurance equivalent to the previous year's coverage. If the employee desires insurance for his/her dependents, deductions will be withheld from their pay check. As long as 75% of the eligible staff requests employee coverage and in lieu of the insurance, an employee can elect to:

1. If the employee chooses to receive a tax-sheltered annuity (in lieu of taking single health insurance), the employee will receive equal to the prior year's total tax-sheltered annuity cost plus the percentage increase of the negotiated teacher salaries.
2. Participation in the tax-sheltered annuity will be assigned by seniority of those waiting to elect a tax-sheltered annuity. Seniority will be determined by the number of years of consecutive employment with the school district of employment, and the date of signing of the original contract of employment will be the determinate factor.
3. Provide all employees with a dental insurance option.
4. If an employee accepts the Tax Sheltered Annuity option and later wishes to obtain insurance coverage, the employee must first be accepted for coverage by the carrier at the current rate.
5. The provision for a tax sheltered annuity for employees who do not utilize health insurance will cease to be an option for new employees, or for current employees to change to, following the 2015-16 school year.

ADDED IN-SERVICE DAYS

Any in-service days added to master contract (192) must be paid per diem for each staff member.

TUITION REIMBURSEMENT

- A. Application. Persons who wish to pursue professional study in a course or seminar of accredited college or university and who wish such course or seminar work to qualify for the Board's tuition reimbursement plan, must file notification of that enrollment with the Superintendent or his designee. Additionally, for both tuition reimbursement and educational lane change, the following criteria must be met:
1. The study must contribute directly to improvement of skills for the employee in performance of his specific duties for the District.
 2. The study must have prior approval of the Building Principal and the Superintendent.
 3. The employee must return to active employment with the GMG Schools in the semester immediately following the period in which the study was completed.
- B. Upon receipt of evidence showing the employee's tuition payment and successful completion of the course(s) or class(es), tuition reimbursement of \$430 per college graduate credit hour, to a maximum of \$1,600 in any one contract year, shall be paid at the next regular GMG Board of Education meeting.

TEACHER SALARY SUPPLEMENT

Allocation of Teacher Salary Supplement (TSS) funds will be divided equally per Full Time Equivalency (FTE) teacher and be distributed in twelve (12) equal installments beginning with the employees September paycheck each year. Teacher salary Supplement (TSS) funds does not include Phase II (\$27,931 in 2008-2009) dollars, that have historically been included in the Master Contract's Salary Schedule A. See Attachment 6 Salary Schedule.

GMG EXTRA-CURRICULAR SALARY

ACTIVITY	BASE %	ACTIVITY	BASE %
HEAD HS VOLLEYBALL	0.1000	HEAD HS BASEBALL	0.1000
HEAD HS BOYS BASKETBALL	0.1000	HEAD HS BOYS TRACK	0.1000
HS BOYS GOLF	0.0388	HS GIRLS GOLF	0.0388
HEAD GIRLS BASKETBALL	0.1000	HEAD HS FOOTBALL	0.1000
HEAD HS WRESTLING	0.1000	HEAD HS GIRLS TRACK	0.1000
7-12 B/G CROSS COUNTRY	0.0750	HEAD HS SOFTBALL	0.1000
HS BB CHEERLEADING	0.0275	HS FB CHEERLEADING	0.0275
ASS'T HS FOOTBALL	0.0700	ASS'T HS VOLLEYBALL	0.0700
ASS'T HS GIRLS BASKETBALL	0.0700	ASS'T JH/HS WRESTLING	0.0700
ASS'T HS BOYS BASKETBALL	0.0700	ASS'T HS SOFTBALL	0.0700
ASS'T HS BASEBALL	0.0700		
HEAD JH GIRLS BASKETBALL	0.0475	HEAD JH BOY BASKETBALL	0.0475
HEAD JH FOOTBALL	0.0475	HEAD JH GIRLS TRACK	0.0425
HEAD JH BOYS TRACK	0.0425	HEAD JH VOLLEYBALL	0.0475
ASS'T JH FOOTBALL	0.0275	ASS'T JH BOYS BB	0.0275
ASS'T JH GIRLS BB	0.0275	JH CHEERLEADING/FB-BB	0.0275
INSTRUMENTAL MUSIC	0.1000	HS VOCAL MUSIC	0.0875
DRAMA	0.0355	DRAMA	0.0355
HS DANCE TEAM	0.0475	LARGE GROUP SPEECH	0.0400
SMALL GROUP SPEECH	0.0400	SOAR	0.0275
JH DANCE TEAM	0.0125	STEM COACH	0.0150
ASS'T HS DANCE TEAM	0.0225		
HS STUDENT COUNCIL	0.0225	JH STUDENT COUNCIL	0.0100
ANNUAL SPONSOR	0.0450	HS SADD SPONSOR	0.0130
ART CLUB	0.0150	SCIENCE CLUB	0.0150
SPANISH CLUB	0.0150	NATIONAL HONOR	
SOCIETY 0.0175			
FTA SPONSOR	0.0150	JH CLASS SPONSOR	
0.0075			
9TH GRADE SPONSOR	0.0075	10TH GRADE SPONSOR	
0.0075			
11TH GRADE SPONSOR	0.0200	12TH GRADE SPONSOR	0.0150
7-8 VOCAL MUSIC	0.0475		
EXTENDED CONTRACTS	PER DIEM	ADULT EDUCATION	0.0250