

This agreement is made and entered into this **9th day of June, 2010**, by and between the Board of Directors of the Spencer Community School District and the Spencer Education Association. Both parties recognize that providing a quality education for the students in the Spencer Community School District is their mutual desire.

The Board of Directors of the Spencer Community School District, hereinafter referred to as **Board**, recognizes the Spencer Education Association, hereinafter referred to as the **Association**, as the sole and exclusive bargaining representative for the certified unit. The unit is described below:

INCLUDED: All full-time and regular part-time professional personnel, classroom teachers (K-12), special elementary teachers, special education teachers and certified nurses, all hereinafter referred to as **Employees**.

EXCLUDED: Superintendent, assistant superintendent, principals, activities director, guidance director, associate teachers, teacher aides, non-certified nurses, custodians, transportation personnel, clerical employees, mail carriers, all other employees not specifically included and all employees excluded by Section 4 of the Public Employment Relations Act.

ARTICLE ONE

GRIEVANCE PROCEDURE

- A.** A grievance shall mean only that there has been an alleged violation of any of the specific provisions of this agreement not specifically excepted from the grievance procedure.
- B.**
1. Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.
 2. The failure of an employee (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.
 3. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the teaching staff.
 4. It is understood that an Association representative may accompany the grieving party beginning with the First Step.

5. Before proceeding to Step 4 of the grievance procedure, the Association shall conduct a poll by written ballot of the combined members of the grievance committee and the executive board to determine whether the grievance shall go ahead, and a simple majority vote of said combined committee shall constitute approval by the Association and shall be necessary to proceed to arbitration. Notwithstanding the foregoing, an individual shall be able to proceed with a grievance to arbitration, but if the majority vote referred to above was not received, the expense of the arbitration shall be borne by the individual and not the Association.

C. 1. **First Step.** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her principal. This meeting shall take place in the administrator's office and during the course of the meeting the grievant shall identify that the grievant feels there has been a violation of the contract and shall further identify the specific portion of the contract the grievant feels has been violated.

2. **Second Step.** If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, and shall state the remedy requested. 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 or when it should have been reasonably discovered. The principal shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) school days after receipt of the grievance.

3. **Third Step.** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and the Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third-step grievance meeting and communicate it in writing to the employee and the principal.

4. **Fourth Step.** If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee to the Superintendent within thirty (30) calendar days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days, after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Public Employment Relations Board will be requested to provide a panel of five arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The right of first strike shall be determined by lot. The remaining name shall be the arbitrator. The decision of the arbitrator shall be final and binding on the parties.

Expenses for the arbitrator's services shall be borne equally by the school district and the Association, except in the situation outlined at Paragraph B (5) above when an individual has elected to proceed to arbitration at the individual's own expense.

In his opinion, the arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

ARTICLE TWO

Employment Term

- A. Employees shall be contracted for a school year as designated in the school calendar, which calendar shall also set forth six (6) paid holidays within the work year. Certain employees shall be contracted on an extended basis beyond the calendar as shall be agreed to by the employee and the board.

- B. The school day shall be from **8:00 a.m. to 4:00 p.m.**, Mondays through Thursdays, **and 8:00 a.m. to 3:45 p.m.** on Fridays. On days prior to holidays the school day shall end for teachers fifteen (15) minutes after the dismissal time as designated in the calendar. The policy regarding the length of the school day at each building shall be implemented by the Superintendent or his designee, with the Superintendent or his designee having authority to make minor changes for the building starting and dismissal times as practical. However, these changes shall not be made in a manner so as to create more than an eight (8) hour day. In addition, employees may be required to attend up to four (4) inservice meetings per school month, not to exceed a total of eighteen (18) in-service meetings per school year, which meetings shall adjourn by approximately 5:00 p.m. These meetings shall be held at the request of building principals, and/or the Superintendent or his designee. The above limitations on in-service meetings shall not apply to meetings which take place during the school day or meetings of the curriculum coordinating committee or meetings of unit or team leaders and the building principal.

A part-time employee will receive an increase in his/her F.T.E. to attend inservices and workshops during the school year outside of his/her regular work hours.

- C. It is understood and agreed that in addition to teaching duties and supplemental pay duties, the employees shall perform some additional duties that shall not involve additional compensation such as parent-teacher conferences, open-house nights, and back-to-school nights, except that no employee shall be required to perform any duties under this section outside of the normal school year.

- D. Employees shall be entitled to at least a twenty-five (25) minute duty-free lunch period on each full teaching day.

- E. Employees shall be entitled to release time compensation for each regular teaching period in which the employee is requested to substitute at a rate of twenty percent (20%) of the current per diem substitute pay.
- F. In addition to the time set forth above, employees involved in activities referred to in the supplemental pay schedule shall devote the requested time to that activity, which may include meetings outside the school day as called by the activities director.

ARTICLE THREE

Leaves

A. Sick leave for temporary disabilities, including pregnancy:

1. Employees will be allowed sick leave for temporary disabilities, including pregnancy, as follows:

Ten (10) days sick leave for the first year to any employee new in the system. The schedule for sick leave each consecutive year for all teaching personnel until the maximum of one hundred fifty (150) days is reached will be as follows:

1st year of employment	10 days	
2nd year of employment	11 days	
3rd year of employment		12 days
4th year of employment	13 days	
5th year of employment	14 days	
6th and subsequent years	15 days	

2. Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 20 of each school year.

3. An employee shall notify the Superintendent or his designee as soon as the necessity for taking sick leave becomes known to the employee.

4. An employee, while taking sick leave under these provisions, shall keep the Superintendent or his designee informed of the duration of the disability and the expected date of the return to duty.

5. Following each absence from work the employee shall complete a report on a form to be provided, stating the reason or reasons for the sick leave request. Employer reserves the right to request the employee to be examined by a doctor of the employer's choosing and the cost of which examination will be borne by the employer.

6. An employee who is unable to work because of personal illness or temporary disability, including pregnancy, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or temporary disability through the end of the school year.

Insurance coverage shall be continued at the district's expense until the end of the current year for employees who have exhausted all sick leave and have been placed on leave without pay.

B. Association Leave

Up to a total of six (6) days leave shall be available annually for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations with the provision that the local Association shall reimburse the Board for the cost of substitute employees acquired for those days of temporary leave. This leave shall be reported to the professional leave committee and the Superintendent five (5) days in advance of the first leave day.

C. Educational Improvement Leave

The Board of Education may grant without pay up to one (1) year leave of absence upon application, which leave will be for the purpose of engaging in study reasonably related to professional responsibilities of that employee at an accredited college or university. Upon return from such leave, the employee shall be placed on the salary schedule one level above the level held prior to the leave of absence if that leave extends for the full school year.

D. Personal Leave

1. Each employee may request up to a maximum of two (2) leave days per school year. The request shall be made to the Superintendent or his designee ten (10) days in advance of the day requested for leave except in the case of emergency.

2. Both of these days may be used as personal leave for any purpose desired by the teacher, subject to the following conditions: the day shall not be taken by the employee during the first week of school or the last week of school or the day immediately prior or subsequent to a holiday. At the discretion of the Superintendent, exceptions to the foregoing conditions may be granted. Further, the administration may limit the number of employees leaving on the same day to the number of available substitutes.

E. Jury and Legal Leave

Any employee called for jury duty during school hours or who is required to appear by subpoena in any judicial or administrative proceeding shall be entitled to leave with full pay. Any remuneration other than mileage received by the employee during this leave shall be paid over to the district.

F. Professional Leave

A professional leave shall be administered by the Superintendent or his designee and one person from the category "excluded" under the second paragraph of this contract and a committee of five (5) employees to be appointed each school year by the Superintendent. All professional leaves approved by the committee shall be subject to approval of the Superintendent. The professional leave shall be administered as follows:

1. The school vehicles will be available for many meetings, but if they are not, then mileage will be paid at the rate authorized by the State of Iowa. It is expected that a school vehicle will be used whenever available. If a school vehicle is available but an employee prefers to drive his/her own car, then twelve (12) cents per mile will be reimbursed.

2. Reimbursement shall be provided for mileage and registration fees and costs of meals when the meal is part of the registration fee. In the event the leave requires overnight accommodations the food allowance in the following paragraph is applicable.

3. In the event overnight accommodations are necessary a maximum of Twenty-Five Dollars (\$25.00) per day, retroactive to commencement of the leave, will be allowed for food. Receipts for meals should be turned in when requesting reimbursement.

4. Reimbursement for lodging should be made for meetings that require more than one day's attendance. Lodging receipts must be turned in when requesting reimbursement.

5. Professional leave will not normally be granted:

- a. The first two weeks of school;
- b. The last two weeks of school;
- c. One week prior to end of first semester;
- d. One week following end of first semester.

6. Employees should not expect to be absent from their classrooms more than five (5) days; a maximum of five per cent (5%) or nine (9) days may be allowed in exceptional cases such as those holding national or state offices.

7. Requests to serve on a North Central Association or Iowa Department of Education visitation team will be considered on an individual basis. Items such as the size and location of the school making the request and the number of visitation committees that the individual making the request has served on previously are items that will be considered.

8. Permission to attend meetings should not be considered automatic but must be cleared through the committee prior to commitment. Guidelines for a timely submission of requests to attend professional meetings shall be determined by the Professional Leave Committee subject to the approval of the Superintendent or his designee. The Committee would appreciate requests being made out as far in advance as possible. All requests for professional leave should be made out in duplicate and given to one's principal.

9. A written report is to be made to the committee upon returning from meetings. It is hoped that reports on department meetings would be written in such a way that they would be of value to those in the department who did not attend. Reimbursement of expenses will not be processed until reports are filed.

G. Bereavement Leave

1. Bereavement leave may be granted at a rate not to exceed five (5) days per occurrence in the event of the death of an employee's spouse, child, parent, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

2. Bereavement leave may be granted at a rate not to exceed three (3) days per occurrence in the event of the death of an employee's brother, sister, or grandparent.

3. In the event of the death of other members of the immediate household, the employee may be granted for the purpose of attending the funeral, two (2) days of leave if the funeral is within a one hundred fifty (150) mile radius of Spencer and three (3) days if the funeral is outside the one hundred fifty (150) mile radius.

4. At the discretion of the Superintendent, one additional day of bereavement leave may be granted for extenuating circumstances.

5. In the event of the death of an employee or student in the school district, the principal or immediate supervisor of said employee or student may grant to an appropriate number of employees sufficient time to attend the funeral.

6. The Superintendent may grant, at his discretion, up to one (1) day of funeral leave in the event of the death of a friend or relative outside the employee's immediate family as defined above.

H. Family Illness Leave

In the event of a serious illness of an employee's spouse, child, ward, parent, parent-in-law, sibling, sibling-in-law, grandparent or grandparent in law a maximum of six (6) days will be allowed in one year. A serious illness is defined as an illness that requires professional care. Family sick leave is to be deducted from accumulated sick leave.

ARTICLE FOUR

Health and Safety Provisions

A. Physical Fitness - Employees

1. All full-time and part-time regular employees are to present evidence of good physical health prior to their initial employment. Examination forms shall be provided by the school district.

2. Additionally, the Board may require an examination when, in its judgment, such an examination is relevant to an employee's performance or status. The district shall pay the cost of such examination up to a maximum of eighty dollars (\$80).

3. The district shall pay up to a maximum of eighty dollars (\$80) towards the cost of the examination required prior to initial employment.

B. Employee Equipment

A serviceable desk, chair and lockable storage area will be furnished for the exclusive use of each employee.

C. Protective Devices

The school shall furnish such equipment and devices as may be needed by the employee to perform assigned duties in a safe manner. All such items shall be provided without charge to the employee. It is understood that the employee will be responsible for the proper use and care of any devices or equipment furnished.

ARTICLE FIVE

Evaluation Procedures

- A.** All new employees to the system shall be observed during the first nine weeks of the school year. An additional evaluation shall be made of all new employees during the first year.
- B.** Any formal written evaluation shall be submitted to the employee for the employee's signature prior to including that evaluation in the permanent records of the employee. The employee shall have a right to have a written response to that evaluation, both of which, the evaluation and response, shall be kept in the permanent file. Signing of a formal written evaluation does not indicate agreement with that evaluation but merely receipt of it.
- C.** Within two weeks after the beginning of the employee term the building principal or appropriate supervisor shall explain at a group meeting to the employees the evaluation procedures and advise those in attendance as to the designated supervisor who will observe and evaluate. No evaluation shall take place until such orientation has been completed.
- D.** Evaluations shall be done by appropriate members of the administrative staff.
- E.** The first observations of an employee shall be previously announced to the employee at least two (2) days prior to the visit.
- F.** A continuing employee shall be evaluated at least once every three (3) years or more frequently as the administration so desires.
- G.** Nothing herein contained shall limit the type or number of evaluations or observation.

ARTICLE SIX

Transfer Procedures

- A.** Any employee may apply for voluntary transfer to another building, grade level, or subject area. Such application shall be in writing to the Superintendent or his designee. An approval or a denial of a transfer to a vacancy existing at the time of such a request shall be in writing.
- B.** If a choice must be made among two or more employees of equal qualifications, skill, competence, and ability, the transfer shall be given to the employee with the greater full-time continuous length of service in the Spencer Community School District.
- C.** In the event that the Superintendent or his designee determines that involuntary transfers to another building, grade level, or subject area are necessary, the Superintendent shall give written notice to the affected employees as soon as practicable. An involuntary transfer assignment shall be made only after a meeting between the employee involved and the Superintendent or his designee, at which time the employee shall be advised of the reasons for the transfer. If qualified volunteers are available they shall first be considered in the event of necessity for involuntary transfers. The matter of transfer or reassignment, whether voluntary or involuntary, shall not be subject to the grievance procedure beyond the third step of the grievance procedure of this contract.
- D.** The Board shall consider skill, competence, qualifications, and ability when determining what employees shall be subject to transfer.
- E.** The procedures of transfer but not the substantive decision as to when it shall occur or who is involved are subject to the grievance procedure of this contract.

ARTICLE SEVEN

Staff Reduction Procedures

- A.** When in the judgment of the Board of Education there is a necessity for a reduction in staff, the employer shall attempt to accomplish such reduction by attrition.
- B.** In the event necessary reduction in staff cannot in the opinion of the employer be adequately accomplished by attrition, employees with emergency and/or temporary certification, unless needed to maintain an existing program, shall be reduced next.

- C. Following these steps the employer shall next consider qualifications, seniority, skill, competence, and ability when determining which employees shall be recommended for reduction. Seniority, for purposes of this paragraph, shall mean the greater total continuous length of service in the Spencer Community School District.
- D. Seniority shall be limited by comparisons to other employees within the following divisions of the Spencer Community School District: kindergarten through twelve within curricular areas: for example, elementary classroom teachers, mathematics, science, social studies, physical education, art, music, special programs, and Chapter I. It is the intention of the parties that the listed divisions shall be considered as separate units.

ARTICLE EIGHT

Salary

- A. The salary of each employee covered by the regular salary schedule is set forth in Schedule A, which is attached hereto and made a part hereof.
- B. The basic salary guide shall be interpreted as a general basis for issuing the employees' contracts. The Board reserves the right to pay above the basic schedule to obtain or keep specifically qualified employees.
- C. Employees on the regular salary schedule may be granted one (1) increment or vertical step on the schedule for each year of service until the maximum on the schedule for their educational classification is reached.
- D. Any employee who reaches the highest incremental step on his/her salary lane shall receive a career increment of 102% of that maximum step, which shall be paid to the employee the second year that the employee is at the last step of their salary lane. If an employee moves to a higher education lane the career increment shall still apply.
- E. Each employee shall be paid in twelve (12) equal installments on the twentieth (20th) of each month. Employees shall receive their checks at their regular building and on regular school days. The Board reserves the right to prepay June, July, and August checks or to pay employees in nine (9) equal installments at a time other than the twentieth (20th) of each month. When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their pay checks on the last previous working day.
- F. Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee.

ARTICLE NINE

Supplemental Pay

- A.** 1. Employee participation in extra-curricular activities listed on the supplemental pay schedule, Schedule B, which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay or other stipulations in Schedule B, which is attached hereto and made a part hereof. Consideration in making such assignments shall be given to continuing employees regularly employed in the district.
2. If an employee desires to be released from supplemental duties, the employee shall notify the Superintendent, and in the event that a replacement is obtained, which replacement is suitable to the Superintendent and the Board of Education, then the employee may be released from the supplemental duties. The determination as to whether the replacement is suitable shall rest with the Superintendent and the Board of Education and shall be nongrievable under this contract.
- B.** Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one school per day shall be reimbursed for all such travel at the rate authorized by the State of Iowa for all driving done between arrival at the first location at the beginning of their work day and arrival at the final assigned location.
- C.** The school vehicles will be available for many meetings but if they are not, then mileage will be paid at the rate authorized by the Board of Education. It is expected that a school vehicle will be used whenever available. If a school vehicle is available but an employee prefers to drive his/her own car, then twelve (12) cents per mile will be reimbursed.

ARTICLE TEN

Insurance

The District will provide \$8,603 for insurance programs selected by the Board of Directors. The difference between the actual cost of the individual programs and the \$8,603 may be applied to a family health and major medical policy for the employee if the employee desires that coverage. Part-time employees who qualify within the group shall receive a pro-rata contribution toward the insurance programs. In the event an employee who has single coverage is hospitalized or treated as an out-patient at the hospital, the district shall pay the employee's deductible and share of the coinsurance up to a maximum of \$1,500 per year.

The insurance programs are health and major medical, \$25,000 term life insurance, and dental insurance. All employees will pay for long term disability insurance through payroll deduction.

ARTICLE ELEVEN

Dues Deduction

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form of the assignment shall be as set forth in Form A, which is attached hereto and made a part hereof, and shall be filed with the Board Secretary by October 1.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-tenth of total dues from the regular salary check of the employee each month for ten (10) months, beginning in October and ending in June of each year.

C. Duration

Such authorization shall continue in effect for the current school year, unless revoked in writing by a thirty (30) day notice to the Board and to the Association.

D. Termination

Any employee whose employment terminates prior to June shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore, or the balance of the year's dues shall be deducted from the next payment to the employee.

E. Transmission of Dues

The Board shall transmit to the Association the total monthly deduction for professional dues within ten (10) school days following each regular period, and a listing of the employees for whom deduction was made will be furnished on October 1 and subsequent deductions therefrom will be furnished on the first of each month following the month of any reduction in size of the unit.

- F.** It is the responsibility of the Association to inform members of the dues deduction system and to provide the necessary authorization cards.
- G.** It is further agreed that the word "dues" as used above does not involve initiation fees, special assessments, back dues, or fines.
- H.** The Association agrees to indemnify and hold harmless the School District from any claims or causes of action that are based upon unfair representation or improper application or use of dues money by the Association.

In the event that any provision of this agreement shall become void or illegal during the term of this agreement such provision shall become inoperative, but all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

This agreement shall become effective July 1, 2010, and shall continue in effect until June 30, 2011.

In witness thereof:

For the Spencer Education Association

For the Board of Education of the
Spencer Community School District

President

President

Date

Date

Secretary

Superintendent

Date

Date

Chief Negotiator

Chief Negotiator

Date

Date

SCHEDULE A

SPENCER COMMUNITY SCHOOL DISTRICT

SALARY SCHEDULE

2010-11

STEP	BA	BA+ 15	BA+ 30	MA	MA+ 15	MA+ 30
0	1.00(30,351)	1.05(31,869)	1.10(33,387)	1.15(34,904)	1.20(36,422)	1.25(37,939)
1	1.05(31,869)	1.10(33,387)	1.15(34,904)	1.20(36,422)	1.25(37,939)	1.30(39,457)
2	1.10(33,387)	1.15(34,904)	1.20(36,422)	1.25(37,939)	1.30(39,457)	1.35(40,974)
3	1.15(34,904)	1.20(36,422)	1.25(37,939)	1.30(39,457)	1.35(40,974)	1.40(42,492)
4	1.20(36,422)	1.25(37,939)	1.30(39,457)	1.35(40,974)	1.40(42,492)	1.45(44,010)
5	1.25(37,939)	1.30(39,457)	1.35(40,974)	1.40(42,492)	1.45(44,010)	1.50(45,527)
6	1.30(39,457)	1.35(40,974)	1.40(42,492)	1.45(44,010)	1.50(45,527)	1.55(47,045)
7	1.35(40,974)	1.40(42,492)	1.45(44,010)	1.50(45,527)	1.55(47,045)	1.60(48,562)
8	1.40(42,492)	1.45(44,010)	1.50(45,527)	1.55(47,045)	1.60(48,562)	1.65(50,080)
9	1.45(44,010)	1.50(45,527)	1.55(47,045)	1.60(48,562)	1.65(50,080)	1.70(51,597)
10	1.50(45,527)	1.55(47,045)	1.60(48,562)	1.65(50,080)	1.70(51,597)	1.75(53,115)
11	1.55(47,045)	1.60(48,562)	1.65(50,080)	1.70(51,597)	1.75(53,115)	1.80(54,633)
12	1.57(47,652)	1.65(50,080)	1.70(51,597)	1.75(53,115)	1.80(54,633)	1.85(56,150)
13	1.59(48,259)	1.67(50,687)	1.72(52,204)	1.80(54,633)	1.85(56,150)	1.90(57,668)
14		1.69(51,294)	1.74(52,812)	1.82(55,240)	1.90(57,668)	1.95(59,185)
15			1.76(53,419)	1.84(55,847)	1.92(58,275)	1.97(59,792)
16				1.86(56,454)	1.94(58,882)	1.99(60,399)
17					1.96(59,489)	2.01(61,006)
18						2.03(61,613)
CS*	49,224	52,320	54,487	57,583	60,679	62,845

*Career step is 102% of previous step.

** Nurses will be paid from B.A. Lane

Note: HF499 (Phase 11) funds are included in Schedule A. If these funds are not available from the state in future years, the schedule will be automatically adjusted proportionally.

SCHEDULE B
SCHEDULE FOR SUPPLEMENTAL PAY SERVICES
2010-11

SERVICE	RATE OF PAY	SERVICE	RATE OF PAY
<u>FOOTBALL</u>		<u>GOLF</u>	
Head	16	Head (Boys)	12
Assistant*	12	Head (Girls)	12
8th	6		
7th	6		
Trainer	8		
		<u>TENNIS</u>	
		Head (Boys)	12
		Head (Girls)	12
<u>BASKETBALL</u>			
Head	16		
10th	12		
9th	9		
8th	6		
7th	6		
		<u>SWIMMING</u>	
		Swimming Coach (Boys)	12
		Swimming Coach (Girls)	12
<u>WRESTLING</u>		<u>SOCCER</u>	
Head	16	Head	12
Assistant	12	Assistant	9
7-10	6		
		<u>OTHER</u>	
		Band: High School Director	16
		Band: Asst Inst/Choral	3
		Band: Middle School Director	12
		Band: Elementary Director	9
		Band: Color Guard Sponsor	3
		Vocal: Head	16
		Vocal: Elementary	3
		Director of Theater	16
		Drama: Middle School	4
		Debate: Head	16
		Debate: Assistant	6
		Mock Trial - HS	8
		Speech: Large Group	8
		Speech: Individual	8
		Yearbook	16
		Tiger Tempos	5
		Cheerleaders & Pep Club	9
		Intramurals	6
		Weight Program	8
		Homecoming	3
		Prom	3
		FFA	5
		Mock Trial – MS	4
		Special Olympics	5
<u>TRACK</u>			
Head	16		
Assistant 9-12	12		
Assistant 7-8	6		
<u>CROSSCOUNTRY</u>			
Head (Boys)	12		
Head (Girls)	12		
<u>VOLLEYBALL</u>			
Head	16		
Assistant	12		
9th	9		
8th	6		
7th	6		
<u>BASEBALL</u>			
Head	16		
Ist Assistant	12		
2nd Assistant	9		
<u>SOFTBALL</u>			
Head	16		
Ist Assistance	12		
2nd Assistance	9		

NOTE: Numerals under the column "Rate of Pay" are percentage values. Dollar amounts for the various positions are calculated by multiplying the percentage value by \$30,351 (Step 0 on BA Base). For example, the head football coach receives \$4,856 (. 16 x \$30,351).

*Assistant football coaches are responsible for grades 9 - 12: they report to work approximately two weeks before school begins.

Dues Deduction Authorization Form

**Authorization for Payroll
Deduction for Education Association Dues**

Employee Name _____

Amount to be Deducted _____

I hereby request and authorize the Board of Education of Spencer Community School District to deduct from my earnings the amount stated and remit said amount to the treasurer of the Spencer Education Association.

It is understood that I, the employee, will complete, sign and return the dues deduction form (Form A) to the treasurer of the Spencer Education Association on a yearly basis. The treasurer of the Spencer Education Association will then submit said form to the Board Secretary no later than October 1 of each respective year. The amount to be deducted will be divided into ten (10) equal payments commencing with the October payroll.

It is further understood that in the event my employment terminates prior to the completion of the above time period, I shall provide verification to the Board of Education from the Association that my dues are paid in full for the year or that satisfactory arrangements have been made with the Association for payment of those dues. In the event I do not furnish said verification it is understood that the balance of the year's dues shall be deducted from my final payment from the Spencer Community School District.

Signature

Date

For Employer use only.
Do not fill out.

Employee No.	Date Started	Amount
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