

**Synopsis of the Agreement between the
Jefferson Federation of Teachers and the Jefferson Parish School Board*
March 26, 2013 – June 30, 2016**

Article I – Definitions

Terminology used in the Agreement

Article II – Recognition

Bargaining unit consists of teachers, counselors, librarians, speech therapists, social workers, education diagnosticians, school psychologists and nurses.

Article III – Federation Rights

Federation staff members are eligible to take leave from the school system to work for the Federation.

Federation President/representatives have the right to visit schools, address new teachers at school system's orientation meeting, use the internal mail service, receive a copy of the Board meeting agenda, receive an electronic list of the bargaining unit and receive administrative notices sent to teachers.

Federation members have the right to have their dues deducted from their paychecks.

Federation Building Committee shall have the right to meet with principals/supervisors at each school/worksites to address concerns.

Federation representatives have the right to meet with the Superintendent.

Board cannot discriminate against members of the bargaining unit for exercising their rights under the Agreement.

Teachers selected by the Federation can be excused from school to attend conferences, conventions and/or workshops conducted by the Federation and/or its affiliates.

Federation Building Representatives and Leadership shall be released for one (1) day to attend the Federation inservice without loss of pay or sick leave.

Federation shall appoint 2/5 of the teachers to all system-wide committees with teacher representatives.

Federation bargaining team members are excused without loss of pay/benefits to prepared and/or attend bargaining sessions.

Article IV – Management Rights

Board retains the right to direct the operation of the schools. Such shall include but not be limited to: maintaining the schools and the educational activities; expending all monies; provide the children with as nearly equal advantages as may be practicable; determine the number, age and qualifications of the pupils to be admitted into each school; evaluate the professional staff; reprimand, discharge or otherwise discipline the professional staff for cause; develop, implement and evaluate the instructional program; employ, assign transfer and promote the professional staff; determine organizational patterns, grade level distribution, staffing, school calendar and the number and location of its schools; develop and implement guidelines for student discipline and take action as necessary to ensure the safety and well being of students, staff and property in an emergency.

All rights, powers and authority are retained by the Board subject to the limitations of the Agreement.

Article V – Conflict Resolutions

Complaints and Investigations

Complaint and investigations procedure must be conducted in private and proceed in a manner which assumes the innocence of the teacher.

Accusations involving corporal punishment and/or moral offenses concerning students shall be in writing and the teacher has 24 hours to respond. If an accusation is unfounded all documents shall be expunged from the files of the Board.

Teachers directed to attend an investigatory conference as a witness shall have the right to have a Federation Representative present.

Disciplinary Conferences

Teachers recommended for dismissal or suspension must be given notice of the fact and given 24 hours to secure representation (other than an attorney) during the conference.

Teachers accused of abuse, corporal punishment shall receive a written complaint and shall have the right to have an attorney present when required to make a statement during any conference.

An administrative conference form remains in the teacher's file at the school and a special conference form is placed in the teacher's central office file. Conference forms must be completed within 15 work days of the occurrence. If accusations leading to the disciplinary conference are determined to be unfounded, all documents shall be expunged from the Board's files.

Discipline and Discharge

Teachers recommended for suspension without pay, dismissal or non-renewal shall have the right to a meeting with the Chief Human Capital Officer and may be accompanied by a Federation representative.

If the Chief Human Capital Officer recommends suspension without pay, dismissal or non-renewal of a teacher, the teacher shall be given written notice.

If the Superintendent recommends suspension without pay, dismissal or non-renewal of a teacher, the teacher shall be given written notice prior to final action.

A tenured teacher shall be entitled to a hearing for the purpose of the suspension without pay or dismissal and the hearing shall be conducted in accordance with state law.

A teacher shall not be suspended or deprived of any property or liberty interest without just cause.

A teacher who receives a written reprimand on a special conference form may request a conference with an administrator appointed by the Chief Human Capital Officer and may be accompanied by a Federation representative.

The Board agrees to not take reprisals against teachers who voluntarily agree and/or are subpoenaed to testify as witnesses at any meetings, conferences, grievances and/or Board hearings on behalf of or against any employee(s) of the Board.

Grievance Procedure

This section outlines the procedure for filing a grievance when there is a violation of the Agreement which includes an informal procedure, formal procedure and binding arbitration.

Prohibitions Against Strikes and Lockouts

Federation agrees not to engage in any strike, slowdowns, walkout or any other disruption of the school program during the term of this Agreement. Board agrees that there shall be no lockout during the term of the Agreement.

Article VI – Human Capital Management

Evaluation Due Process and Grievance Procedure

A teacher is provided with a copy of the final evaluation results no later than 15 work days after the final evaluation rating is determined and is entitled to any related documents. The teacher is entitled to submit a written response within 15 work days.

A teacher may request a meeting with the principal after the evaluation or prior to the end of the academic year. The teacher is automatically granted a 10 day extension in the event the evaluation rating is received within the last 5 days of the academic year. Timelines may be extended with mutual agreement.

A teacher may grieve to the Superintendent if the conflict in question is not resolved between the teacher and the principal and is entitled to representation during the grievance procedure.

Copies of evaluation results and any related documents are confidential and do not constitute a public record.

Failure of the JPPSS to adhere to the requirements of this section is a grievable matter in accordance with the evaluation process.

Personnel Files

A teacher shall sign and date any documents that will be placed in his personnel file and shall receive a copy of such documents. The teacher's signature shall not be construed as an agreement of the contents.

A teacher has the right to refute/rebut in writing any derogatory material within 15 work days from the date received.

No teacher shall be denied access to his personnel file. A teacher may authorize a Federation representative to examine his file. A teacher shall be permitted to reproduce a copy of the contents of his personnel file.

No anonymous letters/materials or grievances may be placed in a personnel file.

If derogatory material exists in a teacher's personnel file for more than 12 calendar months, the teacher has the right to request (in writing) the Chief Human Capital Officer to remove/expunge all/portion of the material. References to tardiness, absenteeism or the timeliness of filing lesson plans shall be removed/expunged upon its 2nd anniversary provided no related documentation was added during the 2 year period and the teacher submits a written request to the Chief Human Capital Officer. The teacher must receive a written response within 15 work days of receipt of the request.

Reprimand and Criticism

The Board agrees that it is inappropriate to reprimand/criticize teachers in the presence of students, parents or others except as may be required at disciplinary conferences, grievance hearings and/or closed Board hearings.

Staff Reduction

Teachers identified to be laid-off shall be notified not less than 45 days prior to the effective date. Teachers may be assigned to an excess teacher pool.

A teacher identified to be laid-off has the right to request in writing a review of such action.

Teachers subject to layoff shall be placed on a recall list, if one exists, for 2 years. During the layoff period, teachers may participate in the JFT Health & Welfare Fund and other insurances, if such is permissible and the teacher makes payment for such insurances.

A laid-off teacher may enroll with the school system's substitute placement contractor.

Voluntary Transfers

No later than August 1, the Human Capital Office shall schedule a centralized voluntary transfer process.

Teachers shall attend an interview with the principals of the schools which have vacancies. Teachers will be provided with a tentative list of vacancies at the time of their interviews. Interviews will be conducted at a central location. Teachers will submit requests for voluntary transfer preferences in writing at the interview process.

Principals will submit a list to the Human Capital Office of those teachers who were interviewed and indicate which of the teachers who interviewed are eligible for a voluntary transfer to their schools.

Teachers will be assigned based upon the results of their interviews and preferences.

Teachers are eligible to apply for a position that is considered a bargaining unit position during the school year and if selected will not be permitted to assume the new position until the beginning of the next school year. Teachers selected for a position that is considered a promotion shall be permitted to assume the new position when mutual consent has been reached with a replacement teacher.

Teachers who are on an IAP shall be ineligible for a voluntary transfer.

Article VII – Program Procedures

System Wide Decision Team

A team(s) shall be established to make shared decisions in regard to the needs of the school system. A team shall consist of teachers, support staff, administrators, parents and community members

The following issues shall be determined by the System Wide Decision Team: calendar, exam days, professional development days, records days and textbook selections.

School Based Decision Team

A team(s) shall be established at each school to make shared decisions in regards to the needs of the school. A team shall consist of teachers, support staff and administrators at the school and may include parents, students and/or community members.

The following issues shall be determined by the School Based Decision Team: curriculum, textbooks and supplemental instructional materials; equipment and classroom materials; classroom assignments; exam schedules; lesson plans/test submission; and professional development.

If an agreement cannot be reached, the principal makes the decision. In the event the School Based Decision Team disagrees with the principal's final decision, the team and the principal shall meet with the Network Executive Director. If agreement is still not reached, the decision shall be made by the principal and the Network Executive Director.

Inclusion/Mainstreaming

When a student with disabilities is served in a general education classroom, the special education teacher shall inform the general education teacher about the student's

exceptionality and instructional and/or behavioral techniques that are appropriate for the student.

General education teachers shall be invited to the I.E.P. conferences for the students they serve and may reconvene the I.E.P. team to address their student's academic and/or behavioral issues.

Administrators will provide general and special education teachers' opportunities to collaboratively plan instruction and assessment.

Administrators will make reasonable efforts to maintain a ratio of natural proportions when assigning students with disabilities to general education classes. Class sizes shall not exceed the standards established for general education classes by the state and/or Southern Association as per the pupil/teacher ratio.

Teachers have the right to immediately remove a child temporarily from an inclusion class due to behavioral issues in accordance with law.

The Board shall make every effort to hire a substitute for an inclusion teacher or paraeducator who is absent.

School Improvement Plan

Teachers shall be provided with a copy of the Action Plan component of the School Improvement Plan (SIP) at the beginning of the school year and shall be informed of any and all subsequent modifications and/or revisions to the Action Plan component.

Special Education

Where feasible, self-contained special education classrooms shall not be utilized to house homerooms comprised of non-special education students and every effort shall be made not to double-house special education classes.

Every attempt shall be made to provide the special education teacher with the current I.E.P. and evaluation of the special education students who transfer from one school to another within the system.

The principal shall give reasonable consideration to the special education teachers' requests in the preference of their special education class paraeducators.

Student Discipline

Each referral shall be submitted in accordance with the discipline policy which adheres to the law and PBIS. In case of emergency, the teacher may bring a student to the office but shall forward the referral form prior to the end of the work day. The Board shall provide the teacher with the ability to print a copy of the referral prior to submission.

The parties agree that a teacher's authority in the classroom and a climate favorable for teaching and learning are paramount but that these can be undermined when the teacher does not receive appropriate administrative backing in the teacher's efforts to enforce reasonable discipline in the school.

A teacher shall have the right to immediately send a student to the principal in accordance with law. Teachers may use reasonable force to protect themselves, other school personnel or students from the threat of possible injury or violent acts. The principal, or designee, shall make every effort to respond immediately to a distress call from a teacher.

Each principal shall administer disciplinary action to students in a consistent fashion in accordance with Student Services Policies and Procedures and PBIS.

If known by the Board and not prohibited by law, teachers shall be notified when a student assigned to their class has been convicted of a felony, arrested for or convicted of assault or battery on a teacher and/or is under the jurisdiction of the state's Child Protection Service.

Teacher recommendations shall be given every consideration in disciplinary matters. If such is not implemented, the teacher may request to be informed of the reason.

A referral shall be acted upon with 48 hours but not later than 72 hours in extenuating circumstances. The teacher's copy of the referral shall be returned with 24 hours after action has been taken.

A reasonable effort shall be made to notify teachers when a student assigned to their class has been diagnosed as having any physical or mental problems which could affect his learning progress and behavior in class.

Student Grades

A teacher shall have the right to challenge a grade change by appealing to the Network Executive Director.

Teachers shall enter grades as earned during a marking period and have all grades entered prior to the time the electronic window closes.

Teachers have the right to determine a reasonable value assigned to the different components and/or questions of teacher made tests.

No teacher shall be assigned as the official school test coordinator at any school for state standardized testing purposes.

Teachers shall place the most current information/records in the front section of the students' cum folders but shall not be required to organize the information/records from previous school terms.

Article VIII – Working Conditions

Class Size

In establishing class sizes the Board shall be cognizant of Bulletin 741, Southern Association standards and other pertinent and compelling factors.

The Board acknowledges completing as soon as possible the adjustment in the number of students within each grouping of class periods/grade levels in order to reasonably equal numbers of students among the teachers. The Board shall likewise seek to equalize the number of students when assigning newly enrolled students during the school year.

Commencement

Senior homeroom teachers may be required to attend commencement exercises if a sufficient number of teachers have not volunteered to attend/participate.

Duty Free Lunch

Teachers will be provided at least a 30 minute duty free lunch. Teachers shall be able to leave the school grounds during their duty free lunch period using the prescribed check out and check in procedures.

On those days when students are not in attendance at lunch time, teacher shall be given 1 hour of duty free lunch.

Teachers, who are required to teach both the morning and afternoon sessions and where lunches are not served, shall be given 1 hour of duty free lunch.

Faculty Lounge

Each school shall have a designated area for the faculty lounge.

Profits from the vending machines shall be expended by a majority vote of the school employees prior to the spending of any profits. A statement reflecting the income is to be

posted in the faculty lounge no later than 1 week after the close of the fall semester and 1 week prior to the close of the spring semester.

Faculty Meeting

No more than 8 faculty meetings per year not to exceed 60 minutes in duration with 3 school days advanced notice. The teachers' preferences should be considered when scheduling the meetings. Faculty meetings shall not be held during those months when parent conferences are scheduled. Meetings may be scheduled if there is an emergency.

Health and Safety

Nothing precludes an employee from responding to a perceived threat by contacting the police or other authorities or to pursue charges when warranted. The teacher shall immediately advise the principal, or designee, if the police or other authorities are called.

If a teacher is exposed to a student's bodily fluids the teacher has the right to request that the Board require the parent/guardian of the student to have the student tested for communicable diseases.

If a teacher has his skin broken by a student, if permitted by law, the Board shall require the parent/guardian of the student to have the student tested for communicable diseases.

A teacher who has supervisory duties involving a student with a communicable disease shall be notified of such.

A teacher shall be provided with a copy of his First Report of Injury.

A student who becomes ill during the school day and whose return to class would be detrimental to the health and safety of others as determined by the principal shall not return to class.

The Board will provide hepatitis vaccinations to teachers who are in situations where prevention is paramount.

Loss or Damage to Personal Property

Teachers who suffer damage to their clothing/automobiles during the performance of their duties will be reimbursed for the full amount of uninsured losses not to exceed \$500. Claims must be submitted within 90 days of the occurrence and will be processed promptly. The fund is administered by the Chief Financial Officer.

Open House

Teachers will be given 3 days advance notice of the date and time of the annual Open House.

Parent Conference

The length of parent conference day will be the same as the normal teacher work day, but must end no later than 7:45 p.m.

The principal may allow a parent to observe his child's class provided the teacher consents. The teacher may allow the parent to observe provided the principal consents.

Part-Time Employment

Teachers have the right to apply for part-time employment.

Planning Time

Middle/High School teachers shall be scheduled for a daily planning period equivalent to the length of the student's class period. If teachers are required to serve duty, such shall be equitable. The Federation Building Committee and the principal shall meet to develop the duty schedule.

Elementary teachers shall be scheduled for no less than 220 minutes of planning time during the week except when the student day/week is shortened. Elementary physical education teachers shall bring and/or retrieve those students who are scheduled for physical education immediately preceding and/or following lunch.

During the overall time-frame when standardized tests are being administered, planning time shall be distributed equitably.

A teacher may leave the school grounds during planning time, with the consent of the principal.

Every effort shall be made to provide special education teachers with adequate planning time.

Teachers shall be notified in advance when meetings will be conducted during their planning period. During a week in which state and/or parish mandated testing occurs, teachers shall not be required to attend meetings during their planning time.

Recording Teacher Attendance

A school based teacher shall place only his initials on the appropriate attendance roster for recording attendance and the timeliness of arrival. Recording the untimely arrival of teachers shall be in a separate location. Itinerate teachers shall be required to sign-in with the time of arrival and departure on the appropriate attendance roster/log.

The Board will make every effort to implement a computerized log-in system which provides easy access for the teachers.

Relief from Non-Professional Duties

Teachers are not required to perform the following non-professional duties: engage in searches for explosive devices; participate in the physical inspection of students to determine health hazards/weapons; participate in fund-raising activity when not on duty for the school; secure and/or unsecure car seats/seat belts; dispense medicine except for those who are trained; transport students in their personal vehicles; and/or issue receipts to students for amounts less than \$5.

Fund raising should be utilized for the purpose described in the fund-raising activity.

This section outlines procedures for funds in activity accounts.

The principal and the Federation Building Committee shall meet and seek to develop equitable distribution of duty.

This section outlines procedures for buses that are delayed in picking up students from the school site.

Teachers shall not be required to complete forms or certificates if other feasible alternatives exist.

Teachers are required to complete forms that are required by law and/or Board policy or to comply with or implement law and/or Board policy.

An employee assigned to perform duty in the school's main office shall contact the parent/guardian of a student who is absent from or tardy to school.

School Day

All teachers who are not serving duty must report 10 minutes before the beginning of the school day and remain 5 minutes after the close of the school day.

During the life of this Agreement, the length of the school day shall not exceed that of the 2011-12 school year unless so required by State regulation or law or teachers are compensated for the additional time.

School Emergency Procedures and Emergency School Dismissal

Teachers are responsible for evacuating students from the building in the event it is necessary.

Teachers will reasonably cooperate with officials in identifying atypical factors which does not endanger the teacher.

In the event students remain on the campus after an emergency dismissal, the principal may ask for a sufficient number of volunteers to supervise the students. If sufficient numbers do not volunteer, the principal will assign a sufficient number of teachers to supervise the students. Teachers who are required to stay in order to supervise the students will be compensated in accordance with state law.

If schools are closed due to a disaster, teachers so affected shall not suffer any loss of pay or other benefits, provided it shall not affect the right of the Board to reschedule or reassign teachers in order to cope with such disasters. If such days are rescheduled, the principal shall solicit the preferences of teachers as to the dates and times to determine the rescheduling.

Teachers as Substitutes

Teachers shall be responsible for scheduling a substitute through the Board approved provider. A substitute obtained by a teacher shall not be reassigned by the principal except in an emergency.

Substitutes shall assume the absent teacher's schedule including non-teaching duties.

A teacher shall notify the Board approved provider and principal at least 60 minutes prior to the beginning of the teacher workday.

A teacher shall maintain an up-to-date emergency substitute folder containing no more than 3 days of assignments.

If a teacher is assigned during his planning period to supervise an absent teacher's class, the teacher shall be compensated at the rate of \$8.75 for each 30 minute period, or duration of at least 12 minutes.

Elementary principals shall determine the substitution solutions when substitutes are not available. Elementary teachers will be compensated when elementary p. e. classes are cancelled and such causes the loss of planning time or teachers are assigned to supervise students from classes assigned to absent teachers, the teachers shall be compensated \$8.75 for each 30 minute period, or a duration of at least 12 minutes.

If an elementary physical education teacher is required to supervise the students regularly assigned to a physical education paraeducator, the teacher shall be compensated.

If 1 of the teachers in an inclusion class is absent, the teacher in attendance shall be compensated.

When a counselor is absent for an extended period of time (10 days) the other counselors at the school assume the duties/responsibilities of the absent counselor and the counselors shall be compensated at a rate of \$17.50 per hour.

Teaching Assignments

Middle/high school teachers shall not be assigned more than 3 preps on an A/B block schedule or 6/7 period day or 2 preps on a 4 X 4 block schedule unless no other feasible alternative exists. An honors credit course is considered 1 prep.

Teachers are permitted to take manuals home during the summer.

The school's master schedule shall be made available to review no later than the 11th student attendance day at the beginning of the 1st and 2nd semesters.

A teacher has the right to grieve a teaching assignment if the assignment was punitive or there was an improper motive.

A principal shall make every reasonable effort to avoid the consistent assignment of low-ability students and/or students with discipline problems to the same teacher when other alternatives are available.

The Board shall make every effort to avoid assigning a student who failed a teacher's class to the same teacher.

Article IX – Human Capital Classifications

Activity Coordinator

Position is appointed by the principal and every effort should be made to relieve the Activity Coordinator of homeroom duty and other duties.

Adapted Physical Education

APE teachers shall have equitable case loads, adequate equipment, and storage and classroom space.

Compensated \$17.50 per hour when required to assume a portion of the case load for an APE teacher who is absent long term or there is a vacant position.

A reasonable amount of time shall be scheduled for travel.

Band Directors

Determine and coordinate all activities of the band with the approval of the principal.

Coaches

Coaches are not required to serve those duties which conflict with their coaching responsibilities.

Section outlines due process for coaches who are not reappointed to their coaching positions.

Defines the work day for itinerate coaches/secondary P.E. certified teachers who teach in the elementary P.E. program.

An itinerate coach, who is absent, must notify the principals at the elementary school and secondary base school.

Coaches who possess a CDL are subject to drug screening.

When a coach is absent, with the consent of the principal, he may participate in the scheduled after school activity.

Section outlines process for coaching during concurrent athletic seasons, the process for verifying coaching experience for the purpose of compensation, the formula for an additional person for freshmen football/assistant football coach and the funding to defray the costs associated with transportation, EMS, police and referees.

The Athletic Director is appointed by the principal and is not to be construed as having evaluative or supervisory responsibility.

Counselors

Counselors required to work before or after the regular school year shall be compensated their daily rate of pay.

Counselors shall have access to an office (separate from the disciplinarians) and telephone, are excused from supervision of homeroom and field trips and not assigned as substitute teachers.

Counselors who possess NBCC shall continue to receive an annual stipend of \$2,500 until such time as their current certifications expire.

Gifted and Talent Education Teachers

If the itinerate g/t teacher is assigned duty, such shall only occur at the home base school.

G/T teachers' case loads shall be equitable and appropriate teaching areas shall be provided.

Compensated \$17.50 per hour when required to assume a portion of the case load for a G/T teacher who is absent long term or there is a vacant position.

Hospital/Homebound Teachers

Teachers receive mileage reimbursement in accordance with IRS regulations.

The length of the school day is equal to that of the school based teachers.

Teachers are encouraged to teach in a public facility.

Section outlines a procedure for assuming a portion of a vacancy case load.

If these positions are changed to part-time, this section will be renegotiated.

Kindergarten

Kindergarten teachers have the right to recommend that students who have not mastered the minimal skills be referred to A/BIT.

Section outlines a procedure for testing of kindergarten students at the beginning of the school year.

Librarians/Media Specialists

Librarians/media specialists serve all supervisory duties in the library and supervise students in the hallway during the exchange of classes but shall not be used as a substitute. During their 30 minute duty free lunch the library may be closed.

The librarians/media specialists develop the library-use schedule which must be approved by the principal.

In the event a committee is established to develop a new procedural manual, ½ of the members of the committee shall be librarians/media specialists.

School libraries shall be open for the students to use on student attendance days except when the principal determines access may be limited or denied. The librarian may limit student access while classes are in progress.

Librarians/media specialists have the option of denying a class access when there is a substitute teacher unless the class was scheduled to have access to the library. The librarian/media specialist shall notify the principal immediately.

The principal has the option of assigning a class to the librarian/media specialist.

Physical Education Teachers

Elementary P.E. teachers shall have a secure area for equipment storage and adequate space for instruction. Elementary P.E. classes begin on the first student attendance day and end on the last student attendance day.

Special education students shall, whenever feasible, be mainstreamed into P.E. classes by grade level/age.

Pupil Appraisal Personnel

PAP consists of social workers, educational diagnosticians and school psychologists.

The normal workday is comparable to the classroom teachers.

PAP shall have the opportunity to report to the special populations' office with approval of the principal, provided with appropriate space with access to a telephone in a private area and 2 professional leave days to maintain licensure/certification.

PAP case loads shall be as equitable as possible including vacancy case loads that are distributed.

A Child Search position's work year is the same as teachers and extended employment as determined by the Chief Student Support Officer.

PAP shall be compensated \$17.50 per hour when required to assume a portion of a vacancy case load.

School Nurses

School nurses shall be provided with appropriate space, telephones in a private area, locked filing cabinets, computer with internet connection, water source when required to administer medication, computer and clerical assistance when performing duties associated with the Kid Med program, Hepatitis B vaccinations and assessment equipment with a sign-in/sign-out procedure.

School nurses shall be scheduled for collaborative planning time once per month for 3 hours with additional time as determined by the supervisor.

Compensated \$17.50 per hour when required to assume a portion of a vacancy case load for an absent or vacant position as outlined in this section.

School nurses shall be allowed 2 professional leave days to attend the LSNO seminar.

Speech-Language Pathologists

Speech-Language pathologists' duty assignments shall take into consideration their therapy schedules and office/diagnostic responsibilities.

Speech-Language pathologists shall be provided with appropriate space, telephones in a private area, and locked filing cabinets.

Speech-Language pathologists shall have the opportunity to report to the special populations' office with approval of the principal and scheduled for collaborative planning time once per month. Additional planning time is scheduled at the discretion of the supervisor.

Compensated \$17.50 per hour when required to assume a portion of a vacancy case load for an absent or vacant position as outlined in this section.

Teacher of the Year

Selection is in accordance with the law. Nominations solicited from the faculty and selected through a secret ballot. The Federation Building Representative shall observe the tally of the ballots.

Vocational Teachers

Teachers who are required to attend VICA/Skills USA activities in excess of the contractual period shall be compensated their daily rate of pay.

Teachers who are required to hold a professional/master's license shall be reimbursed the licensing fee.

Teachers who hold VTIE/CTIE certification shall be placed on the bachelor's lane of the salary schedule.

Article X – Program Classifications

Centralized Middle/High School In-School Suspension Program

In-school suspension centers shall have a telephone and fax machine and relevant academic packets for the students.

In-school suspension teachers shall receive an annual stipend of \$1,200, work no longer than 60 minutes beyond the normal teacher work day and assigned other duties when students are not present.

In-school suspension paraeducator shall only be assigned to ISSP students based on the number of students. However the paraeducator will be assigned when a special education student is present.

Driver's Education

Teachers shall be compensated at the 2011-12 rate of pay and paid every 2 weeks. Teachers shall be promptly reimbursed for expenses when appropriate receipts are submitted.

Early Intervention Program

Counselors/social workers shall be given appropriate time for staff development, staffing cases and peer consultation, reimbursed for materials, supplies and/or equipment in accordance with reimbursement for teacher supplies and a laptop with access to the student information program.

In the event social workers are required to complete Medicaid forms they will meet periodically throughout the school year for the purpose of compiling the forms.

Counselors/social workers shall be provided with an office, private telephone with answering machine, locking file cabinets and access to all office equipment.

Counselors/social workers shall not be assigned duty, substitute responsibilities, disciplinary duties, or the task of Testing Coordinator.

Counselors/social workers shall coordinate TASC/FINS paperwork and coordinate activities of mental health agencies with the special education social workers.

Pre-Kindergarten

Pre-K teachers and/or paraeducators shall only be assigned duty with pre-k students. When feasible a substitute shall be hired when the pre-k paraeducator is absent.

Pre-K teachers shall receive the same amount of planning time as the general education teachers assigned to the same school.

Specialty Schools

Teachers required to sign an individual contract at a specialty school shall be provided with a written document outlining all of the requirements that the teacher is expected to fulfill no later than 5 days prior to the execution of the contract. The teacher shall be provided with a copy of the signed contract upon execution.

Summer School/Summer Programs

A notice indicating the time for applications will be posted in each school building. Applications shall be on the appropriate form and submitted to the Human Capital Department.

Procedure for selection of summer school teachers is outlined in this section based upon a rotating eligibility procedure.

Teachers employed in summer school programs shall be paid \$30 per hour.

Teachers employed for LAP, GEE and LEAP shall be selected by the principal in accordance with the criteria outlined in this section.

Westbank Community and Martyn Alternative Schools

Teachers employed at these schools during the 2012-13 school year shall receive an annual stipend of \$1,200 during the life of this Agreement. If a teacher voluntarily transfers from these

schools, the teacher will no longer receive the stipend. If a teacher is involuntarily transferred from one of these alternative schools to the other, the teacher will continue to receive the stipend. If a teacher is involuntarily transferred from these alternative schools the teacher will no longer receive the stipend unless he returns to one of these alternative schools.

Effective with the 2013-14 school year, teachers who are voluntarily/involuntarily transferred or appointed to these schools will not receive the stipend.

Article XI - Leaves

The following leaves are outlined in this Article:

- Absences Due to Injuries in the Course of Employment
- Alternative Maternity/Adoptive/Child Rearing Leave of Absence Without Pay
- Family Medical Leave Act
- Incidents of Assault and Battery
- Jury Duty/Court Appearance
- Military Leave
- Personal Trauma Leave
- Professional Leave
- Sabbatical Leave
- Sick and/or Emergency Leave
- Special Leave Without Pay

Article XII – Program Stipends

The following program stipends are outlined in this Article

- Academic Games Sponsors
- Crisis Team Members/Coordinators
- Department Heads/Grade Chairpersons
- Ranking Teachers
- School Based Committees—Section 504, Lead Facilitator of the Act 1903 Committee and DIBELS Lead Facilitator
- Technology Coordinators

Article XIII – Salary and Benefits

Certification Compensation/Employment Requirements

Upon filing verification of passing the Praxis, teachers shall receive retroactive pay to such work day on which the test was passed.

Teachers who update certificates and/or additional degrees that result in pay increases shall be paid retroactively to the date of eligibility provided the teacher applies within a semester of obtaining eligibility.

Beginning with the 2012-13 school year, teachers who currently possess NBPTS certification shall continue to receive an annual stipend of \$2,500 until such current certification expires.

Experiential Compensation

Experiential credit shall be given for all satisfactory teaching services completed provided the teacher was properly certified and occurred in a school approved by the SDOE or in other state accredited public school systems based upon ½ year for 70 days in 1 school semester and 1 year for 140 days in 1 school year.

Social workers will receive a maximum of 2 years credit for verified post-master experience provided they possess the ACSW and/or BCSW/LCSW certifications.

Registered Nurses will receive experiential credit as follows: 1 year for every 1 one year employed as a school nurse and/or a maximum of 2 years as a RN.

VTIE/CTIE certified teachers will receive 1 year of credit for every 4 years for the time employed in the area of his certification.

Teachers employed as paraeducators in JPPSS will receive 1 year of credit for every 4 years as a paraeducator.

Extended Employment

Teachers required to work beyond the 183 contractual period shall be paid their daily rate of pay and shall be permitted to use 1 accrued sick leave day for personal illness/emergency reasons.

Grand Isle Special Leave Differential

Teachers assigned to Grand Isle shall be granted up to 3 days leave of absence to secure necessary medical services and/or other personal services not available in the Grand Isle Community.

Health Care Benefit

The Board shall pay \$562.20 annually toward the cost of health care coverage.

JFT Health and Welfare Fund

The Board shall contribute \$400 annually for each employee during the 2012-13 school year and \$325 annually beginning with the 2013-14 school year.

Paychecks

Teachers shall be paid twice per month and have the option of receiving their salary for 10 or 12 months utilizing direct deposit. When a pay day falls on or during a holiday, teachers shall receive their paychecks on the workday preceding the holiday, except in December when the paycheck shall be deposited no later than December 31st.

Supplemental checks issued to teachers will indicate the workshop title or reason, when feasible.

Salary

Salary schedule for 2012-13 shall be as it appears in Appendix A. The parties recognize that teachers were frozen on the salary schedule for the 2011-12 and 2012-13 school years. Teachers who receive advance degrees shall be advanced to the appropriate lane of the salary schedule.

In the event Act 1 of the 2012 Legislative Session is no longer in effect, the parties agree to reopen negotiations concerning salaries within 30 days of such determination.

Teacher Supplies

Teachers shall be reimbursed \$40 per semester for teaching materials/registration fees for pre-approved conferences/workshops, including sales tax. A teacher who does expend his allocation or any part thereof for the 1st semester shall be permitted to spend it during the 2nd semester. Reimbursement shall occur promptly but no later than 20 work days following submission, provided receipts were furnished.

Travel Expenses

If a teacher is required to attend a meeting requiring travel or to travel between school buildings, the teacher shall be reimbursed for the actual use of his automobile at the IRS rate. If

a teacher is required to attend a meeting out of town, the teacher shall be reimbursed transportation, lodging and meals according to IRS regulations. All appropriate receipts must accompany the request for reimbursement.

Article XIV – Duration of Agreement

The Agreement shall be effective on the date of its execution and shall continue through June 30, 2016.

Article XV – General Provisions

Distribution of Contracts

The Agreement will be distributed to all members of the bargaining unit.

Effect of Agreement

The Agreement represents the complete agreement and may be amended, altered or temporarily suspended upon the written consent of both parties.

Fair Practices

Neither the Board nor the Federation shall unlawfully discriminate against any member of the bargaining unit for reasons of race, creed, religion, color, marital status, age, sex, national origin, disability, membership/non-membership in the Federation, activity in furtherance of the Federation or membership in any lawful organization.

Referendum Challenge

This section outlines the procedure for being the representative organization of the Agreement.

Savings Clause

This section outlines the procedure if any provision of the Agreement is held to be contrary to law.

Appendix A – Jefferson Parish School Board 2012-13 Teacher Salary Schedule

Salary schedule that is currently in effect for the 2012-13 school year

Appendix B – Jefferson Parish School Board Extra-Curricular Sponsors

Outlines the stipends for Activity Coordinator/Student Council (High Schools) and Academic Games (Math, English and Social Studies) in the event the principal determines to fill these positions. This Article does not preclude the principal from paying stipends for additional activities or for these activities.

Appendix C – Jefferson Parish School Board Coaches

Outlines stipends for coaching high school and middle school sports in addition to placement on the salary schedules based upon experience. The principal may pay additional stipend amounts to coaches.

Appendix D – Jefferson Parish School Board Band Directors

Outlines stipends for high school and middle school band directors in addition to placement on the salary schedules based upon experience. The principal may pay additional stipend amounts to band directors.

Appendix E – Jefferson Parish School Board Jefferson Parish Experiential Pay

Teachers who were receiving the longevity salary supplement on June 30, 2007 shall continue to receive the salary supplement.

Appendix F – Jefferson Parish School Board Certified Special Education Teachers' Extra Compensation

Outlines the stipends for certified special education teachers. Teachers currently receiving the stipend will continue unless involuntarily transferred from a special education position but shall have such reinstated when returned to a special education position. Effective with the 2013-14 school, teachers new to special education positions will not receive the stipend.

Appendix G – Jefferson Parish School Board Professional Improvement Program (PIP)

Outlines the PIP salary schedule

***This synopsis is intended to provide an overview of the Agreement and does not represent the entire document. For complete details of the entire Agreement visit the JFT website at <http://jft.la.aft.org>.**