

2017-2018 PERSONNEL AGREEMENT

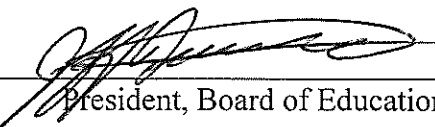
ABILENE NATIONAL EDUCATION ASSOCIATION  
and  
ABILENE UNIFIED SCHOOL DISTRICT No. 435  
BOARD OF EDUCATION

**Adopted August 8, 2017**

RATIFICATION OF ATTACHED NEGOTIATION AGREEMENT  
FOR SCHOOL YEAR 2016-2017

Board of Education, Abilene USD 435

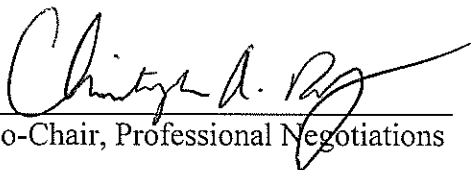
Approved: August 8, 2017  
Date

  
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President, Board of Education

Attest:   
\_\_\_\_\_  
Clerk, Board of Education

For Abilene National Education Association

Approved: August 8, 2017  
Date

  
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Co-Chair, Professional Negotiations

  
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Co-Chair, Professional Negotiations

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ITEMS ADOPTED THROUGH PROFESSIONAL NEGOTIATIONS DURING THE 2013-2014 SCHOOL YEAR BY THE BOARD OF EDUCATION AND THE ABILENE NATIONAL EDUCATION ASSOCIATION AND RATIFIED CHANGES APPROVED FOR THE 2016-2017 SCHOOL TERM

1. Professional negotiations between the Abilene USD 435 Board of Education and the Abilene National Education Association are established for the purpose of maintaining positive standards and working conditions for the professional services provided for the District. All previous benefits and agreements, except as changed by specific items in the current negotiated package, shall continue in force.

**Calendar**

2. A committee of teachers selected by the Abilene National Education Association will be involved with the Administration and the Board of Education in determining the school calendar prior to the adoption of the calendar.

**Budgets**

3. Elementary budgets for building instructional supplies shall be recommended by the administration and approved by the Board. Sufficient budget shall be allocated for purposes of allowing each regular K-8 elementary classroom teacher, who does not have a specific budget line item, \$100 for special classroom supplies. Classroom supplies, which are personally purchased by any staff member, K-12, will be reimbursed by the District Office in an amount not to exceed \$100 annually. (This \$100 reimbursement is not in addition to the classroom or department budget allocation.)

**Extra Duty**

4. Before accepting supplemental employment, any teacher under contract with USD 435 should counsel with his or her principal and/or superintendent concerning the probable effect of such employment on the teacher's efficiency, attitude, health, and general well-being. The decision then made cooperatively by the teacher and the administrator or administrators, will be the result of careful evaluation of the worth and effect of contemplated employment. This applies to the nine-month school term only.

5. Teachers who perform extra duty in supervision, selling and taking tickets, and other duties as assignments by the building administrator at football, volleyball, basketball, track, wrestling, DARE graduation, and music programs held outside the regular school hours will be reimbursed.

For events which begin during the school day and are completed within one hour following the regular dismissal of students from school, there will be no additional pay. All extra duty will be on a volunteer basis. Persons will not be assigned extra duty by administration unless that employee has signed a supplemental contract for assigned duty.

Extra duty compensation will be \$10 per hour.

All supplemental duty assignments listed on teacher contracts, which are paid additional compensation, shall be paid from a Supplemental Pay Schedule maintained by the Board

of Education. A committee of teachers, appointed by ANEA, shall meet with the Administrative Negotiation Team (shall include a Board member) in an effort to formulate recommendations to be taken to the Board. The supplemental Pay Schedule and amendments thereto shall require approval of the Board and shall be subject to approval through the negotiation process.

**Reimbursement of Sick Leave**

6. Upon retirement under KPERS or disability, a teacher will be reimbursed for sick leave accumulated while employed with USD 435, unless the teacher is reassigned to a position, in which case the teacher will sign a statement deferring payment until final termination of employment. Teachers will be paid for the days accumulated plus unused days from their annual allocation from their last year of teaching.

If a certified staff member has been with USD 435 for over 15 years and should die while still employed, his/her estate would be paid for the unused sick leave at the same rate as the retired teacher.

The amount to be paid for unused sick leave upon retirement or death is paid in a graduated scale.

Years of Service at Abilene	Rate Per Day Accumulated
10-14 years	\$12.00 per day
15+ years	\$15.00 per day

**Teacher Evaluation**

7. Revision and updating of the Teacher Evaluation Policy for USD 435 shall be a joint responsibility of teachers, administration and Board of Education and shall be in compliance with K.S.A. 72, Article 90 and be ratified through the negotiation process.

**Leave Provisions**

8. **Sick Leave:** All certified teachers shall be credited at the beginning of the school year with 10 days of sick leave, which shall accumulate to not more than 70 days. A teacher may begin a year with the 70 day maximum accumulated, and use sick days from the 10 days allowed for the year prior to dropping below the 70-day maximum.

Payment will be made for unused sick leave for those days lost beyond 70-day maximum use, regardless of length of service. The reimbursement will be made at the same rate as payment made at retirement, which is \$12 for those under 15 years of service in USD435 and \$15 for those having more than 15 years of service in USD 435. Payment for leave under this section will be made in June..

9. **Funeral Leave:** Funeral days will be permitted as necessary and deducted from sick leave. Leave for deaths or serious illnesses in the immediate family will be limited to one week unless special approval is given by the Superintendent of Schools.

**10. Maternity Leave:** An employee may take a leave of 30 consecutive days for maternity leave immediately following the birth of their child during the school year. If an employee does not have 30 days accumulated, the Board will provide enough days to make the leave possible. All accumulated days, except three, will be used first. Teachers who have taken maternity leave and used all available leave may reimburse the district for the cost of the substitute for subsequent days taken off for doctor visits and sickness during the year in which maternity leave is taken.

**11. Professional Leave:** Each certified teacher shall be allowed, and encouraged to use one day of professional leave (days other than those scheduled by the School District Administration). In addition, professional leave days shall be allotted to each building (the number of days equal to the number of certified non-administrative staff assigned to that building) for professional staff leave.

A pool of ten (10) days established for teachers' use to attend professional meetings, including KNEA meetings. The days may be used only by teachers that are officers in a professional organization. No individual teacher may receive more than two (2) professional days in one school year. The payroll clerk will maintain a record of days used. Teachers excused to attend KNEA (and other organizational meetings organized by KNEA) held on a school day(s), will have the substitute teacher's pay deducted from salary unless it is paid by the Abilene National Education Association.

Leave and District funds shall be made available according to the following guidelines:

- a. The teacher shall have their professional leave days approved by his/her building principal not less than one week in advance of the absence.
- b. Days may be used to attend workshops and/or conferences, peer observation (Limited to one day per staff member, which must have administrative approval), or visit other instructional programs which enhance skills related to the job assignment.
- c. Registration and meeting expenses shall be paid by the District out of budgets allowed for each building. Each building will be given budget (\$180 per non-administrative certified staff member) to fund expenses for all building staff in-service. Building budgets shall also include an additional \$500 per building to pay expenses toward National trips (some guidelines for National trips need to be discussed). Substitutes for approved in-service will be paid at District expense.
- d. Staff members are encouraged to write an IDP for all professional leave paid for and reimbursed by the District.
- e. Requests which exceed the number of days or dollars requested shall be made to the Superintendent who will make allocations in accordance with District maximums for days and dollars predetermined.
- f. A form providing data on all approved Professional Leave shall be completed and forwarded to the Education Center. Information should include name, conference, date, number of days attended, costs, etc.
- g. Salary schedule advancement will be permitted for professional development activities approved for re-licensure.
- h. IDP points will be given for presenting at workshops.

i. All after school meetings should begin and end in a timely fashion and an agenda with appropriate enclosures must be distributed one day in advance of all meetings.

**12. Sick Leave Pool:** As an additional benefit, the Board of Education will provide a sick leave bank. The purpose of the sick leave bank shall be to provide coverage for the career teacher who might have a lengthy illness, which would not be covered by the 70 days sick leave accumulated.

The sick leave bank will have a maximum of 200 days available at the beginning of each school year for use under the following conditions:

a. The control of such bank shall be with the Board of Education.

b. The teacher will be eligible to use from the bank the number of days which they have accumulated for themselves at the close of the previous year, i.e., if a teacher ends the school year with 45 days, they would have 45 days available to them from the sick leave bank the following year. In case of an unusual situation, the teacher may appeal to the Board of Education.

c. The teacher shall become eligible after completing 3 full years with USD 435. At the end of the three years service, the teacher will be eligible to receive 1/2 of the days, which they have accumulated for themselves at the close of the previous year. After six years services, the teacher will be eligible to receive the total number of accumulated sick leave days.

d. The teacher must have used all their accumulated sick leave prior to requesting days from the sick leave bank.

**13. Personal Leave:** Each teacher will be credited with three days per year for personal leave. Such leave should be requested one week in advance and not scheduled during the first or the last week of school, on Parent/Teacher Conference days or the day preceding or following a holiday. Only one personal leave day can be taken during the month of May. [Any exception must be approved by the building administrator and superintendent] Leave involving emergency situations requiring immediate leave may be granted by the principal and charged against personal leave.

Staff members with personal leave remaining at the end of the year, this leave will be rolled into sick leave, which shall accumulate to not more than 70 days. See Sick Leave.

**14. Leave of Absence:** Teachers may request a year's leave of absence for further study or for personal reasons. A teacher must request the leave of absence in writing no later than January 10th. For emergency situations or if special circumstances arise after the notice deadline, a teacher may contact the superintendent of schools for consideration of an exception. The administration will diligently seek a suitable replacement for a one-year period. If a suitable replacement can be employed by May 10, the request will be granted. Suitable is defined as meaning suitable to the Administration and the Board of Education and a replacement who can continue the present program at the same level of competence.

Teachers using such leave will be assured of a position the year following and will reenter the salary schedule at the same step at which they would have been eligible if they

would have remained on the staff. No salary will be available during the year's leave of absence. Health insurance is available but will not be paid by the district. The teacher who is on leave must notify the superintendent of schools by January 1, in writing of their intention to return following their leave of absence. Days missed by certified staff members that exceed or are not covered by any of the aforementioned leave provisions will normally result in a reduction in pay of 1/189th of the base contract. Any exception must be approved by the Superintendent of Schools.

### **Contract Days**

15. Recognizing the need for orientation, in-service training and adequate time for recordkeeping, a 189 day contract will be adopted. This shall include a sufficient number of teacher-pupil contact hours to meet state requirements, plus additional days for orientation, parent-teacher conference, in-service, work days, etc. The Board of Education agrees to schedule 186 days for the 2016-2017 school year.

School administrators may schedule faculty meetings before and after school in advance, outside the regular workday time.

*Workday times for certified staff:*

*K-5 schools: 7:40 a.m. – 3:40 p.m.*

*6-12 schools: 7:30 a.m. – 3:30 p.m.*

### **Teachers Substituting**

16. Because all subjects taught by regular or special teachers are significant portions of our total curriculum, qualified substitutes will be hired to teach classes of any teachers who are absent full days or parts of days. When regular teachers are asked to fill in during their planning period part or all of the period, they will be reimbursed at the current prorated substitute teacher rate. When an absent teacher's students must be split among other classes, the covering teachers will split the prorated substitute teachers' salary. Payment will be made monthly.

### **Association Dues**

17. The Board of Education will allow dues to be paid by an installment plan with payment to be deducted in ten equal installments. The Board office must be notified no later than September 10 that the employee wishes to join the professional organizations.

### **Grievance Procedure**

18. Grievance Definition: Grievance shall be a complaint by a teacher or group of teachers or the Association based on alleged violation, misinterpretation or misapplication of an agreement, policy, regulation or practice affecting condition of employment.

Procedures:

Level One: Any employee who has a complaint or grievance concerning conditions of employment shall see his immediate supervisor (building principal). Every attempt shall be made to settle the grievance informally at level one.



Level Two: If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the grievance, he should proceed to the superintendent of schools. At this point, the employee filing the grievance has the right to representation. A representative will be appointed by the association. The Superintendent shall submit his decision within five (5) school days.

Level Three: If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request a hearing with the Board of Education within ten (10) days. The Board or its designee will meet the aggrieved person and his representative from the Association in an effort to resolve the grievance. The Board shall submit its decision to the aggrieved person within five (5) school days.

### **Reduction in Staff**

19. When it becomes necessary to reduce the number of certified staff members in the district, the following philosophy will govern their releases:

Because the school exists for the child and the main obligation of the Board of Education is to provide the best education possible, the Board will, through procedures carried out by the administration, determine which teachers can best serve the needs of the students. The Board has the exclusive authority to eliminate certified staff positions consistent with the provisions of the state statutes. Elimination of certified staff positions may result from decreases in student enrollment, changes in curriculum, closing the attendance centers and/or severe financial conditions.

In the event a reduction in staff is determined to be necessary by the Board of Education, the following criteria shall be used in determining any non-renewal of contracts:

- a. Academic training in the field and multiple certifications
- b. Length of continuous employment in the field
- c. Evaluation reports
- d. Experience in the specific assignment.
- e. Involvement in leadership roles and interdisciplinary activities (within the school district and community.) This would include: Steering Process Positions, Curriculum/Assessment Committees, Site Council or School/Community Activities, Service to the Profession, supplemental duties, and any other not listed.

All possible reduction shall first be made through normal attrition.

If further reduction is needed, staff members whose positions are being eliminated should be given reassignment within the system whenever possible. Should there be any open position for which the staff member who is being released is qualified by training and experience, he/she should be notified of the opening and given treatment consistent with the policy of providing the best education possible.

Any further reduction shall be based on a combination of the above criteria, the recommendations of the administration and the educational needs of the district as determined by the Board of Education.

**Agreement duration**

20. This agreement shall remain in effect for a one-year period beginning July 1, 2017 through June 30, 2018.

**Retiring with health insurance**

21. Staff members retiring after age 57 may remain a member of the USD 435 group health insurance plan by having a check available on a monthly basis to payroll. Personnel may remain with the group until age 65. Failure to meet deadlines may result in the loss of this privilege. An employee taking early retirement shall also have the option to maintain health insurance coverage with the District. All early retirement benefits, including the option for health insurance, shall terminate the month the employee reaches the age of 65.

**Salary schedule**

- 22.
- a. The salary schedule shall be operative for the 2017-2018 school year.
  - b. Base salary for the school year shall be \$30,375 (indexed) and \$37,201 for the non-index schedule.
  - c. All teachers hired for the 2005-06 school year and beyond will be placed on the non-index salary schedule.
  - d. Teachers who choose to participate in the district health plan (take the health coverage or lose the benefit) shall be given either the annual cost of \$4,502.80 toward a policy or if participant chooses an option for the district health coverage that costs less than annual amount, will receive the lesser of the two annualized amounts. Those qualifying for the salary supplement and participating in the district health plan will have that salary supplement amount deducted from the board established annual cost for the district health plan.
  - e. Beginning in 2002-03, teachers new to the district will have their salary supplement amount and the health amount combined into a health defined (take it or leave it) fringe \$4,502.80. Teachers employed before 2002-2003 will have a salary supplement of \$1930 added to each salary after determining the stop on the salary schedule.
  - f. First year teachers will have the option to have salary paid in 12 or 13 installments. The 13- installment plan will begin in August; the 12-installment plan will begin in September.
  - g. A Plan 125 shall be provided for each teacher. An amount shall be deducted from the salary and each individual teacher shall determine the payments to be made from the Plan 125. The plan may pay for health insurance, life insurance, cancer insurance, dental insurance, vision insurance, disability, child care or medical reimbursement.
  - h. Representatives designated by the district will assist in administering the Plan 125.

**Collaboration Time**

23. Collaboration time will be defined as time for grade level/subject area teachers to plan units, develop timelines, create materials, share ideas, and strategies to meet district goals and outcomes in curricular areas. Building administrators may suggest items for inclusion in the collaboration discussion. The final agenda for collaboration time will be developed by grade level staff and shared with the building administrator by the grade level building leaders. Should a special circumstance arise that would require a change in the collaboration time, building administrators and grade level leaders shall work together to address said circumstances as well as provide time for collaboration.”

**Resignations and Incentives**

24. All resignations on or after the 14<sup>th</sup> calendar day following the third Friday in May must be board approved.

For early resignation notices occurring by the stated dates, the following would be paid:

February 1 notice	\$500
March 1 notice	\$400
April 1 notice	\$300

**Teacher Due Process**

25. An addendum to this agreement containing Kansas statutes regarding teacher due process is available in the Education Center, each school’s office and each school’s faculty workroom.

**Health Insurance Refund**

1. In the event the district health insurance carrier returns a premium refund the procedure below will be followed:
  - a. The employer would retain the needed dollars to pay the required Medicare, unemployment, social security taxes, federal and state income tax withholding..
  - b. A refund will be made when the number of contributions for the time period of the refund is divided into the refund amount and equals a number ten or greater.
  - c. ANEA leadership will be notified of the pending refund of premium.
  - d. The amount refunded to each participating individual will be prorated by the amount paid into the refunded premium for the year for which the refund applies.
  - e. The refund amount for each individual will be paid through payroll less any deductions listed in a. above.

**GUIDELINES FOR IMPLEMENTATION  
USD 435 VOLUNTARY RETIREMENT**

If an employee of USD 435 finds it necessary or desirable to retire from employment after age 60 and less than 65 years of age, the following terms and conditions for such early retirement shall be as follows:

## **Eligibility – The employee**

1. Must be a full-time employee of the District upon retirement.
2. Must reach 60 years of age prior to September 1 of any given year and be less than 65 years old (see item 3 below).
3. Must have 20 years of service credit in elementary or secondary education, the last 10 of which shall be continuous with USD 435. Members qualifying for the KPERS 85 and Out Plan will be automatically eligible for District retirement benefits if they have served a minimum of 20 years with the District (otherwise, a special ruling must come from the Board of Education).
4. Must submit the application for approval to the Superintendent of Schools with sufficient information necessary to prove eligibility for early retirement. The application shall be provided by the Education Center and it shall be submitted to the Superintendent of Schools by February 1 preceding the anticipated retirement date.
5. Upon receipt of the application for early retirement, assuming that all requirements are met and the application is in order, the Superintendent shall notify the applicant in writing, by April 15 of the same year, indicating the approval/disapproval of early retirement and state the amount of annual early retirement benefits to be paid.
6. The Board of Education will review on an individual basis, early retirement requests from employees ages 55 to 60, who are not eligible for KPERS disability, who for personal or physical reasons, wish to retire. Such benefits will not include more than 5 years of benefits derived by multiplying the descending percentage index times the last annual salary times the years of experience, as defined in the regular plan.

## **Early Retirement Benefits:**

1. The early retirement monthly benefit shall be the product of:
  - a. the years of service credited by a public elementary or secondary institution,  
*Multiplied by –*
    - The individuals largest base salary, plus fringe, plus supplemental pay – not to exceed 15% of the salary schedule base pay, received by an employee of the District during any one of the five most recent years (July 1 through June 30).  
*Multiplied by –*
      - a percentage factor related to the person’s current age (below)
  - Multiplied by – one-twelfth*
  - b. The maximum monthly retirement benefit shall be equal to 5% of the salary schedule base (\$28,445 for 2008-09), not to include fringes or salary supplements.
2. The percentage factor paid each month will be determined by the employee’s age and will be calculated as follows:
  - a. Age 59 – use the multiple of .00
  - b. Age 60 – use the multiple of .008
  - c. Age 61 – use the multiple of .007

- d. Age 62 – use the multiple of .006
- e. Age 63 – use the multiple of .005
- f. Age 64 – use the multiple of .004
- g. Age 65 – use the multiple of .00

Example: the monthly income at age 60 with 36 years under KPERS and a final annual salary of \$34,000 would be equal to:

$$36 \times \$34,000 \times .008 \times 1/12 = \$816.00 \text{ (approx. \$9,792 annually).}$$

**Terms and Conditions:**

1. The District early retirement benefit shall be paid annually by the first pay period of the fiscal year. Payment will be made into the district established post retirement 403(b) plan as outlined above not to exceed five (5) years.
2. A certified employee taking early retirement shall have the option to maintain health insurance coverage at the employee's expense through the district sponsored health insurance program provided payment is made one (1) month in advance.
3. All early retirement benefits shall terminate the month the employee reaches the age of 65 with one exception, health benefit for younger spouse and dependent children. Access to the group health insurance will be available to the family of the retiree until the spouse and retiree are both 65. The retiree or spouse will be responsible for the monthly premium for insurance.
4. The employee will be responsible for any expenses related to their post-retirement 403(b) account.
5. If any provision of this early retirement plan is determined to be in violation of State or Federal law or regulation, this policy shall terminate and shall be of no further force or effect

Abilene Unified School District 435  
 Supplemental Duty Pay Schedule  
 2017-2018

Years Experience	Base Salary	Years Experience	Base Salary
1	37201	6	38401
2	37201	7	39001
3	37801	8	39001
4	37801	9	39601
5	38401	10	39601

Head Football	14%	Instrumental Music (AMS)	9%
Asst Football	8%	Vocal Music (AMS)	9%
Head Volleyball	14%	Debate	10%
Asst Volleyball	8%	Asst Debate	6%
Head Cross Country	8%	Forensics	10%
Asst Cross Country	5%	Asst Forensics	6%
Head Girls Tennis	8%	Yearbook	5%
Asst Girls Tennis	5%	Booster	7%
Head Wrestling	14%	All School Play (Inactive)	3%
Asst Wrestling	8%	Drill Team (Dance)	12%
Head Boys Basketball	14%	Head Scholars Bowl	6%
Asst Boys Basketball	8%	STUCO Sponsor	8%
Head Girls Basketball	14%	Vocal Music	10%
Asst Girls Basketball	8%	Instrumental Music (AHS)	14%
PowerLifting	6%	Cheerleading	14%
Head Track	14%	Assist Cheerleading	8%
Asst Track	8%	Musical	4%
Head Golf	8%	Fall Fantastical	3%
Asst Golf if needed	5%	Auditorium Facility Manager	6%
Head Boys Tennis	8%	NHS	2%
Asst Boys Tennis	5%	FACS	10%
Head Softball	14%	FFA (2 positions)	13%
Asst Softball	8%	FBLA Head	5%
Head Baseball	14%	FBLA Asst	2.50%
Asst Baseball	8%	Junior Class Co Sponsor	3%
		German Club	6%
Head Football7th	8%	Spanish Club	6%
Asst Football7th	5%	Counselor Supplement	\$600
Head Football8th	8%	Counselor Extra Duty (10 days)	Depended on Salary
Asst Football8th	5%	Voc VEII (Building Trades)	\$1,000
Head Wrestling(AMS)	8%	Ag Extended Contract (1/9)	Depended on Salary
Asst Wrestling(AMS)	5%	CC/SATC Stipend	\$400/class/semester
Head B Basketball 7th	8%		
Asst B Basketball 7th	5%	<b>Steering Team/School Improvement</b>	
Head B Basketball 8th	8%	Communications (3 Positions)	\$750
Asst B Basketball 8th	5%	Math (3 Positions)	\$750
Head G Basketball 7th	8%	Social Studies (3 Positions)	\$750
Asst G Basketball 7th	5%	Science (3 Positions)	\$750
Head G Basketball 8th	8%	K-5 School Improvement (1 Posi	\$1,000
Asst G Basketball 8th	5%	AMS School Improvement(1 Pos	\$1,000
Head Volleyball7	8%	AHS School Improvement (1 Pos	\$1,000
Asst Volleyball7	5%	Vocational Chair (1 Position)	\$750
Head Volleyball 8	8%	Related Arts (1 Position)	\$750
Asst Volleyball 8	5%	Teacher Leaders (6 Positions)	\$250
Head Track (AMS)	8%	Curriculum/Assessment	\$11/hour
		MTSS Leadership Team (up to	
Asst Track(AMS)	5%	20 positions)	\$200

The BOE reserves the right to re-evaluate the supplemental duty compensation other than coaching when newly hired certified employees are assigned these duties in which compensation may be changed based on such duties. Any changes will be noticed at the following negotiations process.

## Salary Schedule

1. This salary schedule is based upon steps rather than years of service. The “1” step indicates placement of a beginning teacher without experience. Advancement, after placement, will normally be at the rate of one step each year.
2. Teachers may receive a revised contract before school opens in the fall if they qualify for a higher classification. At that time, they will retain the advance in step and move from there to the next higher classification. A transcript of semester hours, supporting a change of classification, must be in the Superintendent’s Office by September 15 of the contractual year in which the change is to take place.
3. Basis for a teacher’s classification:

Class I	Bachelor’s Degree
Class II	Bachelor’s Degree plus 15 semester hours of work in the teaching field, education and or/guidance, or equivalent in-service hours approved on IDPs.*They must be earned after the B.S. degree has been awarded.
Class III	Master’s Degree or Bachelors Degree plus 30 semester hours earned after the B.S. degree of work in the teaching field, guidance and/or education hours, or equivalent in-service hours approved on IDPs.*
Class IV	Master’s Degree plus 15 semester hours in the teaching field, education, and/or guidance, or equivalent in-service hours approved on IDPs.* The hours must be earned after the Master’s Degree has been awarded unless an approved graduate program is presented showing courses required for the M.S. Degree.
Class V	Specialist’s Degree, Master’s Degree plus 30 semester hours, or equivalent in-service hours approved in IDPs* after the Master’s Degree has been awarded. Hours must be in the teaching field, guidance and/or education.
Class VI	Master’s Degree plus 50 semester hours, or equivalent in-service hours approved on IDPs*. Hours must be in the teaching field, guidance and or education. Approved in-service hours must be in Areas 1, 2, and 7.
4. For purposed of classification, a Master’s Degree shall mean that the degree shall have been granted in a field of education or a field directly related to the teaching assignment.
5. Each new teacher is placed on the schedule as determined by the Administration and Board of Education. [Teachers new to the district with out of district experience will be awarded up to 10 years of their experience with any remainder awarded as described in item #7]. The BOE recognizes some teaching positions may be harder to fill, with this being said, the BOE has the flexibility to wave this restriction to remain competitive when seeking new hires.
6. Teachers at the end of the Class III column shall receive a half-step increment if the equivalent of 10 university hours has been earned through approved Individual Development activities or university courses. This provision shall only apply to points or hours earned after the 1994-95 school year.
7. Teachers that have forfeited years of teaching experience in other districts shall make up those years in the following manner: beginning with the third year of employment in USD 435, each year of advancement on the salary schedule shall count as two years until the teacher attains the actual number of years teaching experience. This provision shall only apply to teachers employed after the 1994-95 school year.

