

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE UPPER WEST SHORE
ELEMENTARY SCHOOL DISTRICT

AND

THE DAYTON EDUCATION ASSOCIATION

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AGREEMENT OF THE PARTIES

This Agreement is entered into by and between the Board of Trustees, Upper West Shore Elementary District #33, Dayton School, hereinafter called the "Board," and the Dayton Education Association, affiliated with the Montana Federation of Public Employees (MFPE), hereinafter called "DEA" or the "Union."

ARTICLE 1 - RECOGNITION

1.2 Appropriate Unit Definition

The appropriate unit consists of all employees who are certified in Class 1,2,4,5,6 or 7 as provided in § 20-4-106, MCA, or otherwise licensed or authorized by an agency or board of the State of Montana to provide professional services in contact with students or other services of a professional nature, but shall exclude those positions which are primarily managerial, supervisory or confidential in nature; e.g. superintendents, assistant superintendents, principals, assistant principals, supervisors, deans, Clerk of the District, and substitutes.

ARTICLE 2 - UNION RIGHTS

2.3 Pertinent Information

1. The Board agrees to furnish to the Union upon request all public information in the format(s) reasonably accessible to the employer and as requested by the Union subject to disclosure pursuant to Montana's public information and collective bargaining laws. The District may charge a reasonable fee for copies.

2. The information identified in § 20-7-104(3), MCA, will be maintained on the District website. The Board shall provide the Union with a list of all employees covered by this agreement to include name, address, placement on current salary schedule, and seniority date by September 15 each year.

2.4 Union Business

Representatives of the Union and its affiliates will be permitted to transact Union business on school property outside of assigned work schedules, provided that this shall not disrupt the scheduled conduct of educational programming.

2.5 Union Use of Buildings

The Union and its representatives shall be allowed to use school buildings for meetings with advance permission from the Principal. Union use of school buildings may not disrupt the provision of educational services.

2.7 Union use of Inter-school Communication Facilities

The Union shall have the right to post notices of activities and matters of Union concern on employee bulletin boards. The Union shall have the right to communicate matters of Union business through the school district email system.

ARTICLE 3 - PROFESSIONAL DUES AND FEES: PAYROLL DEDUCTIONS

3.1 Dues Deduction Authorized

The Board agrees to deduct in equal installments from the salaries of all employees such monies for annual unified membership dues of the Union as authorized by the employee. The Union's continuous membership form shall serve as official employee authorization. It shall be the responsibility of the Union to gather signatures and provide signed membership forms to the District. Deductions for employees who submit their authorizations to the Board after October 15 shall be prorated so that the full amount authorized is deducted, in equal payments, by the end of the school year.

3.2 Duty of Fair Representation

1. The Union, as exclusive representative of all employees described in Article 1.2, will represent all such persons fairly whether members or not. No employee shall be required to join the Union, but membership in the Union shall be made available to all who apply, consistent with the Union constitution, bylaws, and policies.

3.3 Notification and Transmittal of Monies

1. The Union will certify to the Board, in writing, the current rate of annual unified membership dues.
2. By October 1 of each year, the Board will provide the Union with a list of those employees who have authorized the Board to deduct annual unified membership dues.
3. Dues will be transmitted to the MFPE, 1232 E 6th Avenue, Helena, MT 59601, on a monthly basis and no later than ten (10) days following the actual deduction.

ARTICLE 4 - EMPLOYEE RIGHTS

4.1 Human and Civil Rights

The Board recognizes employees' full human and civil rights and no religious or political activities -- or the lack thereof -- nor any personal attribute of any employee relating to race or gender or

other protected class condition, shall be grounds for any discipline, termination or other discrimination relating to terms and conditions of employment.

4.2 Union Activities

The Board will not discriminate against any employee with respect to wages, hours, fringe benefits, or other conditions of employment because of his or her membership in the Union or participation in any of its activities, including negotiations with the Board; nor shall the Board discriminate because of involvement in the processing of a grievance under Article VI, either as a grievant, witness, or otherwise.

4.3 Appearances Before Employer

Employees shall be entitled, upon request, to have a representative of the Union present during any meeting the purpose of which is to investigate alleged employee misconduct, or to elicit facts or evidence and/or obtain admissions from the employee to determine whether discipline is warranted. Employees shall additionally be entitled, upon request, to have a representative of the Union present during any hearing before the Board of Trustees, the purpose of which is to determine whether there is good cause for termination of employment. It shall not be the responsibility of the District to ensure that employees are provided with representation under the above-described circumstances.

4.4 Just Cause

1. No tenured teacher shall be disciplined or discharged without just cause.
2. The District agrees to follow a policy of progressive discipline, but retains the right to impose discipline at a level appropriate to the seriousness of the offense.

ARTICLE 5 - MANAGEMENT RIGHTS

5.1 District Authority

The Association recognizes that the District retains inherent managerial rights which include the following: directing employees; hiring, promoting, transferring, assigning and retaining employees; relieving employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive; maintaining the efficiency of District operations; determining the methods, means, job classifications, and personnel by which District operations are to be conducted; taking whatever actions may be necessary to carry out the missions of the District in situations of emergency; and establishing the methods and processes by which work is performed. The Association further recognizes that all management rights not expressly delegated in this agreement are reserved to the District, provided

that such rights and responsibilities shall be executed by the Board in conformity with the provisions of this agreement.

5.2 District Policy

The Association recognizes the right of the District to create, implement, and execute policy provided such policy does not specifically violate a provision of this agreement.

Nothing in this agreement shall be construed to prohibit the District from exercising all management rights except those expressly waived in this agreement. The District reserves all rights to manage the District except those expressly waived by this agreement or limited by law.

ARTICLE 6 - GRIEVANCE PROCEDURE

6.1 Definitions

1. A grievance is a claim by a grievant that there has been a violation, misinterpretation or inequitable application of the terms of this Agreement.
2. A grievant is an employee, or group of employees, or the Union filing a grievance.
3. Days shall mean employee work days, except as otherwise indicated.

6.2 Rights to Representation

1. When an employee requests a Union representative to attend an investigatory or disciplinary meeting, or any hearing, appeal, or other proceeding relating to a grievance, the Union representative shall be permitted release time to attend.
2. The Board and the administration will cooperate with the Union in its investigation of any grievance, and will furnish the Union such information as is requested for the processing of any grievance. No employee involved in the investigation, or hearing of any grievance shall be denied release time from ordinary duties or otherwise suffer any loss of salary or benefits in respect to grievance processing provided that the investigation or processing of the grievance shall not interfere with the provision of educational services.

6.3 Procedure

1. STEP 1. Grievance Filing and Initial Grievance Resolution Meeting.

Within thirty (30) days of the occurrence or of knowledge of the act or condition which is the basis of the grievance, the grievant may file a grievance in writing, on the form attached as Exhibit , to the Principal. The Principal will arrange for an initial grievance resolution meeting to take place within five (5) days of filing of the grievance. The grievant, and at the Union's option a

representative of the Union, and the Principal shall be present for the meeting. Thereafter, the Principal shall provide the grievant and the Union with a written answer to the grievance within five days after the meeting. Such answer shall include the reasons upon which the decision and disposition was based.

2. STEP II. Grievance Referral and Hearing by the Board of Trustees.

If not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within five days after presentation of the grievance, the grievant or the Union may refer the grievance to the Board of Trustees for review. Notice of referral shall be in writing and be provided by the grievant or Union within (fifteen)15 days of filing of the grievance. The Board of Trustees shall arrange for a hearing with the grievant and the Union to take place within ten days of notice of referral. Following the hearing, the Board shall provide the grievant and the Union with a written answer to the grievance within ten days after the meeting. Such answer shall include the reasons upon which the decision and disposition were based.

3. STEP III. Binding Arbitration.

- a. If the Union is not satisfied with the disposition of the grievance by the Board of Trustees, or if no disposition has been made within the period above provided, the grievance may, at the exclusive option of the Union, be submitted for final and binding arbitration before an impartial arbitrator. The Union shall exercise its right of arbitration by providing the Board of Trustees with written notice of its intention to submit the grievance to arbitration within twenty (20) days of receipt of the decision at Step II, or expiration of the timelines specified in Step II, whichever is later.
- b. Within ten (10) days after written notice of submission to arbitration, the Union shall request a list of seven (7) arbitrators from the Montana Board of Personnel Appeals (BOPA).
- c. Ifthe grievance is submitted for arbitration through the BOPA, each party shall, within ten (10) days of receipt of the list of potential arbitrators, identify their preferred arbitrator by alternately striking names from the list, and the name remaining shall be the arbitrator.
- d. The arbitrator shall consider the grievance, conduct a hearing and/or receive the parties' briefs and have all necessary authority to render a full and effective award and issue a remedy for same which shall be final and binding upon the parties.

6.4 Arbitration Costs

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. Ifboth parties request transcripts, they shall share equally the costs.

6.5 Exceptions to Time Limits

1. The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties. Similarly, steps of the grievance process may be waived only by written mutual agreement of the parties and so indicated by written instrument.
2. Notwithstanding the expiration of this Agreement, any claim or grievance may be processed through this grievance procedure until resolution.

6.6 No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any person because of participation in this grievance procedure.

6.7 Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE 7 - EMPLOYEE LEAVE

7.1 Paid Time off (PTO) for Teachers

1. At the beginning of each school year each employee shall be credited with eighty (80) hours of PTO. PTO may be used for the employee's illness, injury, medical appointments, or disability, or for the illness, injury, medical appointments, or disability of a member of the employee's immediate family. PTO may also be used for parental leave, bereavement, or personal leave of the employee. Immediate family is defined as the employee's child, parent, sibling, grandchild, grandparent, spouse, and like relatives of spouse.
2. Employees may use PTO in hourly increments. Use of PTO is subject to preapproval of the Principal. In the event of unexpected illness or injury, the employee shall inform the Principal of the unexpected illness or injury as soon as is practicable.

7.2 Non-Accumulation of PTO

PTO will not accumulate or carry over from year to year. Employees may cash out unused PTO at the end of the school year at full salary.

7.3 Vacation and Sick Leave for Non-Teaching Bargaining Unit Members

Any bargaining unit member that does not meet the statutory definition of "teacher" shall not be entitled to PTO as set forth above but shall instead be entitled to vacation and sick leave benefits as set forth and governed by Title 2, Chapter 18, Part 6 of the Montana Code Annotated.

7.4 Extended Leave

The Board, in its discretion, may approve extended leaves of absence without salary or benefits upon the request of an employee. Employees on extended leave shall be entitled to return to the same position they held immediately before commencement of leave or to a comparable position.

ARTICLE 8 - EMPLOYEE EVALUATION

8.1 Evaluation Instrument and Procedure

A recommended evaluation instrument and procedure shall be developed by an evaluation committee consisting of two teachers designated by the Union, the Principal, and one Trustee designated by the Board of Trustees. The recommended evaluation instrument and procedure developed by the evaluation committee will be reduced to writing and presented as a recommendation to the Board of Trustees. The Board shall have final decision-making authority regarding the recommended evaluation instrument and procedure.

The evaluation instrument and procedure adopted by the Board shall be utilized by the District for evaluation of employees. The evaluation instrument and procedure shall be reviewed and discussed by the evaluation committee annually, with any recommended revisions or changes presented to the Board of Trustees.

The committee's recommended evaluation procedure must include, at a minimum, the following:

1. There shall be at least one formal observation and one informal observation per year for each tenured teacher, and at least two formal observations and two informal observations for each nontenured teacher.
2. All formal evaluation observations shall be announced and reduced to writing. The evaluation report shall be provided to the employee and within 10 days of being provided a copy, the employee and principal shall meet to discuss the evaluation.
3. Employees shall have the right to reply in writing to their evaluation report. The reply will be attached to the evaluation report and filed in the employee's personnel file.
4. If the Principal finds the employee has not met the levels of expectation, the reasons therefore shall be set forth in the written evaluation. The Principal may, in his or her discretion, place the employee on a written corrective action plan, which shall specify the ways in which the employee is expected to improve, the types of assistance that shall be

provided by the Principal, and a reasonable timeline for completion which may include intermediate checkpoints to determine progress.

8.2 Personnel Files

1. The District will maintain a personnel file for each employee. The privacy of the contents of personnel files shall be protected in accordance with Montana law. All material maintained in the personnel file shall be related to the employee's work, position, salary, and/or employment status with the District. Employees shall have the right to review the contents of their personnel file and, at the employee's request, a Union representative may be present for this review. Employees shall have the right to receive a copy of any document contained in their personnel file.
2. No material shall be placed in the employee file without the employee's prior knowledge. Prior to any disciplinary document being placed in an employee's file, the employee shall be given an opportunity to review the document. The employee shall have ten calendar days following review of a disciplinary document to respond to the document in writing. A timely submitted response to a disciplinary document shall be maintained in the employee's personnel file.
3. Any complaint regarding an employee made by any parent, student, or other person which may be used in any manner in evaluating an employee shall be reduced to writing and signed by the complainant. Thereafter the complaint shall be promptly investigated and called to the attention of the employee and the employee shall be given an opportunity to respond to and/or rebut such complaint.

No secret personnel file shall be kept by the Board or administration. A separate file for processed grievances shall be kept apart from the employee's personnel file.

ARTICLE 9 - ASSIGNMENTS, VACANCIES, TRANSFERS

9.1 Assignments

All employees shall be given written notice of their teaching assignment for the forthcoming year by no later than July 1.

9.2 Vacancies

Whenever a vacancy occurs, the Board or its agent shall provide email notification to each employee. During summer months when school is not in session, notice will be mailed to all employees, provided the teacher has requested receipt of the notice and maintains a current mailing address with the district.

9.3 Transfers

1. The District shall have the discretion to assign, reassign, or transfer employees based on the needs of the students and the District in accordance with this Agreement.
2. an involuntary transfer shall not result in the loss of compensation, seniority or fringe benefits.

ARTICLE 10 - LAYOFF AND RECALL

10.1 Reduction in Force

If the District determines the need to reduce the certificated teaching staff, because of changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the District, the provisions of this section shall apply, and the reduction in the workforce shall be achieved through application of the following process:

1. Normal Attrition: If possible, the reduction in force must be accomplished through normal attrition, from retirement and resignation.
2. Criteria for Elimination of Positions: If the reduction in force cannot be achieved through normal attrition, the District will determine which employees will be laid off through consideration of the following criteria:
 - (a) Needs of the Students: The needs of the students of the District will be given priority when determining order of layoff.
 - (b) Versatility of the Employee: Preference will be given to employees with multiple endorsements qualifying the employee to perform more than one employment position covered by this agreement.
 - (c) Education, Training, and Work Experience: Preference will be given to employees with greater levels of education, and/or training and work experience relevant to positions of employment covered by this agreement.
 - (d) Years of Experience: The employee's years of experience in the bargaining unit will be taken into consideration when all other factors are substantially equal.

10.2 Recall Procedure

1. For the purposes of this recall procedure, the term "employee" as utilized herein shall mean "tenured teacher".
2. Whenever there is a vacancy or anticipated vacancy in a bargaining unit position, laid off teachers who are certified and possess the appropriate endorsements to perform the

work in question will be recalled via application of the above criteria. Recall may not necessarily occur in the same order as layoffs occurred. No new teachers will be employed by the District while there are teachers on layoff, unless none of the teachers on layoff is qualified to fill the position in question, or none of the teachers on layoff is willing to accept the vacant position.

3. If a vacancy in a bargaining unit position occurs, the District will provide written notice of recall to the teacher being recalled by Registered Mail, Return Receipt Requested. A teacher being recalled who wishes to accept reemployment shall do so in writing. Written acceptance must be received by the District within 7 calendar days of the teacher's receipt of the notice from the District. If written acceptance is not received by the District within 7 calendar days of the employee's receipt of the notice of recall, the employee shall be deemed to have rejected the offered position of employment, and shall have waived all rights to recall.

4. It is the responsibility of a teacher on layoff status to maintain a current address with the District. The failure to maintain a current address with the District will relieve the District of providing recall rights to the teacher. The failure of the teacher to sign for a notice of recall within 10 calendar days of when the notice was sent by the District to the teacher's last known address will relieve the District of providing recall rights to the teacher.

5. Upon receipt by the District of the teacher's written notice of acceptance of reemployment, the District may require the teacher to report to work at the District's discretion, unless the teacher requests sufficient time to give two weeks' notice to their current employer, in which case the District may require the teacher to report to work no sooner than 15 days following receipt of written notice of acceptance of reemployment.

6. A teacher who is laid off will remain on the recall list for one (1) year after the effective date of layoff unless the teacher waives recall rights in writing; resigns; fails to accept recall to a bargaining unit position for which the employee is certified and possesses the proper endorsements; or fails to report to work in a position that he or she has accepted unless such employee is sick or injured.

10.3 Effect on District Authority

1. Nothing in Article 10 or any other provision of this agreement shall be construed to limit the authority of the District to determine the number of employees employed by the District; the authority of the District to establish, eliminate, or prioritize educational programs; or the right of the District to reduce staff.
2. Nothing in Article 10 or any other provision of this agreement shall be construed to limit the authority of the District to non-renew nontenured teachers without cause. A nontenured teacher may be nonrenewed without cause by the District without regard to the above

process for layoff and recall, even when nonrenewal without cause of a nontenured teacher results in a reduction in the number of teachers employed by the District.

ARTICLE 11 - EMPLOYEE WORKLOAD AND CONDITIONS

11.1 Daily Workload

The daily workload for employees shall be no greater than 8.5 hours of student contact time. Contact time is defined herein as any time an employee is assigned for purposes of classroom instruction or supervision of pupils.

11.2 Employee Workday

1. A basic work day for employees shall be 7:30AM - 4:30PM Monday through Thursday. No more than four pupil instruction days will be scheduled per week.
2. The District administration will schedule no more staff or professional meetings than are considered necessary by the administration. Such meetings will be scheduled and notice provided to all employees at least three (3) days prior to the meeting. These meetings will begin no later or earlier than fifteen minutes after the students' instructional day ends, and will last no later than 5:30pm.
3. On the days preceding holidays or recesses the employees' workday shall end at 4:30PM. Meetings shall not be called on Thursdays or on any day preceding a holiday or recess, nor on any other day upon which the employee's attendance is not otherwise required.
4. All employees shall receive a duty-free lunch period three (3) out of four (4) days each week. Duty-free is defined as no student contact.

11.3 Adequate Materials, Supplies, and Facilities

1. The Board recognizes that appropriate materials are essential tools of the teaching profession. Therefore, the Board agrees at all times to keep the schools adequately equipped, supplied, and maintained within the limitations of the annual budget.
2. The Board shall reimburse yearly up to \$150 to each teacher for the purchase of materials for use in the education of students and functioning of the classroom. The reimbursement of funds will be subject to District Clerk procedures.

11.4 Curriculum Development and Implementation

The Board and Principal will consider input from the teaching staff when developing curriculum. Teacher input and professional development related to curriculum will occur during the

workday. Teachers shall teach the curriculum chosen and programs adopted by the Board utilizing materials purchased by the District.

ARTICLE 12 - HEALTH INSURANCE

Teachers will receive a health insurance stipend in the amount of \$425.00 per month, the purpose of which will be to contribute towards the cost of health insurance obtained by each teacher.

ARTICLE 13 -COMPENSATION

13.1 Salary Matrix

Teachers will be paid in accordance with the salary matrix attached hereto as Appendix A.

The base salary will increase by 2% effective July 1, 2024.

13.2 Payment Schedule

Employees will be paid on the 5th of each month, starting on September 5. Employees shall elect to be paid on a 10-month or 12-month basis. Employees electing a 12-month basis will receive their June paycheck on June 5, and their paychecks for July and August on June 30.

ARTICLE 14 - EFFECT OF AGREEMENT

14.1 Scope of Agreement

It is understood that during the process of negotiations which led to this agreement, each party had the unlimited right to propose, agree, or not agree to conditions of employment. Therefore, for the term of this agreement, no further collective bargaining shall be had upon any subject of bargaining whether or not addressed in this agreement except by mutual agreement of the parties. This agreement constitutes a full and mutual agreement of the parties. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, practices, or policies concerning terms and conditions of employment, insofar as such are inconsistent with the express provisions of this agreement.

14.2 Savings Clause

If any provision of this agreement or any application thereof is finally held by a court of competent jurisdiction to be contrary to law, then such provision or application shall be deemed invalid, to

the extent required by such decision, but all other provisions or applications shall continue in full force and effect. At the request of either party, negotiations shall immediately commence to effectuate the original intent of the parties within the context of limitations of the court decision.

14.3 Duplication and Distribution

A copy of this agreement shall be maintained on the District's website.

14.4 No Strike Clause

The parties agree that there shall be no strike by the Association or lockout by the District over a bargaining dispute during the term of this agreement.

ARTICLE 15 - DURATION OF AGREEMENT

This Agreement shall be effective upon ratification by and signature of both parties and shall continue in full force and effect **until** June 30, 2025.

IN WITNESS WHEREOF:

FOR THE BOARD OF TRUSTEES OF THE
UPPER WEST SHORE ELEMENTARY SCHOOL DISTRICT:



Greg Simonson, School Board Chair

Date: Aug 14 2023

FOR THE DAYTON EDUCATION ASSOCIATION:



Kimberly Norman, Association President

Date: JUNE 30, 2023

UPPER WEST SHORE DISTRICT #33 SALARY SCHEDULE EFFECTIVE FY 23-24
CERTIFIED TEACHERS

YEARS EXP	A	B	C	D	E	F
0	28,331	29,104	29,877	30,649	31,535	32,514
1	29,104	29,928	30,855	31,834	32,607	33,493
2	29,877	30,701	31,813	32,813	33,585	34,471
3	30,649	31,473	32,246	33,791	34,564	35,450
4	31,422	32,195	33,019	34,770	35,543	36,429
5	32,195	32,967	33,791	35,749	36,521	37,407
6	32,967	33,740	34,564	36,728	37,500	38,386
7	33,740	34,513	35,337	37,706	38,479	39,365
8	34,513	35,285	36,109	38,685	39,458	40,344
9	35,285	36,058	36,882	39,664	40,436	41,322
10	36,058	36,827	37,655	40,642	41,415	42,301
11	36,827	37,600	38,421	41,621	42,394	43,280
12	37,600	38,373	39,195	42,600	43,372	44,258
13	38,373	39,146	39,967	43,579	44,351	45,237
14	39,146	39,920	40,741	44,558	45,330	46,216
15	39,920	40,693	41,514	45,537	46,309	47,195
16	40,693	41,467	42,288	46,516	47,288	48,173
17	41,467	42,241	43,059	47,495	48,267	49,152
18	42,241	43,014	43,830	48,474	49,246	50,131
19	43,014	43,788	44,601	49,453	50,225	51,110
20	43,788	44,562	45,372	50,432	51,204	52,089

UPPER WEST SHORE DISTRICT #33 SALARY SCHEDULE EFFECTIVE FY 24-25
CERTIFIED TEACHERS

YEARS EXP	A	B	C	D	E	F
0	28,898	29,686	30,474	31,262	32,166	33,164
1	29,686	30,527	31,472	32,260	33,260	34,162
2	30,474	31,315	32,471	33,259	34,161	35,161
3	31,262	32,103	33,469	34,257	35,161	36,159
4	32,050	32,891	34,467	35,255	36,159	37,157
5	32,838	33,679	35,465	36,254	37,157	38,156
6	33,627	34,467	36,464	37,252	38,156	39,154
7	34,415	35,255	37,462	38,250	39,154	40,152
8	35,203	36,043	38,460	39,248	40,152	41,150
9	35,991	36,832	39,459	40,247	41,150	42,149
10	36,779	37,620	40,457	41,245	42,149	43,147
11	36,779	38,408	41,455	42,243	43,147	44,145
12	36,779	38,408	42,454	43,242	44,145	45,144
13	36,779	38,408	43,452	44,240	45,144	46,142
14	36,779	38,408	43,452	45,238	46,142	47,140
15	36,779	38,408	43,452	46,236	47,140	48,138
16	36,779	38,408	43,452	47,235	48,138	49,137
17	36,779	38,408	43,452	47,235	49,137	50,135
18	36,779	38,408	43,452	47,235	50,135	51,133
19	36,779	38,408	43,452	47,235	51,133	52,131
20	36,779	38,408	43,452	47,235	52,131	53,130

GRIEVANCE FORM

1. Grievant(s): _____
2. Date filed at Step 1: _____
3. Date of incident, event, or circumstance leading to the grievance: _____
4. Statement of Grievance – describe the incident, event, and/or circumstances providing a basis for the grievance, including dates, times, locations, identity of witnesses, and a description of the incident(s), event(s), and/or circumstances: _____

5. Identify the specific article or articles of the bargaining agreement which are alleged to have been violated: _____

6. Action requested or relief sought: _____

Signature of Grievant