KENNEWICK EDUCATION ASSOCIATION AND KENNEWICK SCHOOL DISTRICT

EXTRACURRICULAR CONTRACT 2023-24

Terms of Agreement
Extracurricular Bargaining Unit

This agreement is made and entered into by the Kennewick School District No. 17 Board of Directors, referred to as "the Board," and the Kennewick Education Association, referred to as "the Association." The signatories are the sole parties to this agreement.

This agreement was bargained in accordance with **RCW 41.59**, the Educational Employment Relations Act, and will remain in full force and effect from **September 1, 2023,** up to and including **August 31, 2024**. Either party may, upon written notice **no later than 60 days before the date of expiration**, give notice of its intent to negotiate a successor agreement.

This agreement may be reopened for amendment, provided both parties concur, during the life of this agreement. Either party may notify the other party in writing of its desire to negotiate. Authorized representatives of the Association and the Board will sign supplemental agreements, which will be affixed to and become part of this agreement and subject to all its provisions.

The parties below sign and approve this agreement on **August 31, 2023.**

Michael Connors, President
KSD No. 17 Board of Directors

Rob Woodford, President
Kennewick Education Association

Bargaining Team

Dr. Doug Christensen
Anna Harris
Kyle Cowan
Casey Gant
Richard Wells
BJ Wilson
Rhonda Pratt

Bargaining Team

Scott Biglin
Ty Cronenwett
Kym David
Phill Dron
Pete Frentzen
Boyd Gebers
Darlene Harris
John Heitz
Cheryl Schauble
Jason Slagle

Kennewick Education Association Ratified: **September 6, 2023**

Kennewick School Board Adopted: September 27, 2023

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Article I - Administration

Section 1: Exclusive Recognition

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all personnel employed by the Board, whether under contract or on leave, holding supplemental contracts that do not require teacher certification. These contracts are generally referred to as “extracurricular contracts.” Bargaining Unit is all employees who work under a supplemental contract 30 days or more in any 12-month period. The Bargaining Unit will not include positions requiring professional teacher or administrator certification.

The term "employee" in the agreement will refer to all employees represented by the Association in the Bargaining Unit, as defined.

Sole and exclusive rights are defined as the rights provided by this agreement to the Association, and these rights will not be granted to any rival or competing organization that purports to represent the same employee group for purposes of representation and/or collective bargaining.

Unless the context in which words are used clearly requires otherwise, words in this agreement denoting gender will include both masculine and feminine, and words denoting number will be both singular and plural.

Section 2: Viability of Signed Agreements

This agreement will be binding on the parties after ratification by both the Bargaining Unit and the Board.

Section 3: Conformity to Law - Savings Clause

This agreement will be governed and construed according to the Constitution and laws of the State of Washington. If any provision of this agreement or any application of this agreement to any employee or groups of employees covered will be found contrary to law by a court of law having competent jurisdiction, the provision or application will have effect only to the extent permitted by law, and all other provisions or applications of the agreement will continue in full force and effect.

Section 4: Status of the Agreement

This agreement will supersede any rules, regulations, policies, resolutions, or practices of the District contrary to or inconsistent with its terms. Existing rules, regulations, policies, resolutions, or practices of the District not in conflict with this agreement will remain in full force.

Section 5: Contract Compliance

All individual employee contracts will be subject to and consistent with Federal laws, Washington State laws, State Board of Education regulations, and the terms and conditions of this agreement. If any individual employee contract contains any language inconsistent with this agreement, this agreement will be controlling.

Section 6: Maintenance of Benefits

Unless otherwise provided in this agreement, no provision in this agreement will be interpreted and/or applied to eliminate, reduce, or otherwise detract from current individual salaries and benefits or

prevailing practices relating to wages, hours, and working conditions in effect prior to the effective date of this agreement.

Section 7: Printing and Distribution of Agreement

Both parties must proofread a copy of the final agreement. The final contract will be made available to all members as a downloadable file on both the District website and the Association website.

Section 8: Management Rights

The parties agree that, with the exception of the specific provisions of this collective bargaining agreement, the District retains all the rights, powers, functions, and authority vested in management by laws and the Constitution of the State of Washington.

Article II - Business

Section 1: Payroll Deductions

The Association and its affiliates have the exclusive right of automatic payroll deduction of membership dues, assessments, and fees for employees who are represented by the Association, in accordance with **RCW 41.56**.

The District will provide dues deduction, assessments, and fees through automatic payroll authorization and will, without exception, refrain from intervention or failure to perform this service.

The Association agrees to reimburse Bargaining Unit members whose dues and assessments were deducted in excess of the total amount due the Association, provided the Association or its affiliate received the excessive amount.

The Association will provide an automatic payroll authorization form to each employee. The employee will sign and deliver the authorization to the Association during the enrollment period at the beginning of the school year. Once an employee has signed the automatic payroll authorization, dues deductions will be continuous thereafter.

The Association will submit the automatic payroll authorization to the District Payroll and Benefits Department for processing. The Association will provide to the District a table of prorated annual dues, assessments, and fees to determine monthly dues deductions.

Continuation of dues deductions is binding **until the end of the dues period on August 31** each year. Revocation of membership will be made on an Association form **between the beginning of the school year and September 30** and will become effective at that time. The Association will promptly submit notices of revocation to the District.

Section 2: Association Rights

The Association and its representatives will have the right to a reasonable use of school buildings. Scheduling and arrangements will follow normal administrative procedures. The Association and its representatives will have access to all employees, provided this does not interfere with the instructional program.

The Association will have the right to post notices of activities and matters of Association concern on bulletin boards in each faculty lounge of each building in the District.

The Association will have the right to use the educator and staff mailboxes to communicate with its membership.

Upon written request, the District will furnish to the Association any available information permitted under statute that assists the Association in carrying out its responsibility as the bargaining representative.

Section 3: Labor Management Committee

Labor Management meetings will be conducted during the school day between the District and the Association, as necessary, during the regular school year. Substitute teachers will be provided by the District. The Association team will have no more than nine (9) participants including the Association president or designee.

Section 4: Professional Responsibilities

All contract holders must complete their cardiopulmonary resuscitation (CPR) certifications, WIAA certifications, and safety training modules prior to the beginning of the season in which they are participating, based on middle school and high school starting dates. Contract holders who have not completed all requirements for CPR and safety training will not be allowed at practice or games until they are cleared by the District administration. Payment for contracts will be adjusted accordingly if the contract holder can’t begin the season on time.

The District will include and explain in extracurricular contracts the required use of District e-mail for this and other official correspondence. It will contact coaches at their District-assigned e-mail addresses three weeks in advance of the season or, if the coach is a late hire, two weeks in advance of the season.

Article III - Personnel

Section 1: Employment

All employees will be contracted in accordance with applicable State law. All work being performed by the Bargaining Unit will continue to be performed by the Bargaining Unit during the life of this agreement.

Section 2: Employee Rights

Employees will be entitled to full rights of citizenship. There will be no discipline or discrimination with respect to employment due to race, creed, color, marital status, sex, age, national origin, political activity (or lack thereof), or the presence of any sensory, mental, or physical disability. Equal access will be provided to the Boy Scouts and other designated groups. After reasonable accommodation under the provisions of the Americans with Disabilities Act, the prohibition against discrimination due to disabilities will not apply if the disability prevents the proper performance of the work involved and no alternative work can be found.

The rights granted in this section to an employee are in addition to those provided elsewhere.

Right to Join and Support Association

Employees will have the right to self-organization – to form, join, or assist the Association to bargain collectively. The Board will not directly or indirectly discriminate against any employee for membership in the Association or for participation in any grievances, complaints, or proceedings under this agreement.

Right to Due Process

All complaints will be called to the attention of the employee as soon as possible.

An employee will be entitled to have present, at his or her request, a representative of the Association. When a request for representation is made, no action will be taken with respect to the employee until a representative of the Association has had an opportunity to be present. No hearing will be delayed more than five (5) working days due to the unavailability of the employee's requested representative.

Without just cause, no employee will be reprimanded, disciplined, suspended, or reduced in rank or compensation during the annual contract period.

An employee will have the right to face his or her accuser(s).

All information forming the basis of any charge will be made available to the employee in writing. All complaints concerning the employee will be brought to the attention of the employee within 10 working days, except where doing so would materially affect an ongoing investigation. Except under emergency conditions, all discipline will be conducted in private.

In an attempt to resolve problems at the lowest level, principals will encourage parties making a complaint to discuss the issues surrounding their complaint with the employees involved.

Non-renewed employees can, within 15 working days of receipt of formal written notice, appeal to the Board. The Board will hear the appeal within 10 working days of receiving a written appeal from the employee. The written appeal will state the employee’s reasons for reconsideration. The decision of the Board will be rendered within 10 working days. The decision of the Board is final.

The employee may bring witnesses, documented statements, and supporting evidence to the appeal hearing.

Section 3: Personnel Files

An employee or his or her designee will, upon request, have the right to inspect all contents of his or her complete personnel file and/or records kept in the District. The evaluation of an employee is personal information and will not be subject to public disclosure unless required by law. Processed grievances, garnishments, and attachments of wages will be kept apart from the employee's personnel file.

The employee may have an Association representative present when reviewing his or her personnel file and/or records. The District may have a representative(s) present during this review.

There will be only one (1) personnel file kept in the District office. There will be no secret or alternative files kept in the District office. However, this will not preclude administrators from keeping working files for their own use. All working files will be subject to the employee's inspection, with exclusive right of response by the employee.

Correspondence or other materials referencing an employee's competence, character, or manner will not be kept or placed in the personnel file without the employee's knowledge, and the employee will have the exclusive right of addendum of all items in the files.

Any derogatory material not shown to an employee within 10 days after receipt or composition (except in the case of criminal investigations) will not be allowed as evidence in any grievance or disciplinary action against an employee. Derogatory materials, except evaluations, will be removed from the employee's file, at his or her request, two (2) years from the date of the circumstance(s) or event(s) precipitating placement of the material. Findings related to offenses against children will remain in the file.

The Superintendent or designee and the employee or his or her designee will sign an inventory sheet to verify the contents of the personnel file at the employee’s time of inspection.

Section 4: Evaluation Procedures

The building principal and/or assistant principal(s) will be designated as evaluators for all supplemental contract employees assigned to the building. An evaluation will be completed for each supplemental contract.

As part of the evaluation process the evaluator will document at least one (1) 15-minute evaluation of a practice and one (1) 15-minute evaluation of a game or performance during the supplemental contract season. The date and time of the observation will be recorded on the evaluation.

The evaluation criteria and procedures will be distributed and explained to all supplemental contract employees prior to the sports or activity season.

A bargaining unit member in his or her first season as a varsity high school head coach is on probationary status. The District may, prior to the mid-point of a season, institute a Plan of Improvement for a head coach on probationary status. The Plan of Improvement will remain in place for the remainder of the season, after which the District can either 1) remove the Plan of Improvement and probationary status, or 2) discharge the contract holder.

An employee receiving a “needs improvement” or “unsatisfactory” may contact the Association for counsel and advice.

The employee may list factors limiting his or her performance.

Evaluation Timelines

Elementary Schools

Flexible Contracts	**June 15**

Middle Schools

Fall Sports/Activities	**December 15**
Winter I Sports/Activities	**January 30**
Winter II Sports/Activities	**April 15**
Spring Sports/Activities	**June 30**
Flexible Contracts	**June 30**

High Schools

Fall Sports	**January 15**
Winter Sports	**May 1**
Spring Sports	**June 30**
Other Contracts	**June 30**

The following procedures will be followed:

- Annual evaluations will be based on all observations and any documented discussions with the employee for the contracted sport or activity season.
- Following each observation the evaluator will document the date, time, and observer.
- If any performance is judged “Unsatisfactory,” the results will be documented on the evaluation form. The completed evaluation form will be shared with the employee within three (3) working days.
- When a rating of “Unsatisfactory” is given for an item on the evaluative criteria the evaluator must include the following in the comments section of the form, following the item: a clear description of the problem, detailed recommendations for improvement, specific acceptable levels of performance, and a specific timeline for attaining satisfactory performance levels.
- The employee may list any factors limiting accountability.
- The employee's signature on the evaluation form indicates the employee has read and discussed the observation or evaluation but does not necessarily imply agreement. The employee will have the exclusive right to attach a statement, and he or she may seek relief through the grievance procedure.
- Timely distribution of the final performance evaluation form will be: one (1) to the employee, one (1) to the evaluator, and one (1) to the personnel file.
- Only four (4) ratings will apply for the evaluation criteria: “Satisfactory,” “Needs Improvement,” “Unsatisfactory,” and “Not Observed.” All criteria must be marked with one (1) of these ratings.
- A high school assistant and all middle school coaches may be evaluated **prior to 50% of the competitions during the regular season**. Anyone who receives an “unsatisfactory” will receive notification in writing, and a copy will be sent to the Association president and the Associate Superintendent of Human Resources. If the plan of improvement is not followed and the evaluation is not satisfactory **by the end of the season**, that coach may be non-renewed **at the end of the season**. An appeal would go directly to the Board.

Section 5: Renewal / Non-renewal

High School Head Coaches

A newly-hired head coach has a right to interview and recommend his or her assistants **prior to his or her first season.**

Either prior to or after a head coach receives his or her evaluation, he or she may be placed on a one-year probationary status. The District must inform a coach about his or her probationary status **prior to the first practice of his or her next coaching season**. After the District and the Association agree to a plan of improvement for the head coach, the District will implement the plan of improvement. If the athletic director at the head coach's school determines at the end of the season that the head coach has not shown satisfactory improvement, the head coach may be non-renewed.

The plan of improvement must be clear, fair, and measurable. Copies of the plan of improvement must be given to the head coach, Association president, athletic director, and the Associate Superintendent of Human Resources.

High School Assistant Coaches

If a head coach announces he or she is resigning before the season's non-renewal date, his or her assistant coaches will not be renewed. If the head coach resigns after the season's non-renewal date, his or her assistant coaches will be guaranteed an interview with the new head coach.

Any previous assistant coach who is not selected for an assistant coach's position will be assigned by the District administration for one (1) season only paid at the coaching step of that position and retaining his or her experience level. If there are more displaced coaches than open positions, normal hiring practices would apply and the coach(es) not hired would be placed in a flex position and paid at that group rate at his or her current experience level. These coaches can't be used as flex coaches in the program or school from which they were cut.

Written Notification of Non-renewal

Written notification of non-renewal of a supplemental contract for the succeeding school year will occur according to the following timelines:

Elementary School	
Supplemental Contracts	**June 15**
Middle School	
Fall	**January 15**
Winter I	**March 1**
Winter II	**May 1**
Spring	**June 30**
High School	
Fall	**February 1**
Winter	**May 15**
Spring	**June 30**

The deadline for written notification of non-renewal of a supplemental contract that is not tied to a season is **June 30**.

Section 6: Grievance Procedure

Purpose

The purpose of this grievance procedure is to provide a means for the orderly and expeditious adjustment of a grievance by an employee or group of employees.

Every reasonable effort will be exerted to resolve grievances **before the close of a school term, or as soon as possible.**

Informal Communication

Every effort will be made to settle problems at the lowest level through informal communication between the employee(s) and the immediate supervisor. Grievances may not be processed through this procedure until there is evidence informal two-way communications have failed to resolve the issue.

Definitions

"Grievant" will mean an employee or a group of employees, or it will mean the Association when it is filing a grievance on behalf of an employee or a group of employees. A grievance in which two (2) or more employees have the same complaint will be processed as a single action. The Association has the right to be present and, if the employee elects, the Association will represent the employee at any point in the procedure.

"Grievance" will mean a written statement by a grievant that a controversy, dispute, or disagreement of any kind or character exists in the interpretation or application of the terms of this agreement or of an existing Board policy or administrative regulation, and/or there exists a condition jeopardizing employee health and safety.

"Days" will mean contracted working days during the school year and weekdays during the summer. Any grievance actions carried over from the school year will be placed on the summer schedule by agreement of the Association and the District.

Procedures and Steps

A grievance must be filed within 30 days of the occurrence of the event on which the grievance is based. The timelines and procedures will be strictly followed, unless waived in writing by the parties. Failure of the grievant to follow the timelines will mean the grievance is withdrawn. Conversely, failure by the District to follow the timelines will automatically qualify the grievance for advancement to the next step.

When filed in the name of the Association, grievances relating to interpretation and/or application of this agreement may be initiated at Step 2.

Step One: Immediate Supervisor

The grievant(s) submit(s) a grievance review request (Form A) to the immediate supervisor. The supervisor will offer to meet within five (5) days after receipt of the request and will render a written decision to the grievant(s) within five (5) days after the formal meeting. A copy of the grievance review request will be sent to the Superintendent and the Association president. A copy of the written decision will be sent to the Superintendent and the Association president.

Step Two: Appeal to Superintendent

If the grievant(s) is not satisfied with the decision of the immediate supervisor at Step One, the grievant may refer the grievance to the Superintendent within five (5) days after the receipt of the decision. A copy will be given to the grievant's immediate supervisor. The Superintendent will meet with the grievant(s) within five (5) days after the grievance has been referred to him or her. Both the

Superintendent and the grievant(s) may have other people present at the meeting who might contribute to an acceptable adjustment of the grievance.

The Superintendent will render a written decision on the grievance (and any adjustment) within five (5) days after the grievance has been heard. Copies of the Superintendent's decision will be sent to the grievant, the grievant's immediate supervisor, and the Association president. The Superintendent's office will keep a copy.

Step Three: Appeal to the Board of Directors

If the grievant is not satisfied with the disposition of his or her grievance at Step Two, or if the Superintendent or designee has not provided a written decision within the timelines prescribed in Step Two, the grievant, or at his or her request or at the request of the Association acting on his or her behalf, may ask for a meeting with the Board.

If a request for a meeting with the Board is not delivered to the Superintendent within 30 days after the meeting prescribed in Step Two, the grievance will be deemed withdrawn.

The Board will meet with the grievant, Association representatives, and Superintendent within 15 days after the Superintendent receives the request for the meeting. Within 15 days after the meeting, the Board will render a written decision on the grievance.

Step Four: Binding Arbitration

If the grievance is a claim that this agreement between the District and the Association has been violated, misinterpreted, or misapplied, and/or if the grievant is not satisfied with the disposition of this grievance at Step Three, or if the Board has not provided a written decision within the timelines prescribed in Step Three, the grievance may be submitted to final and binding arbitration, at the option of the Association.

The parties will attempt to select an arbitrator within 10 days after the Superintendent receives the appeal from the Association. The arbitrator's decision will be final and binding. If the parties are unable to agree on the arbitrator, a list of arbitrators will be requested from the American Arbitration Association or the Federal Mediation Conciliation Service.

The parties will select an arbitrator under the rules and procedures of the American Arbitration Association or the Federal Mediation Conciliation Service. As an alternative, by agreement, a representative of the Board and a representative of the Association may select an arbitrator from a list of eligible candidates by alternately striking names until only one (1) name remains.

The hearing will proceed under the Voluntary Arbitration Rules of the American Arbitration Association or the Federal Mediation Conciliation Service, unless the parties agree to proceed under expedited rules.

The arbitrator will submit a decision in writing not more than 30 days after the close of the hearing.

During the arbitration, neither the District nor the Association will be permitted to assert evidence not previously disclosed to the other party. Each party will bear the full cost for its side of the arbitration and will pay one-half the cost for the arbitrator and/or any administration fees.

Freedom from Reprisals

No reprisal(s) will be invoked against any employee for processing a grievance or for participating in any way in the grievance procedure.

Powers of the Arbitrator

The arbitrator will have no power to alter, add to, or subtract from the terms of this collective bargaining agreement.

Release Time

Grievances will ordinarily be processed during the regular workday and release time will be provided for all participants in the investigating and processing of grievances, including release time for the grievant, Association representatives, and/or witnesses.

Section 7: Layoff and Recall

In the event the District anticipates a significant loss in revenue or change in program requiring a reduction in work force, the District will follow the procedures in this section. Prior to eliminating any positions, both parties will request to negotiate the contract.

Reductions will not be made without a thorough review of programs and options available. The Board will notify the Association of the proposed layoff **at least 30 calendar days before the proposed layoff date** and will provide to the Association a report of the financial situation, anticipated program changes, and needed staffing levels.

Reduction in work force will be negotiated between the parties.

Section 8: Position Openings

Definition of Terms

"Vacancy" is a position that has been permanently vacated, or one that has been newly created.

"In-building" refers to part-time or full-time employees who serve within the school building.

"In-District" refers to part-time or full-time employees who are employed by the District.

"Out-of-District" refers to people not currently employed by the District.

"Experience" is defined as the total number of years as an extracurricular employee, as recognized by the District. Experience may be accrued only in one-year increments, and no coach may accrue experience of more than one (1) step during a one-year period.

Hiring Procedures

Vacancies will be advertised for five (5) working days. If the position requires specific qualifications, those qualifications will be listed in the job announcement.

All in-District applicants will be reviewed and screened for consideration. All candidates will be notified by the Human Resources Department when a position is closed and/or has been filled. The most qualified applicant will be selected by the site administration or designee based on these job qualifications and criteria:

- Demonstrated short- and long-term organization and management skills
- Three (3) current recommendations
- Demonstrated evidence of being a positive role model
- Clearly-defined philosophy for the coaching level applied for
- Coaching experience in that sport
- Evidence of effective public relations

- Demonstrated ability to work cooperatively and communicate with students, parents, assistant coaches, administrators, and community members
- Evidence of WIAA certification and compliance with WIAA and District rules and regulations

The above timelines for selection of supplemental contracted staff will always be observed, except in situations where the selected coach gives his or her notice of resignation **on or after the 12th working day prior to the first day of practice for the athletic or activity season.** In that case, the administration may execute an emergency selection process after first notifying the Association president or vice-president of the emergency. This process will enable the selection of an available, qualified person to start the first day of the sport or activity practice.

Additional Hiring Procedures (High School Head Coaches)

Vacancies will be advertised in-building, in-District, and outside the District concurrently for a minimum of five (5) working days.

The Association and the District will agree to the job posting. (In the event of a disagreement, WEA Southeast Uniserv will provide a trained mediator at no cost to the District.)

Every in-building and in-District candidate who currently holds a coaching contract in that sport or a crossover sport is guaranteed an interview.

The interview pool may consist of candidates from inside the District and outside the District.

The Association and the District will determine the need for an ombudsman to review hiring for head coaching positions. If a conflict exists over having an ombudsman, the Association and the District will go to mediation to solve the matter. (In the event of a disagreement, WEA Southeast Uniserv will provide a trained mediator, at no cost to the District.)

Reference checking will be done prior to interviews.

To ensure a uniform experience for each applicant, specific directions will be given to interview teams prior to interviews.

The interview team will interview the candidates, rank the candidates, and reach a decision. All candidates will be notified of the interview team's decision in a timely manner.

The interview team may be composed of the following: the Superintendent or designee, the building principal, the building athletic director, community member(s), and building staff. The composition of the team may change by agreement between the Association and the District.

If the qualifications of two (2) candidates are substantially equal, the most senior candidate will be hired.

The interview team makes the recommendation to the principal.

Section 9: Staff Protection

Insurance

The District will provide general liability and errors and omission insurance for certificated employees who are acting within the scope of their employment, whether their duties are specific or implied, and whether their duties are performed during or after regular working hours. The insurance will provide limits as follows:

- General Liability Bodily Injury $300,000 per occurrence
- General Liability Property Damage $100,000 per occurrence
- Automobile Liability Bodily Injury $250,000 per person/$500,000 per occurrence
- Automobile Liability Property Damage $100,000 per occurrence

Errors and Omissions Liability Insurance coverage will provide limits as follows: $500,000 per occurrence; $500,000 aggregate.

Legal counsel will be provided, through insurance, to any employee against whom a lawsuit is initiated provided the employee, at the time of the act or omission, was acting within the scope of his or her employment.

Property Damage

The District will reimburse employees for replacement of any clothing or other personal property damaged, destroyed, or stolen during the course of their employment, and/or cover the cost of medical, surgical, or hospital service incurred as the result of any injury sustained in the course of their employment, provided an employee exercised reasonable safeguards maintaining the security of his or her personal belongings. Items under $25 will not be subject to claim, pursuant to this section.

Personal property used as classroom instructional aids will be registered with the building principal on a form available in the main office of each school building. Registration of personal property will be required when it is brought into the building, and notification will be given to the main office when the employee removes the personal property from the employee's workstation.

The District will reimburse up to $100 per incident toward the employee's insurance deductible for damage caused by verified vandalism to the employee's vehicle or other personal property while he or she is performing contractual duties. Payment will be made after the employee has provided documentation of his or her expenditure.

Safety

Matters relating to unsafe health or safety conditions will be reported to the building principal. The parties will abide by the applicable safety standards set forth in the Washington Industrial Safety and Health Act.

Absences

Employees will be granted absences, as needed, for sudden, unexpected occurrences that require immediate action. Absences must be approved by agreement of the supervisor and the employee.

A physician's statement of illness may be required, at the request of the Superintendent or designee.

Threats to an Employee

No employee will be coerced, intimidated, discriminated against, or threatened. An employee will not receive a negative or downgraded evaluation based on his or her refusal to voluntarily participate beyond the agreed-upon expectations for his or her position.

An employee who is threatened by any person or group while carrying out assigned duties will immediately notify his or her supervisor. The supervisor will notify the Superintendent and, if necessary, the police.

Immediate steps will be taken, with the cooperation of the employee, to provide for the employee's safety. Precautionary measures for the employee's safety will be reported to the Superintendent at the earliest possible time.

When the principal becomes aware of a threat, he or she will…

1. Identify the person making the threat.
2. Identify the nature of the threat.
3. Inform the employee.
4. Ask for the employee's input.
5. Decide whether to call the police.
6. Assist an employee who wishes to file a complaint and/or a restraining order.

The District will support any employee in seeking legal redress for violations of the law committed by students or members of the public who verbally or physically abuse an employee while he or she is performing duties for the District. The District expects employees using the services of private lawyers to cover their own obligations for fees or costs incurred by the use of those services.

Section 10: Contracts and Payment

Employee's Contract

The District will provide each employee a contract for each sport or activity that conforms with Washington State Law, Washington State Board of Education regulations, and this agreement.

Copies of Contract

After signing a contract, an employee may retain one (1) copy. All other copies will be returned to the District for processing.

Payment

In-District certificated employees will be paid in monthly installments through the course of the season. All classified and out-of-District contract holders will be paid according to timesheets submitted to the Payroll Department by their supervisors.

Athletic team coaches and individual coaches of participants whose season is extended by postseason play will receive additional payment at the rate of 1.333% of the individual's differential stipend for that activity for each day the team participates. "Extended season" is defined as days following the last scheduled game in the league's regular season schedule.

Employees will be paid according to Salary Schedule A, for elementary and middle school employees, and Salary Schedule B, for high school employees, and Salary Schedule C, when applicable.

Payroll checks will be issued to employees on the last business day of each month.

Upon request, in the event of a mistake in payment resulting in an underpayment, corrections will be made **no later than the next payday**. When an overpayment is made, the correction will be made on the employee's next monthly check. Cumulative errors in overpayment will be corrected at the rate they accumulated. Upon request, all compensation owed to an employee leaving the District will be paid **no later than the end of the next succeeding pay period**.

Release from Contract

Upon request, an employee under contract will be released from the obligations of the contract.

Length of Contract

The length of the employee contract will be clearly stated within the sport or activity contract. Hours are paid as reported to the Payroll Department on District timesheets, if applicable. Payment will occur pending supervisor approval.

Extracurricular contract holders gain experience steps on Salary Schedules A, B, and C when a head coach or administrator can properly verify experience. If an employee holds a .75 or more high school or middle school Schedule A, B, or C contract, he or she will receive a full year's experience credit.

Association members are grandfathered into this agreement when proper documentation is provided. No one will lose experience steps because of this agreement.

Crossover Experience

The following coaching duties will be considered crossover experiences and will be credited on the salary schedule:

- track and cross country
- softball and baseball
- gymnastics and diving
- gymnastics, dance, and cheerleading
- ASB advisor, class advisor and club advisor

If a person coaches the same sport with a different gender, he or she will receive credit for crossover experience.

Only one (1) year of experience may be credited for one (1) school year. For example, coaching both boys and girls basketball in one (1) year equals one (1) year of experience.

Beginning with the 2011-12 school year, if an employee coaches a sport for 10 or more years and then changes/adds a sport, he/she will start on step 5 of the salary schedule for the new sport.

Beginning with the 2021-22 school year, if a coach of an athletic activity has 15 or more years of experience in one sport and then changes or adds a sport, he or she will start on step 10 of the salary schedule for the new sport. This does not apply to activity or club advisors or middle school athletic director positions.

Volunteer Coaching Credit

Volunteers will be granted experience steps that have been verified using the following procedures. All these provisions must be noted in the volunteer's file.

- Volunteers must be registered with the District.
- An athletic director's signature is required to verify experience.
- A head coach or immediate supervisor's signature is required to verify experience.
- A timesheet signed by an athletic director or immediate supervisor and a head coach is required to verify the volunteer's time.

A volunteer's time on task is equivalent to a paid assistant coach's time, with no exceptions.

Examples for clarification:

- Middle school experience for high school experience - yes
- Little League experience for middle school experience – no

Time on task is exactly the same as any paid position for the level for which the volunteer is expecting credit.

Out of District volunteer time is not recognized.

Volunteer experience will be accepted on the salary schedule with proper documentation. Members will have a reasonable amount of time to gather verification and documentation.

Volunteer credit applies to all extracurricular positions outlined in the contract.

Registration with the District follows **RCW 43.43.830**.

The Associate Superintendent for Human Resources will review volunteer records.

Section 11: Leaves

The Board may grant a leave by season up to one (1) year to extracurricular employees, at the recommendation of the Superintendent or designee.

A written request to take a leave for the succeeding season or year will have the following timelines:

Elementary and Annual Contracts	
Supplemental Contracts	**May 1**
Middle School	
Fall	**May 1**
Winter I	**September 26**
Winter II	**November 20**
Spring	**February 1**
High School	
Fall	**May 1**
Winter	**September 1**
Spring	**January 5**

Leaves, if granted, will state the provisions for employment. An extracurricular employee who has been granted a leave will be re-employed in the same position. The replacement posting will be listed as temporary and will be non-renewed at the end of the season. The employee will notify the Superintendent **no later than March 15** of his or her intent to return to employment with the District during the same calendar year. Extracurricular employees on a leave from their primary positions may be required to provide a medical release to begin or continue working.

Section 12: Professional Development

The Board and Association recognize the need for staff development opportunities so members may meet Washington Interscholastic Activities Association (WIAA) standards.

The District will maintain a program of local staff development opportunities, drawing on resources available within and outside the District.

The District agrees the professional development program will be employee-centered. The participation of any employee in the professional development program will be voluntary.

The District will continue as an approved in-service education agency, as recognized by the State Board of Education.

All staff development activities will meet WIAA standards.

The District will cover substitute teacher costs for coaches who attend District-approved clinics.

Professional Dues Pool

A total of $8,000 will be reserved in one-time, individual allotments for each middle school and high school coach. These funds will be used for membership in the Washington State Coaches Association (WSCA). Allotments can be used for other professional State or national associations but the amount may not exceed the WSCA dues amount. This pool will also cover costs for District driving abstracts, first-aid training, and CPR training provided by the District for middle school and high school coaches.

Any costs exceeding the $8,000 pool will be deducted from the pool of professional development stipends, which is $18,700. Any balance in the dues pool will be added to the Professional Development Pool.

Professional Development Pool

With the exception of middle school athletic directors, the District will provide qualified contract holders one (1) stipend for $375 and a second stipend for $300, not to exceed $22,500. Each middle school athletic director will receive one (1) stipend of $500.

These stipends will be available to those who coach two (2) or more different sports. The second stipend may not be used on a contracted workday and must be used for a different sport. For example, boys and girls basketball are defined as the same sport. If the second stipend is used with the first stipend and is used for a different sport, the total amount will be $675. There is a maximum of two (2) stipends per person annually.

The stipends are to be used for expenses and materials related to attending a WIAA-approved clinic or workshop, or to meet continuing certification requirements. The employee is not required to attend a workshop or clinic to access the stipend. With appropriate administrative approval, the stipend may be used to purchase materials pertinent to the employee's coaching or advisory position.

Stipends may also be used for WIAA 23.5 Coaches Education Categories for Skills and Knowledge, as long as the coach is compliant or is in the process of becoming compliant with WIAA coaching standards. Requests for the materials and clock hours must have prior approval by the athletic director and athletic administrators. However, no more than three (3) non-continuing substitutes per middle school and five (5) non-continuing substitutes per high school will be employed for this purpose during a single time period.

To receive the stipend the employee must submit a travel authorization form to his or her athletic director or administrator two (2) weeks prior to attending the activity. The Extracurricular Coach's Reimbursement Form must be submitted within 30 calendar days of the event the coach attended. The final date of submission for reimbursements is **the first working day Tuesday after Memorial Day weekend,** except for summer clinics and workshops. Travel authorization for summer clinics and workshops must be submitted **by the first working day Tuesday after Memorial Day weekend.** The District will notify the employees of the reimbursement approval status within two (2) weeks of the date of submission.

All paperwork for reimbursements for the current school year including June, July, and August, must be submitted to the Office of Secondary Education prior to the first day of the high school football season for the following year. Any paperwork submitted after that time will be taken from the individual's professional development fund for the following year.

Employees may bank one stipend of $375 for one year by submitting the appropriate form to his or her athletic director on or before the last working day of April. All banked funds must be used prior to the end of the second year.

On a first-come first-served basis, up to 15 bargaining unit members can submit a form to combine one banked stipend from the first year with up to two (2) second-year stipends, a total of $1050, prior to the end of the second year. All bargaining unit members granted a second year of banking must use their banked funds by the end of the third year.

This provision includes all middle school and high school coaches who hold a minimum of a .5 extracurricular contract.

Only the following groups are approved for professional development stipends: high school – all from Groups 1 through 5, all from Group 6 (except Assistant Music-Instrumental), and all from Group 7 (except for Drama). Middle school: all from Groups 1, 2, and 3.

All unused professional development funds accumulated prior to the 2023-24 school year will remain banked and available to Bargaining Unit members only during the contractual 2023-24 school year.

Section 13: Salaries

All Bargaining Unit members will be placed on the appropriate salary schedule with credit for previous experience.

Classified / Non-Exempt Employee Pay

Each individual contract issued to a classified or non-exempt employee will be calculated to represent pay as defined by the U.S. Department of Labor at the blended rate for coaching hours worked over 40 hours in any one (1) week. The hourly rate and permitted hours of work will total the allowed stipend from the salary schedule for the sport. The employee must complete a weekly timesheet.

Elementary and Middle School Employees (Contracts Per Building)

Elementary and middle school extracurricular contract holders will be paid on Salary Schedule A in each building according to the groupings in this section. All flexible contracts in Groups 4 and 5 in this section are non-renewed and will be allotted by the building principal or designee.

Group 1A
MS Head Football Coaches (1)

Group 2
MS Head Coaches (12)

Group 3
MS Assistant Coaches (24)

Group 4
MS Flexible Contracts (6) (may include yearbook, newspaper, band, orchestra, vocal music, drama, activities director)

Elementary Flexible Contracts (3)

Group 5
MS Flexible Contracts (11) (may include intramurals, Zero Hour classes, tutorials, miscellaneous activities)

Elementary Flexible Contracts (1) (may include Elementary Patrol)

Middle School Pool of Flexible Contracts (District-wide Totals)

All flexible contracts in this section will only be allocated if the need is apparent due to student participation.

Seasonal Contracts (4)

Four (4) flexible Group 3 middle school contracts – one (1) per sports season – will be held for positions that arise due to increased student participation. Middle schools may submit a request to the Assistant Superintendent of Secondary Education **by the sixth day after the start of the sports season**. A District committee made up of one (1) representative from each middle school and the Assistant Superintendent of Secondary Education or designee will review these applications and allocate the flexible positions accordingly.

A District committee consisting of one (1) representative from each middle school and the Assistant Superintendent of Secondary Education or designee will meet prior to the start of the fall sports season. Based on student participation from the previous three (3) years, the committee will allocate eleven (11) flexible Group 3 contracts.

When a middle school's B volleyball or B basketball program exceeds 20 participants per coach and all flex contracts for the year have been committed, an additional flex coaching contract will be added for that season only for each additional 20 participants, provided the new teams have a practice schedule of a minimum of four (4) days per week and one (1) hour per practice and a game schedule with a minimum of seven (7) games.

Middle School Flex contracts will return to the same middle school program if the contract has been used for three (3) years in a row in that program.

Middle School Athletic Directors

Middle School Athletic Directors (ADs) will receive four (4) Group 1A contracts per year. Middle School ADs will not coach any sports.

Middle School ADs will evaluate coaches in their buildings who fall under the Extracurricular Bargaining Agreement, and middle school building administrators will sign off on all evaluations after the ADs and coaches have met and completed the evaluations. Any potential legal action by a member due to adverse effect caused by this evaluation procedure will be solely the District's liability.

Middle school ADs will share the responsibility of game management and supervision of sporting events with middle school building administrators by having the middle school ADs bring the supervision schedule to their administration prior to the beginning of each season so all home contests are supervised by either the AD or the building administration.

Each middle school athletic director will have up to four (4) days without students to perform duties related to his or her position. These days must be approved by the building principal and used onsite during regular contact time. The days may be used in half-day or full-day increments. The athletic director and principal will schedule a substitute teacher to cover the athletic director's classes.

High School Employees

High school extracurricular contract holders will be paid on Salary Schedule B in each building according to the groupings in this section. All flexible contracts listed are non-renewable and will be allotted by the building principal or designee. Should participation numbers reduce the need for a coach, that contract may become transferable within the same gender's sport for one (1) year.

Each high school will have a total of three (3) Assistant Flexible Group 6 contracts.

At the high school level, coaches who receive flex contracts will be paid at the Step and Group level corresponding to the position.

If the number of participants for track exceeds 100, an additional assistant track coach will be added from the pool of unused contracts, or via an additional contract. Numbers will be determined **no later than the first Friday of the season.** An average of the last three (3) years of track participants can be used to qualify for the additional coaching position. If the number of participants for track exceeds 140, an additional assistant track coach will be added.

If the number of participants for football exceeds 110, an additional assistant football coach will be added. Numbers will be determined **no later than the first Friday of the season.** Except for the 2020-21 football season, an average of the prior three (3) years of student participants in the football program is used to qualify for the additional coaching position.

Group 1

Head Football
Head Basketball – Boys
Head Basketball – Girls

Group 2

Head Wrestling – Boys
Head Wrestling – Girls
Head Baseball
Head Softball
Head Soccer – Boys
Head Soccer – Girls
Head Track – Boys
Head Track – Girls
Head Volleyball
Head Tennis – Boys
Head Tennis – Girls

Group 3

Assistant Football (9)
Assistant Boys Basketball (4)
Assistant Girls Basketball (up to 4)

Group 4

Head Cross Country – Boys
Head Cross Country – Girls
Head Bowling
Head Gymnastics
Head Swimming
Head Golf – Boys
Head Golf – Girls

Group 5 – None

Group 6

Assistant Baseball (3)
Assistant Softball (3)
Assistant Soccer (2) – Boys
Assistant Soccer (2) – Girls
Assistant Bowling
Assistant Gymnastics
Assistant Track (5)
Assistant Volleyball (4)
Assistant Boys Wrestling (3)
Assistant Girls Wrestling (1)
Assistant Tennis – Boys
Assistant Tennis – Girls
Assistant Swimming
Head Diving
Assistant Boys Cross Country *(min. 15 participants)*
Assistant Girls Cross Country *(min. 15 participants)*
Assistant Instrumental Music (3)
Assistant Flex (2) (*paid at sport rate*)
Assistant Flex (1) JV Golf <or> Girl's wrestling

Group 7

Cheerleading (2)
Drama
Dance Team (2)

Group 8 - None

Groups 9, 10, 11

HS Asst. Cheer (2) (Group 11)
HS Flexible Contracts (16)
Summer Coaching *(uses may include intramurals)*

The District will provide stipends for summer camps or clinics with pre-approval of the high school athletic director. These stipends will be subject to a minimum time requirement of 30 hours.

During the summer of 2023, the maximum number of contracts is 34. Beginning in the summer of 2024, the maximum number of contracts is 36.

Unused stipends at one (1) high school may be used at other schools.

The stipend amount will be $25 per hour for a maximum of 30 hours of work and will not exceed $750. Requests for summer camps/clinics must be submitted to the athletic director by June 1. This stipend will be paid to all high school coaches managing summer practices and/or camps, with the exclusion of the high school strength/conditioning camps and pre-high school camps (K-8).

Group 9, 10, 11 Contracts

There will be 16 Group 9 contracts per high school or a combination of Group 9, 10, and 11 contracts equaling 16 Group 9 contracts.

Building administration may flex the number of Group 9 contracts divided into Group 10 and Group 11 contracts as needed to meet the needs of their high school.

Group 10 contracts will be half of a Group 9 contract. Two (2) Group 10 contracts will be equal to one (1) Group 9 contract.

Group 11 contracts will be half of a Group 10 contract or one-fourth of a Group 9 contract. Two (2) Group 11 contracts will be equal to one (1) Group 10 contract, or four (4) Group 11 contracts will be equal to one (1) Group 9 contract.

Group 9 contracts may not be divided into an amount smaller than .75 FTE while a Group 9 contract.

Group 10 and Group 11 contracts may not be divided.

Movement of Coaching Positions

If for three (3) consecutive years any sport falls to the minimums listed in this section, that sport will decrease according to the schedule. This will occur the year following the three (3) consecutive years.

At the end of the school year, student participation numbers will be calculated by averaging the starting and ending numbers for each sport. Each year after that, participation numbers will be determined at the mid-point of the league season.

The purpose is to build programs and increase student participation.

The head coach will consult with the assistant principal in charge of athletics. The assistant principal will make a recommendation to the principal regarding which assistant coach will be selected for non-renewal.

The affected coaching position will become a one-year flexible Group 6 contract and be moved to another sport at the same school during the same school year. The sport selected must meet Title IX requirements.

If the affected sport reaches the minimum standards for the two (2) consecutive years, the contract will be returned to that sport.

Sport	***Minimum***	***Decrease***
Football	80 students	10 coaches to 9 coaches
Volleyball	3 teams	4 coaches to 3 coaches
Girls Soccer	N/A	
Cross country	N/A	
Swim	12 students	2 coaches to 1 coach
Dive	N/A	
Boys Basketball	4 teams	5 coaches to 4 coaches
Girls Basketball	3 teams	4 coaches to 3 coaches
Wrestling	36 students	4 coaches to 3 coaches
Gymnastics	12 students	3 coaches to 2 coaches
Bowling	N/A	
Baseball	2 teams	4 coaches to 3 coaches
Softball	2 teams	4 coaches to 3 coaches
Boys soccer	N/A	
Track	Every Sport	N/A
Tennis	10 students	2 Coaches to 1 Coach

Article IV - Instruction

Section 1: Student Discipline

In accordance with Washington Administrative Code, each employee will have the authority to impose discipline on a student or students for misconduct that violates written rules of the District and individual programs.

The Board and the Superintendent will support employees in their efforts to maintain discipline, in accordance with District discipline, which will be distributed to each employee **at the beginning of the school year**. The Board supports the authority of employees to use prudent disciplinary measures for the safety and well-being of students and employees.

In exercising authority to control and maintain order and discipline, the employee may use professional judgment, including the reasonable use of physical restraint, as long as the restraint does not violate specific Board policies or Federal, State, or local laws and regulations.

The District will conduct informational meetings for employees concerning all applicable Federal, State, and local laws, as well as District rules, regulations, and procedures pertaining to student rights, employee rights, due process, and student discipline. These meetings will be held prior to or during the sport or activity season at no cost to the employee.

Section 2: Snow Day Protocol

If a regular school day is cancelled due to inclement weather, the District office will decide at 1 p.m. whether high school varsity-level athletic teams can hold practice. All lower-level varsity teams will not have practice when a regular school day is cancelled due to inclement weather.

Appendix

Extracurricular Contract Responsibilities

Extracurricular Sports Personnel Evaluation - Form A

Extracurricular Assignments Personnel Evaluation - Form B

Professional Development Banking Form

2023-24 Salary Schedule A – Elementary/Middle School

2023-24 Salary Schedule B – High School

Extracurricular Contract Responsibilities

Basic Function: to provide leadership, supervision, and organization for a specific interscholastic activity.

Accountability: responsible to the athletic director and principal. Assistant coaches are responsible to the head coach.

Coach: an extracurricular contract holder.

Professional Competencies and Responsibilities

- Displays the ability to develop the athletes and team to fulfill their potential by preparing them physically and emotionally and motivating them to do their best.
- Demonstrates the organizational skills necessary for efficient operation of the sport.
- Displays the ability to maintain discipline and control of athletes and teach fundamental concepts of sportsmanship, good citizenship, and fair play.
- Observes the rules and regulations established by the building, the District, the athletic conference, and the Washington Interscholastic Activities Association.
- Demonstrates concern for the safety of participants, injury prevention, and caring for injuries. Reports all injuries in a timely manner.
- Provides supervision for students at all times when they are his or her responsibility.
- Follows athletic department procedures and promptly completes responsibilities, as designated by the coach's handbook or school athletic policies and the athletic director.
- Follows applicable policies and procedures for the participation of students in practices and in competition/performances.
- Sets high ethical standards, coaches by example, and is a good role model.

Professional Relationships

- Promotes the total athletic program by supporting other coaches and their programs.
- Cooperates with supporting groups, such as booster clubs, staff, parents, service clubs, cheerleaders, music departments, etc.
- Cooperates with administration and keeps them informed of all aspects of the program.
- Establishes a working relationship with coaches at all levels.
- Strives as a head coach to clearly define the responsibilities of assistant coaches and direct the assistant coaches.
- Cooperates in a positive manner with the media to promote his or her sport.
- Communicates schedule and transportation arrangements, when available, to students and parents.
- Ensures players do not practice until cleared by the athletic director.

Responsibility for Equipment, Supplies and Facilities

- Assumes responsibility for supervising facilities (i.e., lock doors, control keys, etc.)
- Maintains adequate inventory and equipment issue records.
- Provides a program for proper use and care of equipment, keeping both equipment and uniforms in good repair to ensure safety
- Manages care and proper use of facilities.
- Reports unsafe conditions to supervisor in writing.
- Uses budgets wisely. Does not overspend or make unapproved purchases.
- Develops long-range plans for purchasing and maintaining uniforms and equipment.

Professional Preparation

- Is well-prepared to coach sports at his or her level. Possesses knowledge of applicable coaching strategies, techniques, and program development to successfully work at his or her level.
- Holds current CPR and first aid card.
- Maintains current WIAA coaching standards.
- Continues to develop coaching skills, attends clinics and sports medicine seminars, and reads periodicals and books relating to his or her coaching assignment.
- Has a clearly-defined philosophy for the coaching level in harmony with the athletic goals and philosophy of the District.

KENNEWICK SCHOOL DISTRICT

Extracurricular Sports
Personnel Evaluation

Form A

Name _____ School _____

Activity: _____ Date: _____ to _____

Practice Observation Date _____ Time _____
Observer's Name _____

Game Performance Observation Date _____ Time _____
Observer's Name _____

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
Professional Competencies and Responsibilities:	☐	☐	☐	☐
Professional Relationships:	☐	☐	☐	☐
Responsibilities for Equipment, Supplies and Facilities:	☐	☐	☐	☐
Professional Preparation:	☐	☐	☐	☐

Limiting factors:

Suggestions for improvement:

Evaluatee's Remarks:

Evaluatee's Signature: _____ Date _____

Evaluator's Signature: _____ Date _____

The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.

KENNEWICK SCHOOL DISTRICT

Extracurricular Assignments
Personnel Evaluation

Form B

Name _____ School _____

Activity: _____ Date: _____ to _____

Observation Date _____ Time _____
Observer's Name _____

Observation Date _____ Time _____
Observer's Name _____

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
Professional Competencies and Responsibilities:	☐	☐	☐	☐
Professional Relationships:	☐	☐	☐	☐
Responsibilities for Equipment, Supplies and Facilities:	☐	☐	☐	☐
Professional Preparation:	☐	☐	☐	☐

Limiting factors:

Suggestions for improvement:

Evaluatee's Remarks:

Evaluatee's Signature: _____ Date _____

Evaluator's Signature: _____ Date _____

The evaluatee's signature indicates that he/she has read and discussed the evaluation in a conference, but does not necessarily imply agreement.

Extracurricular Coach
Professional Development Banking

Extracurricular coaching staff members may bank one (1) of their professional development stipends $375. Those who bank a professional development stipend must submit this form to the Assistant Superintendent of Secondary Education **on or before the last working day in April**.

On a first-come first-served basis, up to 15 bargaining unit members can combine one banked stipend from year one with up to two banked stipends from year two, a total of $1,050. These stipends must be used prior to the end of the second year.

Name: _____

(Please print)

Coaching Building: _____

Sport for which the stipend is being banked* : _____

_____

Signature

_____

Date

**Banked funds must be used for professional development of this sport.*

Please return to the Associate Superintendent of Secondary Education

Salary Schedule A

2023-24 Elementary and Middle School

$37,648	Group	0 yrs	1 yr	2 yrs	3 yrs	4 yrs	5-8 yrs	9-13 yrs	14-18 yrs	19-23 yrs	24 + yrs
	Elem.	0 - 0.97	0.97 - 1.96	1.97 - 2.96	2.97 - 3.96	3.97 - 4.96	4.97 - 8.96	8.97 - 13.96	13.97 - 18.96	18.97 - 23.96	23.97+
	MS	0 - 0.74	0.75 - 1.74	1.75 - 2.74	2.75 - 3.74	3.75 - 4.74	4.75 - 8.74	8.75 - 13.74	13.75 - 18.74	18.75 - 23.74	23.75+
Step		1	2	3	4	5	6	10	15	20	25
	1A	$2,755	$2,952	$3,150	$3,347	$3,542	$3,740	$4,133	$4,529	$4,919	$5,317
		0.07319	0.07840	0.08367	0.08889	0.09408	0.09935	0.10978	0.12030	0.13067	0.14122
	2	$2,673	$2,824	$3,012	$3,162	$3,351	$3,502	$3,651	$3,841	$4,179	$4,556
		0.07100	0.07500	0.08000	0.08400	0.08900	0.09302	0.09697	0.10202	0.11100	0.12102
	3	$2,334	$2,485	$2,673	$2,824	$3,012	$3,162	$3,313	$3,502	$3,841	$4,179
		0.06200	0.06600	0.07100	0.07500	0.08000	0.08400	0.08800	0.09302	0.10202	0.11100
	4	$1,995	$2,184	$2,334	$2,485	$2,673	$2,824	$2,974	$3,162	$3,502	$3,841
		0.05300	0.05800	0.06200	0.06600	0.07100	0.07500	0.07900	0.08400	0.09302	0.10202
	5	$1,732	$1,882	$1,995	$2,108	$2,259	$2,410	$2,560	$2,748	$3,087	$3,426
		0.04600	0.05000	0.05300	0.05600	0.06000	0.06402	0.06800	0.07300	0.08200	0.09100

Group	Title	FTE	Information
1A	Middle School Athletic Director	1	Four contracts per year
1A	Middle School Head Football Coach	1	
2	Middle School Head Coaches	12	
3	Middle School Assistant Coaches	24	
4	Elementary Flex Contracts	3	
4	Middle School Flex Contracts	6	Can include yearbook, newspaper, music, drama, activities
5	Elementary Flex Contracts	1	Can include elementary patrol
5	Middle School Flex Contracts	11	Can include intramurals, zero hour, tutorials, miscellaneous activities

Salary Schedule B

2023-24 High School

$39,373	Group	0 yrs	1 yr	2 yrs	3 yrs	4 yrs	5-8 yrs	9-13 yrs	14-18 yrs	19-23 yrs	24 + yrs
		0 - 0.74	0.75 - 1.74	1.75 - 2.74	2.75 - 3.74	3.75 - 4.74	4.75 - 8.74	8.75 - 13.74	13.75 - 18.74	18.75 - 23.74	23.75+
	Step	1	2	3	4	5	6	10	15	20	25
	1	**$6,103**	**$6,298**	**$6,496**	**$6,693**	**$6,890**	**$7,087**	**$8,267**	**$9,450**	**$10,631**	**$11,812**
		0.15500	0.15997	0.16498	0.17000	0.17500	0.18000	0.20997	0.24000	0.27000	0.30000
	2	**$5,709**	**$5,906**	**$6,103**	**$6,298**	**$6,496**	**$6,693**	**$7,481**	**$8,267**	**$9,056**	**$9,842**
		0.14500	0.15000	0.15500	0.15997	0.16498	0.17000	0.19000	0.20997	0.23000	0.24998
	3	**$5,118**	**$5,315**	**$5,512**	**$5,709**	**$5,906**	**$6,103**	**$6,890**	**$7,678**	**$8,465**	**$9,253**
		0.1300	0.1350	0.1400	0.1450	0.1500	0.1550	0.1750	0.1950	0.2150	0.2350
	4	**$4,725**	**$4,920**	**$5,118**	**$5,315**	**$5,512**	**$5,709**	**$6,496**	**$7,284**	**$8,071**	**$8,859**
		0.12000	0.12497	0.13000	0.13500	0.14000	0.14500	0.16498	0.18500	0.20500	0.22500
	5	**$4,331**	**$4,527**	**$4,725**	**$4,920**	**$5,118**	**$5,315**	**$5,906**	**$6,496**	**$7,087**	**$7,678**
		0.11001	0.11497	0.12000	0.12497	0.13000	0.13500	0.15000	0.16498	0.18000	0.1950
	6	**$3,938**	**$4,134**	**$4,331**	**$4,527**	**$4,725**	**$4,920**	**$5,512**	**$6,103**	**$6,693**	**$7,284**
		0.1000	0.1050	0.11001	0.11497	0.1200	0.12497	0.1400	0.1550	0.1700	0.1850
	7	**$3,544**	**$3,740**	**$3,938**	**$4,134**	**$4,331**	**$4,527**	**$4,920**	**$5,315**	**$5,709**	**$6,103**
		0.0900	0.0950	0.1000	0.1050	0.11001	0.11497	0.12497	0.1350	0.1450	0.1550
	8	**$2,755**	**$2,953**	**$3,149**	**$3,347**	**$3,544**	**$3,740**	**$4,134**	**$4,527**	**$4,920**	**$5,315**
		0.06998	0.07500	0.07998	0.08500	0.09000	0.09500	0.10500	0.11497	0.12497	0.13500
	9	**$2,362**	**$2,560**	**$2,755**	**$2,953**	**$3,149**	**$3,347**	**$3,544**	**$3,740**	**$3,938**	**$4,134**
		0.06000	0.06502	0.06998	0.07500	0.07998	0.08500	0.09000	0.09500	0.1000	0.10500
	10	**$1,180**	**$1,280**	**$1,378**	**$1,476**	**$1,575**	**$1,673**	**$1,771**	**$1,871**	**$1,969**	**$2,067**
		0.02997	0.03250	0.03500	0.03750	0.04000	0.04250	0.04499	0.04752	0.05000	0.05250
	11	**$591**	**$640**	**$689**	**$738**	**$787**	**$822**	**$838**	**$937**	**$984**	**$1,034**
		0.01501	0.01625	0.01750	0.01874	0.02000	0.02088	0.02129	0.02381	0.02500	0.02625

Group	Title	FTE	Group	Title	FTE	Group	Title	FTE
1	Head Football	1		Head Bowling	1		Assistant Tennis - Boys, Girls	1 each
	Head Basketball - Boys, Girls	1 each		Head Gymnastics	1		Assistant Swimming	1
2	Head Wrestling - Boys, Girls	1 each		Head Swimming	1		Head Diving	1
	Head Baseball	1		Head Golf - Boys, Girls	1 each		Assistant X-Country - Boys, Girls	1 each
	Head Softball	1	6	Assistant Baseball	3		Assistant Instrumental Music	3
	Head Soccer - Boys, Girls	1 each		Assistant Softball	3		Assistant Flex (sport rate)	2
	Head Track- Boys, Girls	1 each		Assistant Soccer - Boys, Girls	2 each		Golf - or - Girls Wrestling	1
	Head Volleyball	1		Assistant Bowling	1	7	Cheerleading	2
	Head Tennis - Boys, Girls	1 each		Assistant Gymnastics	1		Drama	1
3	Assistant Football	9		Assistant Track	5		Dance Team	2
	Assistant Boys Basketball	4		Assistant Volleyball	4	9, 10,11	High School Flex	16
	Assistant Girls Basketball	up to 4		Assistant Boys Wrestling	3	11	HS Assistant Cheer	2
4	Head X Country - Boys, Girls	1 each		Assistant Girls Wrestling	1	5, 8	**None**	