

MASTER AGREEMENT

Between

THE OMAHA EDUCATION ASSOCIATION

and

DOUGLAS COUNTY SCHOOL DISTRICT NO. 0001

2018-2019



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I. INTRODUCTION

A. Certification of the Association

The Omaha Education Association was certified as the exclusive bargaining agent on October 12, 2012, for the purpose of representing the bargaining unit described in the definition section of this agreement.

B. Terms of Agreement

This one-year agreement is entered into by and between the Board of Education of Douglas County School District No. 0001 and the Omaha Education Association and shall be effective the first day of 2018-2019 employee contract year and remain in effect until the first day of 2019-2020.

Either party may reopen negotiations for the purpose of bargaining modifications of salary and fringe benefits for the 2018-2019 school year only in the following circumstances:

1. Judicial, legislative, or regulatory action, or the petition process results in receipt by the District of funds designated for payment of salaries and fringe benefits for employees covered by this agreement and the District may in fact lawfully spend the funds for the designated purpose or purposes; or
2. Either party may reopen negotiations for the purpose of bargaining modifications in the contract necessary to implement critical components of joint efforts aimed at improving teacher compensation, professional development, and student achievement.

In the event a negotiated agreement has not been reached, it is understood the provisions including discretionary benefits and salary of the previous contract, will remain in effect until such agreement is replaced by a successor agreement or is amended by a final order of the Commission of Industrial Relations or upon appeal. Provisions of the successor agreement may be retroactive to the beginning of the year. Changes required to federal and state withholdings will be made as mandated by statute or regulations.

In the event that any provision of the Agreement shall become void or illegal during the term of this Agreement, such provisions shall become inoperative, but all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The District and the Association agree to meet at the earliest possible mutually agreeable time for the purpose of negotiations to replace void and illegal provisions.

This Agreement supersedes and cancels all previous collective bargaining agreements between the District and Association unless expressly stated to the contrary herein, constitutes the entire Agreement between the parties and concludes collective bargaining for its term.

C. Definitions

Association - The Omaha Education Association.

District - Douglas County School District No. 0001, State of Nebraska.

Board - The Board of Education of Douglas County School District No. 0001.

Bargaining Unit – The Bargaining Unit is defined as the following positions within the school district: Teacher, Curriculum Specialist, Department Head, Art Therapist, Dean of Students, Elementary Curriculum Specialist, Guidance Counselor, Instructional Facilitator, Music Therapist, Resource Consultant, School Nurse, Student Support, Information Technologist, Media Specialist, Program Facilitator, JROTC Instructor, Speech Language Pathologist, and Teacher Associate.

Facilitator – A Facilitator is a member of the school’s instructional leadership team and collaborates with other members of that team to provide a comprehensive approach to implementing and supporting curriculum, instruction, assessment and/or organizational goals of the school and district. Facilitators include employees who are instructional facilitators, magnet facilitators, gifted facilitators or program facilitators.

Full-Time Employee - Employees who are employed thirty (30) or more hours per week.

Part-Time Employee - Employees who are employed less than thirty (30) hours per week.

School Year - The officially adopted school calendar.

Official Personnel File - An employee's record maintained by the employer in the Department of Human Resources.

Seniority - The number of years of consecutive employment as a probationary and tenured teacher and/or administrator in the District.

Teacher - Any certificated employee who is employed on a regular basis other than substitute teaching for the instruction of students in Douglas County School District No. 0001.

Lead Teacher- A certificated teaching employee who is employed on a full-time basis and assigned to support instructional needs in critical subject areas and special programs.

Administrator or Supervisor - Any certificated employee such as director, coordinator, principal, assistant principal, or other designated supervisory personnel who does not have as a primary duty the direct instruction of students in the classrooms of Douglas County School District No. 0001 and who is not a member of the bargaining unit.

Regular Teaching Salary – The salary from the teacher’s salary schedule used for this computation shall be the employee’s scheduled salary.

Middle level – Schools that are composed of either seventh through eighth grades, sixth through eighth grades, or fifth through eighth grades.

Contract Year - August 1 to July 31.

Professional Committee (ProCom) – As defined in Section VI.G.

D. Agreement Monitoring

The District and Association have a mutual responsibility to monitor the administration of the provisions of this Agreement so that all certificated employees covered by its terms receive appropriate compensation and benefits.

E. Collaboration

In order to ensure the best educational opportunity for every student every day, both the District and the Association are committed to developing and maintaining an organizational culture committed to collaboration during the life of the Agreement. A culture of collaboration creates schools that are safe, learner-centered, and serve the individual needs of students. This commitment is founded upon a relationship of mutual trust and respect and shared sense of responsibility and accountability for student learning. Collaboration takes place when the District and Association work together to involve teachers, administrators, and other stakeholders in interest-based problem solving (excluding negotiation unless both parties agree) where meaningful and proactive discussions and reflect a commitment to listen to and to understand the diverse perspectives of various stakeholders. This collaborative process capitalizes on the collective wisdom of both teachers and administrators as they work together to create positive and systemic school change which promotes learning for all students. As used throughout this Agreement, the term collaboration shall mean to meet, confer, discuss and work together in an effort to achieve consensus, and if consensus is not achieved, the Administrator, or his or her designee, shall have the final say.

II. MANAGEMENT RIGHTS AND RESPONSIBILITIES

The Board of Education and administration reserve and retain all rights to manage the District in order to deliver optimum educational services to students. The Board of Education and administration shall determine:

1. The number, location, and type of facilities.
2. The methods, materials, processes, curriculum, and equipment to be utilized.
3. The scope of service to be performed.
4. The method of service.
5. The school calendar.
6. The class size policy.

In addition, the Board of Education and administration have the right and responsibility to:

7. Contract and subcontract existing and future services related to School District plant operation.
8. Determine whether and to what extent services shall be performed by employees covered by this Agreement.
9. Transfer its services either in whole or in part, from or to any of its employees, facilities, and locations.
10. Determine the number and types of employees assigned to schools, departments, and divisions.
11. Schedule work.
12. Hire, transfer, assign, promote, and demote employees.
13. Maintain order and efficiency.
14. Determine curriculum.
15. Determine which extracurricular activities may be supported or sponsored.
16. Layoff, terminate, or otherwise relieve employees from duty for unsatisfactory performance or other legitimate reasons as provided by statute.
17. Suspend, discharge, or discipline employees as provided by statute.
18. Determine the use of administrative and leadership personnel to perform work.
19. Alter, discontinue, and develop practices/policies as may be necessary for the orderly, efficient, and economical operation of the School District.

The above list of management rights and responsibilities is not all inclusive. The Board and administration reserve all rights and responsibilities not otherwise specifically delegated. In addition, the Board and administration reserve the right to determine all those matters which involve foundational value judgments concerning the educational philosophy of the District and any other rights and responsibilities reserved to the Board of Education and administration by the statutes of the State of Nebraska.

III. COMPENSATION AND BENEFITS

A. Creditable Years of Experience

1. Experience Inside District

Effective with the 2015-2016 school year, bargaining unit members will accrue creditable service in half-year, or whole-year, increments. For all purposes, including the adjustment of salaries and the computing of fringe benefits, at least 75 teaching days on duty during the regular school year semester shall be counted as a creditable half-year for all teaching

and nursing personnel in the District. An amount equal to, or in excess of, 150 teaching days on duty during the regular school-year shall be counted as a creditable full-year. Any employee on District approved FMLA leave shall have their unpaid leave count towards their accrual of teaching days for the calculation of the length of years of experience. For the purposes of employee retirement, units will be recorded at the completion of each contract year.

2. Experience Outside District

Employees within the bargaining unit shall, at the time of their employment in the public schools, receive credit on their respective salary schedule for one, two, three, four, five, six, seven, eight, nine, or ten years of successful experience in schools whose standards are the same as those of the Omaha Public Schools. However, at the discretion of the Superintendent, or his or her designee, in individual cases involving special qualifications, the credit for experience may be granted for as many as ten years. Any years of service from former District teachers, who leave the District and later return, will be counted as credible years of service from outside of the District.

B. Compensation

The salary schedules for the 2018-2019 contract year are included in the Agreement as Appendix A and shall be implemented under the following terms:

1. Effective Date of Salary Schedule

The schedule as titled for each school year, shall become effective on August 1 of the year and all wages earned on or after that date shall be paid according to the corresponding schedule for that contract year.

2. Step Placement

New teachers with no prior teaching experience will be placed on Step 1. Employees covered by this Agreement will be placed on the next step of the salary schedule beyond their actual creditable years as a certificated employee with the District and up to ten years of credible years of service outside the District.

The final step for the Bachelors, Bachelors Plus Eighteen salary schedule will be Step 15 and the final step for Masters, Masters Plus Thirty and PHD lanes will be Step 20 of the Salary Schedule shown in Appendix A.

3. Movement on Step

Employees covered by this agreement who achieve an additional creditable year of service by July 31, will move on step beginning August 1 for the following contract year. Upon reaching the final step of the salary schedule, movement on step shall cease.

4. Long Service Increment

Long Service (LSI) for Bargaining Unit Members who have been grandfathered into this LSI table prior to September 2001, shall receive a LSI increment as follows:

Completion of Years of Creditable Service	LSI Increment
20	\$1,581
25	\$6,424
30	\$9,586
35	\$12,748
40	\$15,910
45	\$19,072

LSI for all other Bargaining Unit Members shall receive a LSI increment as follows:

Completion of Years of Creditable Service	LSI Increment
15	\$950
20	\$2,000
25	\$5,800
30	\$7,700
35	\$9,600
40	\$11,500
45	\$13,400

LSI amounts are NOT cumulative. Creditable experience shall mean actual experience within the district as a certificated employee of the District as defined in the *Policies and Regulations of the School District of Omaha*.

5. Assistance to New Teachers and Mentors of New Teachers

Newly hired teachers are required to attend mandatory teacher induction program for up to five (5) days. The term “new teacher” will include all teachers new to the profession, new to the district, or teachers returning to the district. New teachers will be paid \$230 per day of verified attendance. During the five (5) day teacher induction program, all new teachers will participate in professional development to acclimate and enhance their skills and knowledge of urban education as defined by the District.

At the discretion of the building principal, new teachers are required to attend up to three (3) mentoring meetings per month. In addition, new teachers will attend up to five (5) new teacher meetings over the course of the year hosted by the District. New teachers will receive a stipend of \$15 per hour for attendance at the new teacher meetings, upon verified attendance at these meetings.

Permanent, certificated teachers are eligible for the role of a new teacher mentor for new teachers with less than one (1) year of total experience. This mentoring role will be in addition to normal teaching assignments and requires regular and frequent meeting / interactions with their assigned new teacher. Assignment, training, and responsibilities of the mentor will be assigned by the Department of Human Resources. Upon the successful completion of mentoring duties, mentors will receive a stipend of \$750 per year for time and duties outside of their normal teaching assignment. Annually, the District and the Association will collaborate to develop and plan training for mentors. The training will include input from the Association.

6. Additional Pay & Duty Hours for Special Positions

Bargaining unit members who serve as Directors of School Counseling, Counselors, Academic Records Counselors, Deans of Students, Curriculum Specialists, Senior High Department Heads, or Facilitators may receive additional pay as outlined below.

POSITION	PAY	DUTY TIME
Director of School Counseling (1 per high school)	Additional 15% of regular teaching salary	Required to work an additional 15 work days and an additional 40 minutes per day.
Counselor	Additional 5% of regular teaching salary	Must serve one-half time or more as counselor and an additional 25 minutes per day.
Academic Records Counselor (1 per high school)	Additional 5% of regular teaching salary (in addition to additional 5% for counselor position)	Required to work an additional 10 work days and an additional 25 minutes per day.
Dean of Students (Secondary)	Additional 10% of regular teaching salary	Required to work a time equivalent of an additional 10 work days.
Curriculum Specialist	Additional 10% of regular teaching salary	Required to work an additional 10 work days and an additional 40 minutes per day.
Facilitator	No additional salary	No additional duty days.
Senior High Department Head	Additional 5% of teaching salary	No additional duty days and an additional 25 minutes per day.
Teacher Leader	Additional 5% of teaching salary	Required to work an additional 9 work days.
Lead Teacher	Additional 2% of teaching salary	Required to work an additional 40 minutes per day.
Helping Lead Teacher	Additional 5% of teaching salary	Required to work an additional 14 work days.

C. Salary Credit for Training Beyond Bachelor's and Master's Degrees

The salary of each teacher covered by this Agreement shall be determined by the appropriate salary schedules attached to this Agreement. See Appendix A.

1. Bachelor's Degree Plus Eighteen Hours

Salary credit will be given to certificated personnel who have earned 18 hours of graduate college credit above and beyond a Bachelor's Degree on a structured program approved by an accredited college or university. Such 18 hours of college credit must be applicable to a Master's Degree program or be in the individual's major field of study, or in the fields of elementary/secondary guidance and counseling or administration, must be certified by the college or university, and must carry a minimum grade of "C."

2. Master's Degree Plus Thirty Hours

Salary credit will be given to certificated personnel who have earned 30 hours of graduate college credit above and beyond a Master's Degree on a structured program approved by an accredited college or university.

Such 30 hours of college credit must be applicable to a Professional Diploma and/or a Doctor's Degree program or be in the individual's major field of study, or in the fields of elementary/secondary guidance and counseling or administration, must be certified by the college or university, and must carry a minimum grade of "C."

3. National Board Certification

A bargaining unit member who has successfully completed and attained the National Board for Professional Teaching Standards ("NBPTS") certification shall receive a stipend of \$1,000 per year payable in June (up to a maximum of \$10,000 while employed by OPS). A stipend may only be earned so long as the NBPTS certificate is current.

4. Membership in American Speech Language Hearing Association

A speech-language pathologist who has achieved the Certificate of Clinical Competence will be reimbursed for the annual cost of the certificate up to \$200.00 per year upon submission of receipt of payment to the District, up to a lifetime maximum of \$1,000.00 per person. Following payment to ASHA, the speech-language pathologist will submit the receipt within 90 days for payment to Human Resources for reimbursement.

5. Payment for Salary Credit

Payment for lane changes, for those applying by September 1, will be payable for the school year pending verification of credits. Payment for lane changes, for those applying after September 1 and by February 1 will be payable for the balance of the school year and will begin with the March paycheck, pending verification of credits.

Salary credit equivalent to a Master’s Degree will be given to certificated personnel who have earned an advanced degree outside of education provided the advanced degree is relevant to the teaching assignment of the certificated staff.

D. Extra Duty

1. Hourly rates for all extra duty assignments occurring outside regular duty hours are outlined in the following table:

Extra Duty Assignment	Hourly Rate
Summer School Teachers	\$28.50 per hour
Instruction of in-service classes during off-duty hours	\$28.50 per hour
Additional school regulated evening activities	\$28.50 per hour
District required training or professional development offered outside the regular duty-day	\$15.00 per hour
Curriculum writing (as defined by the Chief Academic Officer)	\$28.50 per hour
Temporary classroom coverage resulting in loss of preparation/conference/planning time	\$30.00 per hour
Supervision of after school activities & athletic activity supervision, including intramural activities	\$16.00 per hour
Student assistance team coordinators	\$500 stipend if <500 students \$1000 stipend if ≥500 students
Student assistance team members	\$12.00 per hour up to a total \$500 per school
Adult Education Teachers	\$28.50 per hour

2. Elementary Extra Duty

- a. Loss of Plan Time: In the event an elementary classroom teacher/art, library science, physical education, instrumental or vocal music specialist loses preparation/conference/planning time because the assigned travel specialist/substitute teacher is absent or assigned non-instructional duties, the building principal shall work with the faculty to develop a fair and equitable procedure for the recovery of lost preparation/conference/planning time. If such recovery is determined to be impossible, the teacher/specialist shall be paid \$30.00 per hour.
- b. Class Coverage: If it becomes necessary to temporarily assign students to other classes because a substitute teacher is not available, the teacher receiving the additional students at any grade level shall be paid a proportion of \$30.00 per hour. The proportion shall be based on the percentage of students received from the absent teacher’s class and the number of minutes the receiving teacher was responsible for those students.

3. Secondary Extra Duty

A secondary classroom teacher who temporarily teaches one extra period and loses preparation/conference/planning time because a substitute teacher is not available shall be paid \$30.00 per hour.

A regular secondary classroom teacher who teaches one extra period for an entire semester shall be paid the following stipend:

- \$2,100 for a classes less than 50 minutes;
- \$2,400 for classes 50-75 minutes; and
- \$4,300 for classes longer than 75 minutes.

In schools with advisor/advisee programs, the length of regular class periods will be adjusted to reflect the length of the advisor/advisee session.

4. Athletics, Fine Arts and Other Extra Duty

High School Assignments

Event	Head Coach	Head Coach Combined	Asst. Coach	Asst. Coach Combined
Baseball	\$5,300		\$3,850	
Basketball	\$7,000		9 th Grade \$4,000	
			Reserve \$4,150	
			JV \$4,650	
Cross-Country	\$3,050	\$3,850	\$2,250	\$2,250
Diving	\$4,650			
Football	\$7,000		\$4,150	
Golf	\$3,050		\$2,250	
Soccer	\$5,300		\$4,000	
Softball	\$5,300		\$3,850	
Swimming	\$4,650	\$6,100	\$3,650	\$3,650
Tennis	\$3,350		\$2,250	
Track	\$4,650	\$5,450	\$3,500	
Unified Sports	\$1,350			
Volleyball	\$6,100		\$3,850	
Wrestling	\$5,600		\$4,150	

Fine Arts, Vocational, and Other Senior High Extra Duty					
Asst. Band Director***	\$1,600	Academic Decathlon	\$1,600	Cheerleader	\$3,850
Debate	\$3,200	Drill Team	\$1,600	Culinary	\$1,200
Dramatics (per event)	\$1,600	Newspaper	\$2,900	DECA*	\$3,200
Instrumental Music	\$6,400	Pep Club	\$1,600	FBLA*	\$3,200
Vocal Music	\$3,850	Pom Pons	\$1,600	FFA	\$4,000
		Stagecraft	\$2,900	Educators Rising	\$3,600
		Student Government	\$1,600	JROTC Instructor**	\$4,650
		Yearbook	\$2,900	Robotics	\$2,250
				Skills USA – VICA*	\$3,200

*If there is only one DECA, FBLA, or Skills USA – VICA sponsor, he/she receives a stipend of \$3,300. If there are Assistant Sponsors, the Lead Sponsor receives a stipend of \$2,700. Assistant receives a stipend in the amount of \$1,650.

**Two JROTC instructors in each high school building are to receive a stipend of \$4,600 to be divided between the two instructors at each building based on the division of responsibilities between the instructors. If there is only one JROTC staff member in a building, that instructor will be compensated with a stipend of \$3,000. If additional JROTC instructors are needed beyond 2 for a school, each additional instructor shall receive an equal stipend.

***The Assistant Band Director Stipend is paid per semester.

The above schedule is for service beyond the regular school day. No school time shall be allowed for any aspect of the activity.

Senior High – Athletic Director Aide(s): Each high school will receive a stipend in the amount of \$8,900 each school year to distribute to staff serving as Athletic Director Aide(s). The amount of money may be distributed to one or more people. Additional coaching positions per school must be approved annually by the Chief Academic Officer of Curriculum and Instruction Support or designee.

Middle School Assignments

Event	Head Coach	Head Coach Combined
Swimming	\$2,250	
Football	\$2,250	
Wrestling	\$2,250	
Soccer	\$2,250	
Basketball	\$2,250	
Track	\$2,250	
Cross Country	\$2,250	
Volleyball	\$2,250	
Middle School Robotics		\$2,250
Elementary Robotics		\$1,350

Middle School – Assistant Coaches

Middle Level Assistant Coach positions will receive a stipend of \$1,350. Assistant Coaching Positions for middle school sports will be determined annually as needed on a school-by-school basis by the Chief Academic Officer of Curriculum and Instruction Support or designee.

The above schedule is for service beyond the regular school day. No school time shall be allowed for any aspect of the activity.

Payment for Years of Service – Athletics, Fine Arts, Other

An additional \$125 per season or activity will be included for staff members with more than five (5) consecutive years of OPS experience in that designated area and an additional \$200 will be added for staff with more than ten (10) consecutive years of OPS experience in that designated area.

E. Insurance

1. Employee Medical-Hospitalization-Major Medical Insurance

In the event that the regulations change regarding the Patient Protection Affordability Care Act, both parties agree that negotiations will be immediately reopened to accommodate changes necessary for compliance by the District.

The District is currently providing Blue Cross/Blue Shield Blue Preferred (PPO) Plan to all full-time employees.

Employees, who have been with the District for 30 days shall be included under the group insurance coverage as follows:

The District shall pay the following portion of the total premium for the District's Health Insurance Plan:

Health Insurance	Yearly	Monthly
Employee	\$7,149.24	\$595.77
Employee and Children	\$10,527.00	\$877.25
Employee and Spouse	\$11,489.88	\$957.49
Employee, Spouse and Children	\$14,399.40	\$1,199.95

If any employee is married to another benefit eligible employee employed by the District, the District shall pay 100% of the total premium for the District's Health Insurance Plan.

The deductible shall be \$900, or in the event the District's health insurance plan deductible increases or decreases during the contract year, the parties agree the new deductible will be the closest deductible to \$900 that provides same or similar coverage.

Employees are eligible to purchase additional family dental coverage for their dependents under the Dental Plan.

For the duration of this contract, a group health insurance re-opener clause will exist. If the Board of Education seeks to change insurers, the objective and intent will be to maintain or improve employee coverage for similar or less cost than that charged by the present insurer for the time period this agreement is in force. If the Board of Education determines that another insurance carrier could provide this benefit as described above, the Board of Education agrees to include members of the Association at discussions related to changing the insurer. The carrier must meet similar standards to the current insurance carrier. In the event that the district achieves a savings of 10% or more between the contract years, of the total cost of health insurance, by virtue of change of health insurance carriers, the parties agree to reopen the agreement to renegotiate the allocation of the projected savings back into the contract for 2018-2019 school year.

Retiring employees shall be separated from employment on the last duty day of the school calendar and shall be paid the balance of their salary for the remainder of the contract year on the next regularly scheduled payroll. For the 2018-2019 contract year, the retiring employee will be covered by the health insurance program until August 31. The retiring employee shall elect, on or before May 1 of each contract year, whether the cash value of the District's contribution to health insurance for the remainder of the contract year shall be paid directly to the employee as wages, subject to applicable tax withholding, or whether such cash value shall be contributed into the retiring employee's 403(b). If the employee fails to make an election, the District shall pay the amount as wages.

2. Group Term Life Insurance

The District shall provide group basic term life insurance for full-time employees in the amount of \$25,000, effective the first of the month following 30 days of employment. Reduction of benefits will begin at age 70.

In the event of employment termination, the employee may continue coverage through portability with the district's insurance provider at the same premium rate as paid by the district.

An employee who retires after completing all contractual obligations and who elects to begin his/her voluntary retirement before August 31 of the year of his/her retirement will continue to be covered by the group term life insurance program until August 31 of the year of retirement, and the premiums will be paid in the same manner that they were paid prior to taking voluntary retirement.

The employees may also purchase additional coverage.

3. Long-Term Disability Program

The District shall provide long-term disability benefits for full time employees incurring long illness. This plan provides a monthly benefit of 60% of the employee's monthly gross salary, to a maximum of \$8,500. This monthly benefit will be coordinated with other benefits the employee may be eligible to receive. The benefit begins on the 91st calendar day following the date of disability approval. The program includes all full-time employees with 30 calendar days of employment.

For those employees who become disabled after September 1, 1978, the amount of Social Security benefits to be coordinated with the Monthly Indemnity Benefit provided under the Long-Term Disability Plan shall be based upon the Social Security Benefit in effect on the date of the initial disability award.

Any subsequent changes in the Social Security Law which result in an increase in Social Security benefits shall not be used to reduce the amount of Monthly Indemnity Benefit under the Long-Term Disability Plan.

Any change in dependent status after the date of the initial disability award will be considered in the computation of Social Security benefits payable, and the Monthly Indemnity Benefit payable under the Long-Term Disability Plan will be adjusted accordingly.

Employees who are disabled are allowed to continue participation in the Board of Education group hospitalization, surgical and major medical program for three months following the expiration of sick leave at Board of Education expense

F. Flexible Benefit Plan

Premiums paid by the employee shall be made pursuant to a salary reduction agreement under the school district's Flexible Benefit Plan. Premiums are excluded from the employee's income and social security tax base and accordingly, are paid by the employee on a pretax basis. Employees shall execute any documents or agreements required by the school district as administrator of the Flexible Benefit Plan to effectuate the employee's election and agreement to pay his/her required premiums for group health insurance on a pretax basis under the Flexible Benefit Plan. Any employee who fails to file the required salary reduction agreement shall be deemed to have elected

under the Flexible Benefit Plan to pay the required premiums for the health insurance coverage of the employee (and his/her dependents if applicable) through a reduction in salary, and the school district shall be authorized to reduce and withhold the required premiums from the employee's salary as a pretax contribution to the Flexible Benefit Plan.

G. Employee Personal Property Reimbursement

The Board of Education shall provide reimbursement for personal property of any full-time employee of the District if such property is stolen, damaged, or destroyed by assault, theft, vandalism, water damage, riot or fire on the school premises or at any official function of the school. Reimbursement will be provided, however, only if proper security measures have been taken by the owner to discourage theft or vandalism, and if said property was of instructional value in the classroom and approved for use by the building administration, or was damaged in the process of controlling discipline. No claim of stolen property, damaged, or destroyed by assault, theft or vandalism will be considered in an amount less than ten dollars and in no event shall the liability of the District assumed hereby exceed \$250 on any one occurrence per claimant. In the event of water damage, riot or fire, the liability of the school district shall not exceed \$500 per claimant per occurrence.

H. Salary Deductions

1. Mandatory Deductions: All deductions required by law will be made from the salary of wages of each employee. At the present time the following mandatory deductions include but are not limited to:

- Federal income tax withholding
- State income tax withholding
- Social Security tax withholding
- Retirement plan contributions
- Medicare tax withholding
- Wage garnishments (if applicable)

2. Voluntary Deductions: Any employee may, upon direct authorization by such employee, accepted by the School District, request voluntary deductions, which include but are not limited to deductions for tax-sheltered annuities, health insurance, vision insurance, supplemental term life insurance, credit union, flexible spending accounts, retirement buybacks, Omaha Schools Foundation, long-term care, and United Way.

3. Omaha Education Association Dues

In accord with Nebraska Revised Statutes (Sections 79-872, 79-873), upon request of any teacher, a deduction in the amount specified by the teacher shall be withheld each pay period from his or her wages and paid over to the professional or labor organization to which he or she belongs. This deduction shall continue each pay period until the teacher revokes his or her request in writing.

I. Direct Deposit of Checks

The District requires electronic direct deposit of employee's payroll checks. Written notification must be made to the division of Compensation and Benefits on a form provided by the school district. The deposit will be made at the financial institution of the employees choosing on each regular payday. Any certificated employee not enrolled in the program will be enrolled in a prepaid debit card program.

J. Tax-Sheltered Annuity

The Board will continue to authorize eligible employees to make contributions to tax-sheltered annuity plans of authorized private companies through established payroll deduction procedures.

IV. LEAVES OF ABSENCE

A. Sick Leave and Payout of Accumulated Sick Leave

1. Sick Leave

All full-time professional employees of the District shall be entitled to an annual sick leave allocation equal to one sick leave day per month, up to ten (10) sick days per year, with the total annual allocation being made available for use at the beginning of the fiscal year. Eligible employees accumulate sick leave until they have reached the maximum accumulation for sick days. The maximum accumulation for sick days is 127 days for all full time employees.

Employees who reach the applicable maximum shall no longer accrue sick leave. Once the employee's sick leave balance falls below the maximum, accrual shall commence again until reaching the maximum. Any otherwise eligible employee who is on a leave of absence shall not accrue sick leave while on a leave of absence.

The employee's accumulated sick leave may be used for the illness of an immediate family member. Immediate family member will include the employee's spouse, children, parents in a care facility, or an individual who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.

Any employee with maximum accrued sick leave will maintain the accrued days during the last year of employment prior to retiring unless more than 10 days of sick leave are used.

Whenever a first-year employee resigns within the first six months of employment, the employee is obligated to repay the amount of any sick leave benefit paid in excess of one day per month of actual employment.

Sick leave shall only be granted to employees for days when they are medically unable to work due to personal injury, illness or pregnancy-related conditions. Such conditions shall be certified to the central office by principals or other authorized supervisory officers who may require a physician's statement to support their certification. The Superintendent may

designate a second physician to conduct an examination to confirm the opinion of the employee's physician.

The employee shall notify his or her immediate supervisor and the Department of Human Resources when a condition requiring an extended period of absence becomes known. Conditions requiring such notice include planned surgery, pregnancy, or a major illness. The employee shall also furnish a letter from his or her physician confirming the condition and stating the physician's opinion as to the employee's physical or mental ability to continue employment, the date of scheduled surgery or expected delivery, and the date beyond which the employee should not continue working.

2. Payment for Accumulated Sick Leave

Beginning with employees retiring during the 2005-2006 school year, an applicable dollar amount of the unused sick leave accumulated by a full-time certificated employee who resigns or dies after 18 creditable years of service to the District, or who retires through normal, early or disability retirement under the Omaha School Employees' Retirement System, shall be paid or applied to provide supplemental retirement or post-retirement medical care benefits as follows:

The applicable dollar amount of the employee's unused sick leave shall be calculated as follows: 50% of the employee's contracted daily rate at the time of retirement or resignation, termination due to reduction-in-force, or death multiplied by the number of unused sick days, not to exceed the maximum days accumulation as defined in Section IV, A, Paragraph 1.

If the employee dies after 18 creditable years of service to the District, the applicable dollar amount of the employee's unused sick leave shall be paid to the employee's estate in a lump sum within 60 days of the employee's death.

If the number of the employee's unused sick leave days at the time of the employee's resignation or retirement is less than 10, the applicable dollar amount of the employee's unused sick leave shall be paid in a lump sum to the employee within 60 days of such resignation or retirement.

If the number of the employee's unused sick leave days at the time of the employee's resignation or retirement is 10 or more, the applicable dollar amount of the employee's unused sick leave shall be applied to provide supplemental retirement income benefits and/or post-retirement medical care benefits pursuant to the terms and conditions of the District's Accumulated Sick Leave Conversion Plan. The employee shall not have any option to receive a cash payment of the applicable dollar amount of the unused sick leave or to have the unused sick leave applied to provide any form of benefit that is not provided under the District's Accumulated Sick Leave Conversion Plan.

A full-time certificated employee who is terminated from employment because of a reduction-in-force shall, regardless of the number of the employee's creditable years of service to the District, be paid the applicable dollar amount of the employee's unused sick leave in a lump sum within 60 days of such termination.

B. Personal Leave

- a. Personal leave may be granted to a maximum of two days per year, one day per semester for first year employees.

Whenever possible, business transactions shall be scheduled after 3:00 p.m. At their discretion, principals are authorized to release teachers for such transactions which are similar to early release to attend meetings or university classes.

Personal leave may be granted in excess of two days, but when this is the case, loss of full pay will be required commencing with the third day of such leave.

- b. PLEASE NOTE: Personal leave cannot be requested during the first five student contact days or on days when parent/teacher conferences are scheduled (exceptions shall be granted in the event of an emergency after consulting with your direct supervisor) or the last ten contracted days or on days immediately preceding or following a district observed federal or school holiday and/or recess period except for the following reasons (Personal leave requested for these days for one or more of the reasons listed below must be done in writing on the appropriate form.):

- (1) Childhood diseases not requiring medical attention of a physician.
- (2) A leave will be granted for an employee's wedding or a wedding of the parents, children, grandchildren, or brothers/sisters of an employee. Wedding leave must begin no later than two working days following the actual wedding day.
- (3) For legal arrangements which are related to the settlement of the estate of a relative.
- (4) To comply with a court summons when it does not involve an instance where the employee has violated the law.
- (5) To take a special examination administered by a university for an advanced degree program.
- (6) To attend the funeral of a close friend.
- (7) For family emergencies, such as surgery or serious illness requiring medical treatment in a hospital, medical clinic, or medical doctor's office. This rule applies only to immediate relatives where the presence of the employee is necessary (or the illness is of a very serious nature). Immediate relative shall be interpreted to include the employee's spouse, parent, child, mother-in-law, father-in-law, brother, sister, son-in-law, daughter-in-law, grandparent, grandparent-in-law, grandchild, aunt, uncle, niece, nephew, or any other individual who is a permanent resident in the employee's home for whom the employee has specific responsibility.

- (8) For serious illness of immediate family members. Immediate family will include employee's spouse, child, parent, grandparent, or an immediate relative who is a permanent resident in the employee's home.
- (9) When the illness/injury of the employee's child is of such severity as to require the medical attention of a physician and the parent's presence is necessary. (On the leave request, please state child's age and illness.)
- (10) To be present at the time an employee's child is born and/or for the care of the employee's spouse upon release from the hospital.
- (11) Absence of an employee resulting from mandatory preinduction physical examination requested by the Selective Service System.
- (12) For legal proceedings requiring the attendance of a parent/legal guardian.
- (13) To attend the graduation, ordination, or similar ceremony of an immediate relative. Immediate relative shall be interpreted to include the employee's spouse, parent, child, mother-in-law, father-in-law, brother, sister, son-in-law, daughter-in-law, grandparent, grandparent-in-law, grandchild, aunt, uncle, niece, nephew, or any other individual who is a permanent resident in the employee's home or for whom the employee has specific responsibility. Travel consecutive with the event will be allowed within the two-day personal leave provision.
- (14) To close on a house which will be the primary residence of the employee, only if the closing cannot be scheduled outside normal duty hours.

C. Bereavement Leave

- a. Absence from work will be allowed so that the employee may have four consecutive workdays following the death of an immediate relative without loss of pay. Employees who are required to travel a minimum of two hundred miles (200) one way to attend the funeral of an immediate relative will be granted an additional day of leave. This rule applies only to an immediate relative, interpreted to be as follows: an employee's spouse, parent, child, step-child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, great-grandparent, great-grandparent in-law, grandchild, aunt, uncle, niece, nephew, or any other individual who is a permanent resident in the employee's home.
- b. For the purpose of attending the funeral of any other near relative, an employee may be allowed a maximum of one day's absence without loss of pay. Employees who must travel a minimum of 200 miles one way will be granted an additional day of leave.

Notice of the need for bereavement leave must be given within 5 days following the death of the relative and leave will be arranged in conjunction with the service of the deceased family member. The District may require an Employee to submit documentation (e.g. service program or obituary) to their supervisor or the Department of Human Resources upon request.

D. Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child. The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. An employee's entitlement to FMLA leave for the placement of a child for adoption or foster care expires 12 months after the placement. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent or designee as soon as possible.

E. Child Rearing Leave

Child rearing leave may be provided to one parent for reasons of adoption, biological childbirth, or the need to provide parental care for a child or children for an extended period of time. Upon application to the Superintendent, child rearing leave without pay shall be granted if the request is made prior to March 15 of the previous contract year. Child rearing leave without pay may be granted if the request is made after March 15 of the previous contract year.

Exceptions for emergencies will be handled on a case by case basis. A supporting statement from a physician may be required. Child Rearing Leave is only available after exhausting FMLA benefits.

F. Absence for Professional Purposes

Covered employees (classroom teachers, nurses, teacher leaders, helping and lead teachers) may be excused for professional purposes without loss of pay upon written application to the Superintendent or the Superintendent's designee. All absence for professional reasons, that is those reasons which will benefit and promote the work of the District, must be approved one week in advance before such absence may be granted. The central office must also grant permission for such absence in writing, and notation of this fact must be made on the payroll by the certifying person.

Substitute teachers may be provided at Board expense for such approved absences. Upon recommendation of the Superintendent, professional staff may be reimbursed for approved attendance at such professional meetings out of Board of Education funds. For budgetary purposes, as much planning as possible should be made one year in advance.

G. Health Leave

Any employee, may upon proper application to the Superintendent and approval of the Board of Education, be granted a leave of absence for health reasons, professional improvement, or military duty. Health Leave is only available after FMLA benefits have been exhausted.

Such application should be submitted as soon as the reasons are known or a medical condition is diagnosed. Leaves of absence for study may be granted only to an employee who is a permanent certificated staff member and has served more than five consecutive years in the District at the time of application for the leave.

Members of the bargaining unit, when granted leaves of absence, shall not be guaranteed immediate employment upon their return unless they return to duty on the first day of the school year or on the first day of the second semester of the school year. Notification of such return must be given to the Superintendent in writing at least 30 days preceding the end of the semester prior to their return.

An application for leave of absence for health reasons must be accompanied by a statement from the employee's physician. The employee shall notify his or her immediate supervisor and the Department of Human Resources as soon as the health condition has been medically confirmed. The physician's statement shall confirm the condition, and indicate an opinion as to the employee's physical and mental ability to continue employment, the date of scheduled surgery or expected delivery, and the date beyond which the employee should not continue to work. The Superintendent may designate a second physician to conduct an examination to confirm the opinion of the employee's physician.

A leave of absence shall be granted without pay for such period as the Superintendent may determine, but not to exceed the school year in which the need for the leave exists and may be subject to renewal in the case of military duty or personal illness provided the need continues. The actual starting time of a health leave will be at the discretion of the Superintendent based upon the physician's statement, the ability of the employee to perform normal duties, the health and safety of the employee, and in the case of teachers, the continuity of instruction.

H. Military Leave

Any employee called to active service shall be eligible for Military Leave in accordance with Nebraska Revised Statute 55-160 and the Uniformed Services Employment and Reemployment Rights Act.

I. Elective Office Leave

1. Elective Public Office Leave: An employee may take a leave of absence when elected to an elective public office. Requests shall be submitted in writing to the Superintendent who shall, in turn, make a recommendation to the Board of Education for final action.

The leave of absence is limited to the initial elective term sought and won by the employee. The subsequent election to the same office or a different elective position may result in an extension of the leave of absence. Appointment to an unexpired term calling for service in office greater than one-half of the regular term of that office shall qualify for, and be treated as a leave of absence for one term of office.

Leaves of absence granted under this section shall be treated in exactly the same manner as other official leaves in regard to right to re-employment, fringe benefits, etc.

The individual shall be required, six months prior to their returning to the District, to give notice of his or her intentions regarding continued employment by the District. Certificated staff members shall be required to give notice of their intention one semester prior to their return to the District.

If the individual should resign the elective office during the tenure of the leave of absence, such action shall automatically terminate the leave of absence granted by this section. Acceptance of any other full-time position while on a leave of this nature shall also effectively and automatically terminate said leave of absence.

2. Officer or Executive Committee of a State or National Professional Association: An employee may take a leave of absence when elected as an officer or to the executive committee of a state or national professional association related to the education profession.

Leaves of absence granted under this section shall be treated in exactly the same manner as other official leaves in regard to right of re-employment, fringe benefits, etc. A leave of absence granted pursuant to this section shall not exceed six years in length.

J. Association President Leave

The president of the Association representing a majority of the certificated staff will have a certificated teacher partner during his or her term of office. The Board of Education shall pay the Association president during his or her term in office. The Association shall reimburse the Board of Education, the cost of salary (up to and including ten years of experience) and fringe benefits of the certificated teacher partner.

K. Association Leave

Annually, Association Leave without loss of pay shall be available to designated members of the Association for the purpose of attending conferences, meetings, or conventions which are related to conducting Association business. The Association Leave shall be only for the purposes of professional Association business at the local, state, or national level and all such days shall require the authorization of the Association President with administrative approval. Requests should be made in advance through the Office of the Superintendent.

L. Status Upon Return from Leave

An employee on a leave of absence shall not receive credit toward advancement on the salary schedule nor shall such time count as years of service for the purpose of acquiring continuing contract status, or sabbatical leave. At the employee's request, an employee on a leave of absence shall receive credit toward retirement as provided for in Section 79-990 of Nebraska Revised Statutes. The employee will retain the number of accumulated sick days held prior to the effective date of the leave.

M. Failure to Return from Leave

A position for an employee shall no longer be held if the employee on leave of absence remains away from duty beyond the expiration date of approved leave or renewal of leave.

V. BENEFITS FOR PART-TIME CERTIFICATED STAFF

A. Health and Accident

Part-time certificated staff with a .5 FTE or more are eligible to receive full health and accident insurance benefits according to the policies governing participation by full-time employees. The following provisions will be applied to those electing to participate.

- a. Based upon a creditable year of service as outlined in Sections III, A, 1 and 2 and III, E, 1, the District will pay 50% of the percentage it pays for full-time certificated staff, as provide in, Health Insurance Section of this Agreement in Section III, E, 1.
- b. Premium cost will be paid through payroll deduction.
- c. An employee must make a decision to participate in the benefit plan by September 1 of each school year unless he/she is a newly hired employee.

B. Group Term Life Insurance

Part-time certificated staff with a .5 FTE or more are eligible to receive full group term life insurance benefits according to policies governing participation by full-time employees. The following provisions will be applied to those electing to participate.

- a. Board of Education will pay 50% of premium cost. Employee will pay 50% of premium cost.
- b. If part-time annual salary converts to \$8,000 or more, the employee is eligible for \$25,000 worth of coverage.
- c. Premium cost will be paid through payroll deduction.
- d. Employee must make a decision to participate by September 1 of each school year unless he/she is a newly hired employee.

C. Sick Leave

Part-time certificated staff with a .5 FTE or more are eligible to receive one-half sick leave benefits provided to full-time employees, accumulative to 45 days.

D. Personal Leave

Part-time certificated staff with a .5 FTE or more are eligible to receive one-half personal leave benefits provided to full-time employees.

E. Bereavement Leave

Part-time certificated staff with a .5 FTE or more are eligible to receive one-half bereavement leave benefits provided to full-time employees.

F. Part-Time Pro-Rate

Part-time certificated staff with a .5 FTE or more may advance one step on the salary schedule for each two years of creditable part-time service.

VI. OTHER PROVISIONS

A. Use of Personal Automobile

1. Car Allowance

The car allowance reimbursement for use of personal automobiles for approved school business shall be at the rate established by law.

2. Liability Coverage for Certificated Staff Who Transport Students

Staff members who transport students in personal vehicles are being covered under School District policy if claims go beyond the limits of their personal liability policy. Staff members are required to have a valid driver's license to be eligible to transport students. Employees providing this kind of assistance are required to have sufficient liability coverage under their own personal policies to meet state minimal requirements. According to current statutory requirements, certificated staff who use their own cars for transporting students must have \$25,000 property damage, \$25,000 bodily injury and \$50,000 per accident coverage.

B. Duty Hours

1. Regular Duty Hours

Teaching staff will be assigned 189 regular duty days.

The regular duty day for staff shall begin and end 15 minutes before and 20 minutes after the regular student instructional day. The regular duty day for elementary and secondary counselors and department heads shall be an additional 25 minutes in length. Placement of additional minutes shall be determined by the building principal in collaboration with the counselor(s). The regular duty day for Directors of Counseling, Lead Teachers and Curriculum Specialists shall be an additional 40 minutes. Placement of additional minutes shall be determined by the building principal in collaboration with the Directors of School Counseling, Lead Teachers and Curriculum Specialists. The Association and the District shall meet annually in collaboration to determine the length of the student day with a decision to be made prior to the end of the school year.

2. Parent Teacher Conferences

Bargaining unit members may be required to attend two to four parent/teacher conference sessions per year. The ProCom will determine options for the parent/teacher conference schedule. These scheduled conferences can occur before, during or after the duty day, up to seven hours per semester. In the event the building schedules conferences outside of the

duty day, teachers will receive compensation time for this time. Each building principal and the Associations Representative shall collaboratively determine the parent teacher conference schedule option for their building.

3. School Regulated Evening Activities

Bargaining unit members on a 189 or greater day contract may be required to attend (6) six school related evening activities, not including PTA/PTO meetings, per year as part of their contracted obligations. These activities are in addition to parent/teacher conferences. See the Extra Duty Section for the hourly rate teachers receive for additional required school regulated evening activities.

4. Lunch Period

School nurses shall be provided with a duty-free 30 minute lunch period. During scheduled assignment the school nurse will be available for any health emergencies.

5. Inclement Weather

When staff is required to be on duty beyond the 189 days due to inclement weather, staff will be paid at the rate of 1/189th of their scheduled salary. When staff is not required to be on duty due to inclement weather and when such release from duty results in fewer than 189 actual duty days worked, staff shall be required to make up the time subject to procedures determined by the Superintendent.

C. Preparation/Conference/Planning Time

1. Classroom preparation/conferencing/lesson planning time shall be used for the purpose of preparation, grading papers, contacting parents, planning, or other aspects connected with the instructional duties of staff whose primary duties include delivery of instruction to students.
2. Pre-K, Early Childhood Special Education and Head Start teachers shall have one release day per month from September to May, totaling 9 days per year and additional plan time may be available during nap time of 400 minutes during a two-week instructional period for the school year.
3. Elementary instructional staff shall have a minimum of 450 minutes, of plan time during each ten-day instructional cycle at the discretion of the teacher. Where possible, the elementary instructional leadership team may schedule up to an additional 45- minute team plan meeting each 10-day instructional cycle. Team plan time may be used for the grade levels or professional learning communities to meet and discuss matters relevant to classroom instruction or the school improvement plan.
4. Each elementary school site shall establish an instructional leadership team, comprised of administration, grade-level representatives and specialists to collaboratively plan professional development in alignment with the school improvement plan and to decide

the purpose of team plan meetings. Instructional staff at each building will choose grade-level representatives and specialists.

At least two (2) days during the elementary school year shall be set aside for building based School Improvement Planning. School Improvement Planning shall be planned by the instructional leadership team, using the school's shared decision-making process. The placement of these professional development days will be determined annually by the district and subject to approval by the Omaha Board of Education. Time designated for these professional development days will not be rescheduled to another day when missed due to holiday, inclement weather days or other conflicts on the master calendar.

5. All bargaining unit members shall have 17.5 hours of plan/prep time prior to the first student contact day (7 hours must be provided prior to the first school event, e.g. open house/orientation/Safe Walk to School event), 7.0 hours for a district Curriculum Day and 10.5 hours for building based in-service and meetings, as determined by the district calendar planning committee. 7 hours shall be provided for staff work time and 7.0 hours shall be provided for School Improvement Planning after the last student contact day.
6. Elementary Library Media Specialists—Each Elementary Building will receive a minimum of 200 minutes for records and resource management, during student contact time, during each ten-day instructional period of the school year.
7. Special Education Staff—Full-time special education staff (e.g. resource teachers, Speech Language Pathologist, etc.) will be provided ½ day per quarter for student record maintenance purposes (in addition to their plan time). Special education staff shall work with building administration to schedule these days to ensure that a substitute is available prior to taking the half-day work time. When possible, special education staff shall schedule their work time on the same day so a full day substitute can be shared.
8. No staff, team or other before/after school meetings at the building level shall take place during the two days prior to progress reports and three days prior to report cards being due to the building administrator. Exceptions shall be made for special education related meetings (IEPs, MDTs, SATs, etc.) or at the request of a parent/guardian.
9. In middle schools where the class schedule is based upon eight periods, six classes a day shall be the amount of work assigned to the regular classroom teacher with a minimum of half of the remaining two periods to be used for individual plan time.

In middle schools where the class schedule is based upon four periods, three classes a day shall be the amount of work assigned to the regular classroom teacher with a minimum of half of the remaining one period to be used for individual plan time.

10. In high schools, and secondary alternative education programs where the class schedule is based upon eight, six classes a day shall be the amount of work assigned to the regular classroom teacher with two periods being assigned for individual plan time.

In high schools, and secondary alternative education programs where the class schedule is based upon four periods, three classes a day shall be the amount of work assigned to the regular classroom teacher individual plan time.

In high schools, and secondary alternative education programs where the class schedule is based upon seven periods, six classes a day shall be the amount of work assigned to the regular classroom teacher with one period being assigned for individual plan time.

In high schools, and secondary alternative education programs where the class schedule is based upon six periods, five classes a day shall be the amount of work assigned to the regular classroom teacher with one period being assigned for individual plan time.

11. Transition program and other alternative education program staff shall have plan time equivalent to secondary teachers with similar teaching schedules.
12. As a requirement for meeting accreditation through the Nebraska Department of Education (“NDE”), all high and secondary alternative education programs are expected to engage in collaborative team plan time during the duty day on a regular basis. Each school will determine the frequency, duration, and purpose of team plan time meetings, with a minimum frequency of two meetings per month. Such decisions shall be made in collaboration between teachers and administration with the understanding that the agreed upon collaborative team plan time will be in lieu of, not in addition to, the above described high and secondary alternative education school plan time.
13. This provision requires administrators and teachers at all middle schools to collaborate periodically on their current practice in each building which may but does not require a building to change current practices regarding collaborative team plan time. Each school will determine the frequency, duration, and purpose of team plan time meetings.

D. Staff Meetings

Faculty meetings are to be held to a maximum of two meetings per month, and shall be limited to 60 minutes in duration. Faculty meetings are meetings where all staff is required to attend.

Staff may be required to attend additional committee meetings, as determined by the committee in collaboration with the Building Administrator. Committee meetings are not staff or faculty meetings.

E. Acceptable Dress and Appearance

The cooperation and good judgment of all employees in the matter of dress helps to insure a proper image for students and a professional appearance for visitors to the school. No printed guideline on acceptable dress can anticipate every possibility. The principals and/or supervisory personnel

who are in the best position to make judgment concerning the appropriateness of the attire should provide necessary counseling and correction as the need occurs.

F. Citizenship Rights

It shall be the policy of the Board of Education to guarantee all employees of the District full political equality with other citizens in the exercise of their political rights and responsibilities with the statutes of the State of Nebraska.

G. Professional Committee

The Board and the Association are committed to the concept of collaboration and to demonstrate that commitment the Parties agree to establish a Professional Committee (ProCom). The ProCom should be composed of eight to twelve persons appointed by the Superintendent, one of which shall be the Superintendent and including one principal from each educational level, and eight to twelve persons appointed by the Association, one of which shall be the President of the OEA which shall meet at least quarterly to discuss overall relations between the parties, exchange information, receive suggestions, consider problems and discuss improvements. Over the course of the 2018-2019 school year, the ProCom will be tasked with addressing the following topics (a) cultivating a collaborative culture, (b) staff safety, (c) peer assessment and review, (d) teacher effectiveness, and (e) other topics as mutually agreed upon by ProCom.

H. Staff Entry to District Sport Events

Staff members with current District identification will be allowed entry for the staff member only into any District spectator sport event.

I. Association Representatives

1. The Association shall have the right to have an association representative or representatives at each work site as specified in the current Association bylaws.
2. Association representatives may schedule, with the approval of the principal or the principal's designee, Association meetings before or after school or during the duty-free lunch where such meetings do not interfere with normal duties and conduct of business at the school.
3. Generally, the second Tuesday of every month shall be reserved for Association meetings outside the school for all association representatives after normal duties are completed.
4. The association representative may, with the principal's approval, be given time at each faculty meeting for announcements.

J. Association Use of School Facilities

1. The Association will be allowed use of school buildings for meetings without cost as approved by the appropriate administrative office provided that such meetings do not interfere with the normal operation of the school.

2. Meetings of the Association groups within a school shall be arranged for in advance through the office of the principal.
3. The Association will be allowed to place Association notices, circulars, or other material through the school delivery service and the building mailboxes. The Association shall deliver its mail for distribution to the central mailroom and sort the mail for delivery to each school.
4. The Association will be allowed to place notices, circulars, or other material (exclusive of local, state, and national political campaign material) dealing with activities or concerns of the Association on a bulletin board located in faculty lounges and such other places as designated by the building principal.
5. Upon request of the Association or a member of the bargaining unit to the principal of the school, a designated Association staff representative will be admitted to the building for the purpose of assisting in the adjustment of grievances.

K. Association Participation in New Teacher Orientation

Time will be provided for the Association on the agenda of the general orientation programs for new teachers.

L. Loss of Seniority

Seniority shall end upon resignation, failure to be re-elected, retirement, failure to return to work at the expiration of a leave of absence, failure to be recalled from layoff within twenty-four (24) months from the date of layoff, or termination of employment for any other reason.

M. Communications, Complaints and Grievances

1. Grievances, complaints and communications from employees associated with the Omaha Education Association shall be initiated in the following manner:
 - a. If the employee has a grievance, the employee should, within 20 working days of the incident, first discuss the matter with an immediate superior (at the building level the immediate superior is the principal) in an effort to resolve the problems informally. A representative of the Association's staff may be invited to attend by either party. If the subject of the grievance extends beyond the authority and jurisdiction of the building principal, the employee may discuss the matter with the Assistant Superintendent for Human Resources.

If the employee is not satisfied, the employee shall have the right to have an Association representative's assistance in further efforts to resolve the problem.

- b. If the problem is not resolved through the aforesaid procedure, then within 20 working days of the incident, the aggrieved person must submit a grievance in writing to the principal or to the person to whom the aggrieved is directly responsible. The person to whom the grievance has been submitted shall have a reasonable period, not to exceed

10 working days, to render a decision and the reasons therefore in writing to both the aggrieved person and to the Association.

- c. If the aggrieved person is not satisfied with the disposition of the grievance, an appeal to the Superintendent should follow within 10 working days. Within 10 working days after receipt of the written appeal, the Superintendent or designated representative(s) shall meet with the aggrieved person. The Association's staff may be invited to attend, by either party, and participate in any meeting of the Superintendent or designated representative(s) with the aggrieved person.

The Superintendent shall within 10 working days of the hearing render a decision and the reasons thereof in writing to the aggrieved person with copies to the Association and to members of the Board of Education.

- d. Should the aggrieved person so desire, the decision of the Superintendent may be appealed to the Board of Education. Such a request should be sent to the Director of the Office of the Board of Education within 10 working days of the receipt of the Superintendent's decision in the matter. Such an appeal shall be in the form of a written request for a hearing before the Board of Education.

At the first meeting after receiving a grievance, the Board of Education shall set a hearing date which shall be within 10 working days. The aggrieved person shall, at this hearing, have the right to be assisted by a member of the staff of the Association and/or an attorney of his/her choice.

The Board of Education shall within 10 working days of the hearing render a decision in the matter and direct its Director to provide written notification of its decision to the aggrieved person and the Association.

A similar procedure shall be followed by employees other than those who are members of the Omaha Education Association.

- e. If the employee has a complaint other than a grievance, the employee may use steps a through c outlined in the grievance procedure above. Employees or groups of employees desiring to address the Board of Education on any matter shall direct their communications to the Director, not to individual members, except that copies of any communication may be sent to all members.

An advisory committee of selected personnel shall be appointed by the Superintendent upon the advice of the Assistant Superintendent for Human Resources, to maintain a continuous liaison with all employees relative to maintaining high morale and professional growth among all employees.

- 2. All complaints shall be in writing, and no anonymous correspondence may be considered officially by the Board of Education.

It shall be understood by all parties involved in the grievance procedure that no reprisals of any kind, implied or intended, shall be brought against the person or persons involved in the resolving of the grievance.

N. Personnel Files

Any teacher or full-time employee of the District shall, upon his or her request, have access to his or her personnel file maintained by the District and shall have the right to attach a written response to any item in such file. Such teacher or employee may in writing authorize any other person to have access to such file, which authorization shall be honored by the District. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the District which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file, and the contents thereof shall not be divulged in any manner to any unauthorized person.

O. Contract Variance

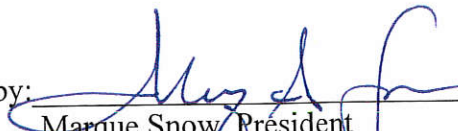
Both the Board of Education and the Association take pride in the creativity and dedication of this district's professional educators and realize this contract may not be able to anticipate all innovative approaches to programs and services provided for students and professional staff. In an effort to foster innovation and maintain the highest possible quality educational opportunities for students, contract provisions as discussed below may be waived.

Schools are encouraged to implement innovative approaches brought about as a result of the school improvement planning process and approved by the Principal and the Superintendent. The Association or the Board of Education may also bring forward innovative proposals that have a district-wide impact. If such innovations are deemed to be at variance with the contract, a waiver may be requested, before implementation, by representatives of the Omaha Education Association and/or representatives of the Board of Education. The specific variance request will be reviewed by representatives of the Association and the Board; a contract waiver will be allowed if agreed upon, in writing, by both parties. Waivers approved through this process will remain in effect through the duration of this Master Agreement.


This one year (2018-2019) was reached on February 6, 2018. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective chief negotiators.

Attest:

by:  3-5-18
Megan Neiles-Brasch, Chief Negotiator
School District No.0001 in the City of Omaha
and County of Douglas and State of Nebraska
Date

by:  3-5-18
Marque Snow, President
School District No.0001 in the City of Omaha
and County of Douglas and State of Nebraska
Date

by:  Mar 5/18
Leanna Doig-Gray, Chief Negotiator
Omaha Education Association
Date

by:  3/5/18
Robert Miller, Vice President
Omaha Education Association
Date

APPENDIX A

2018-19 Salary Schedule

Step	BA	BA+18	MA	MA+30	Ph.D
1	\$41,150	\$42,796	\$45,265	\$46,911	\$48,557
2	\$41,973	\$43,619	\$46,088	\$47,734	\$49,380
3	\$42,796	\$44,442	\$46,911	\$48,557	\$50,203
4	\$43,619	\$45,265	\$47,734	\$49,380	\$51,026
5	\$44,442	\$46,088	\$48,557	\$50,203	\$51,849
6	\$45,265	\$46,911	\$49,380	\$51,026	\$52,672
7	\$46,088	\$47,734	\$50,203	\$51,849	\$53,495
8	\$46,911	\$48,557	\$51,026	\$52,672	\$54,318
9	\$47,734	\$49,380	\$51,849	\$53,495	\$55,141
10	\$48,557	\$50,203	\$52,672	\$54,318	\$55,964
11	\$49,380	\$51,026	\$53,495	\$55,141	\$56,787
12	\$50,203	\$51,849	\$54,318	\$55,964	\$57,610
13	\$51,026	\$52,672	\$55,141	\$56,787	\$58,433
14	\$51,849	\$53,495	\$55,964	\$57,610	\$59,256
15	\$52,672	\$54,318	\$57,199	\$58,845	\$60,491
16			\$58,433	\$60,079	\$61,725
17			\$59,668	\$61,314	\$62,960
18			\$60,902	\$62,548	\$64,194
19			\$62,137	\$63,783	\$65,429
20			\$63,371	\$65,017	\$66,663

**Omaha Education Association/Omaha Public School District 0001
Nathan Hale Extended Learning Time Contract Variance 2018-2019**

Notwithstanding the specific reference herein to certain sections and provisions of the 2018-2019 OPS-OEA Master Agreement impacted by the contract variances, all of said provisions of the 2018-2019 OPS-OEA Master Agreement shall be, and remain, in full force and effect during the term of this Agreement and binding upon all employees represented by the bargaining agent Omaha Education Association except as otherwise specifically provided herein. Teachers at Nathan Hale Extended Learning Time will be paid a rate of pay based on the increased number of contract days and the extended duty day equal to the increased percentage of time worked compared to teachers on a 189 day contract. The number of additional days and hours worked will include all the time the Nathan Hale Extended Learning Time teachers are required to work, beyond what is required of other teachers in the district.

Extended Duty Day

The Nathan Hale Extended Learning Time staff will have an extended duty day 60 minutes longer per day than the regular teacher duty day for 187 of the 191 duty days. The remaining 4 duty days will be the same length as the regular teacher duty day.

Extended Contract Days

The Nathan Hale Extended Learning Time staff will be assigned 191 day contract.

Compensation

In light of the extended contract days and extended duty hours, Nathan Hale Extended Learning Time staff will be paid at a rate of 113.42% of the applicable rate on the then current salary schedule.

Payment for extended learning opportunity past the duty day

Nathan Hale Extended Learning Time may elect to offer extended learning opportunities after the end of the school day during the 2018-2019 school years. Staff that volunteer to teach past the duty day should be paid at the summer school hourly rate of pay (\$28.50 per hour).

Nothing in this contract variance requires or guarantees that any school staff will be designated Extended Learning Time school staff. This contract variance is being entered into in anticipation of philanthropy dollars to fund it and if the funding is not available, this variance will be null and void.

**Omaha Education Association/Omaha Public School District 0001
Wilson Elementary School Contract Variance 2018-2019**

Notwithstanding the specific reference herein to certain sections and provisions of the 2018-2019 OPS-OEA Master Agreement impacted by the contract variances, all of said provisions of the 2018-2019 OPS-OEA Master Agreement shall be, and remain, in full force and effect during the term of this Agreement and binding upon all employees represented by the bargaining agent Omaha Education Association except as otherwise specifically provided herein. Teachers at Wilson Focus School will be paid a rate of pay based on the increased number of contract days and the extended duty day equal to the increased percentage of time worked compared to teachers on a 189 day contract. The number of additional days and hours worked will include all the time the Wilson Focus School teachers are required to work, beyond what is required of other teachers in the district.

Extended Duty Day

All Wilson Focus School staff will have an extended duty day 25 minutes longer per day than the regular teacher duty day for 199 of the 203 duty days. The remaining 4 duty days will be the same length as the regular teacher duty day.

Extended Contract Days

The Wilson Focus School staff will be assigned 203 day contract. The Wilson Focus School Staff will have 14 non-student contract days during each contract year. These 14 days will be for the purpose of professional training, teacher work days, or collaborative plan time

Compensation

In light of the extended contract days and extended duty hours, Wilson Focus School staff will be paid at a rate of 112.85% of the applicable rate on the then current salary schedule.

Payment for extended learning opportunity past the duty day

Wilson Focus School may elect to offer extended learning opportunities after the end of the school day during the 2018-2019 school years. Staff that volunteer to teach past the duty day should be paid at the summer school hourly rate of pay (\$28.50 per hour).

**Omaha Education Association/Omaha Public School District 0001
Wakonda Elementary School Contract Variance 2018-2019**

Notwithstanding the specific reference herein to certain sections and provisions of the 2018-2019 OPS-OEA Master Agreement impacted by the contract variances, all of said provisions of the 2018-2019 OPS-OEA Master Agreement shall be, and remain, in full force and effect during the term of this Agreement and binding upon all employees represented by the bargaining agent Omaha Education Association except as otherwise specifically provided herein. All teachers at Wakonda Elementary School will be paid a rate of pay based on the increased number of contract days and the extended duty day equal to the increased percentage of time worked compared to teachers on a 189 day contract. The number of additional days and hours worked will include all the time the Wakonda Elementary School teachers are required to work, beyond what is required of other teachers in the district.

Extended Duty Day

All Wakonda Elementary School staff will have an extended duty day 55 minutes longer per day for two days per week than the regular teacher duty day and 25 minutes longer per day for the remaining three days per week. 30 minutes of the additional 55 minutes shall be used for the purpose of collaborative team plan time. The remaining 25 minutes shall be used for the purpose of increasing the student instructional day.

Extended Contract Days

All Wakonda Elementary School PK-6 staff will be assigned 194 day contract. Of those days 175 days will be extended length student contact duty days and 14 days will be regular length non-student contact duty days as included in the negotiated agreement. Five (5) additional days will be regular length professional development duty days.

Compensation

In light of the extended contract days and extended duty hours, Wakonda Elementary School staff will be paid at a rate of 110.18% of the applicable rate on the then current salary schedule.

Payment for extended learning opportunity past the duty day

Wakonda Elementary School may elect to offer extended learning opportunities after the end of the school day during the 2018-2019 school years. Staff that volunteer to teach past the duty day should be paid at the summer school hourly rate of pay (\$28.50 per hour).

**Omaha Education Association/Omaha Public Schools District 0001
Kennedy Elementary Contract Variance 2018-2019**

Notwithstanding the specific reference herein to certain sections and provisions of the 2018-2019 OPS-OEA Master Agreement impacted by the contract variances, all of said provisions of the 2018-2019 OPS-OEA Master Agreement shall be, and remain, in full force and effect during the term of this Agreement and binding upon all employees represented by the bargaining agent Omaha Education Association except as otherwise specifically provided herein. All teachers at Kennedy Elementary School will be paid a rate of pay based on the increased number of contract days equal to the increased percentage of time worked compared to teachers on a 189 contract. The number of additional days and hours worked will include all the time the Kennedy Elementary School teachers are required to work, beyond what is required of other teachers in the district.

Extended Duty Day

All Kennedy Elementary School staff will have an extended duty day 45 minutes longer per day than the regular teacher duty day for 175 of the 194 duty days. The remaining 19 duty days will be the same length as the regular teacher duty day.

Extended Contract Days

The Kennedy Elementary teaching staff will be assigned a 194 day contract. The Kennedy teaching staff will have a 19 non-student contract days. These 19 days will be for the purpose of professional training, teacher work days, or collaborative plan time.

Compensation

In light of the extended contract days and extended duty hours, the Kennedy School teaching staff will be paid at a rate of 111.79% of the applicable rate on the then current salary schedule.

External Resources

The parties recognize that the Kennedy Elementary variance is subject to funding from external resources. Due to that fact, in the event that Omaha Public Schools loses external funding for this variance, the terms of this shall become null and void for whatever time such funding ceases.

Payment for extended learning opportunity past the duty day

Kennedy may elect to offer extended learning opportunities after the end of the school day during the 2018-2019 school years. Staff that volunteer to teach past the duty day should be paid at the summer school hourly rate of pay (\$28.50).

**KELLOM AND CONESTOGA EARLY CHILDHOOD PROGRAM CONTRACT
VARIANCE 2018-2019**

THIS AGREEMENT is made by and between the Omaha Education Association ("OEA") and Douglas County School District No. 0001, a/k/a Omaha Public Schools ("School District").

Under the terms of the 2018-2019 Master Agreement, bargaining unit members perform 189 service days a contract year. In order to meet the goals and requirements of the Kellom and Conestoga School Early Childhood Program, the parties agree as follows:

1. The 2018-2019 contract year, bargaining unit members assigned to the Kellom and Conestoga School Early Childhood Program will work an additional eleven (11) days for a total of 200 service days and will be paid at a rate of 105.79% of the applicable rate on the salary schedule.
2. The additional service days identified herein shall be non-student contact days and shall be for the purpose of Professional Development as outlined in the School District's contract with the Learning Community. One such Professional Development day may include a conference approved by the Learning Community and the School District. Conference transportation (including cabs and shuttles), registration fee, hotel, meals (three per day) and incidentals will be paid by the School District in accordance with Policy 8231.
3. Bargaining unit members assigned to the Kellom and Conestoga School Early Childhood Program shall be informed no later than July 1, 2017, of the specific additional service days to be performed the 2017-2018 contract year. The additional service days will not conflict with Summer School teaching by Kellom and Conestoga School Early Childhood Program bargaining unit staff.
4. The additional service days and associated compensation provided herein shall be subject to continued funding for the Early Childhood Center and Learning Community Funding by the Nebraska Legislature; provided, however, bargaining unit members will be paid as provided by this agreement for any days worked prior to the loss of funding through the Learning Community.
6. Other than as specifically provided herein, all other provisions of the 2018-2019 OPS-OEA Master Agreement remain unaltered and in full force and effect.