

Board of Directors of the
Odyssey Charter School

and

The Odyssey Charter School
Education Association, DSEA/NEA

COLLECTIVE BARGAINING
AGREEMENT

August 26, 2019 - August 31, 2023

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ARTICLE 1 PREAMBLE

Section 1. The parties to this Agreement (“Agreement”) are the Board of Directors (“Board”) of the Odyssey Charter School (“Odyssey” or “School”) and the Odyssey Charter School Education Association, DSEA/NEA (“Association”).

ARTICLE 2 RECOGNITION

Section 1. **Recognition of Association.** The School recognizes the Association as the exclusive representative of the “employees” as defined in Section 2 of this Article.

Section 2. **Definition of Employees.** In accordance and with the certification of the Public Employment Relations Board (“PERB”) in Representation Petition No. 18-08-1156, dated October 16, 2018, the term “employees” used in this Agreement shall mean all Certificated and Non-Certificated Personnel including Teachers and Specialists (School Counselors, Nurses, School Psychologists) and Support Staff (including Paraprofessionals, Facilities and Custodial personnel) employed by the Odyssey Charter School (Excluding: administrative and supervisory personnel, secretaries, food service workers and substitutes).

Section 3. Unless otherwise indicated, as used in this Agreement, “faculty” shall mean Teachers and Specialists.

ARTICLE 3 MANAGEMENT RIGHTS

Section 1. **Managerial Prerogatives.** Except as modified or restricted by this Agreement or by applicable law, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the School, including, but not limited to, such areas of discretion or policy as the functions and programs of the School, its standards of services, overall budget, utilization of technology, the organizational structure, curriculum, discipline, and the selection and direction of personnel.

Section 2. The School’s failure to exercise any right, prerogative, or function hereby reserved to it, or the School’s exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the School’s right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the provisions of this Agreement.

Section 3. Notwithstanding the foregoing, the Association does not waive its rights to contest any action by the School and/or Board which impacts the working terms and conditions of employment as defined in 14 Del. C. § 4002(t).

ARTICLE 4 EMPLOYEE RIGHTS

Section 1. The parties shall not discriminate against, interfere with, restrain, nor coerce employees in the right to organize or to join or participate in lawful Association activities or to refrain from so doing. Nothing contained herein shall be construed to deny or restrict to any employee such rights as may be held under Delaware School laws or other applicable laws and regulations.

Section 2. An employee who is required to appear before the Board or an agent thereof for disciplinary reasons (written reprimand, suspension, termination) shall be given prior written notice and specific reasons for such meeting at least 48 hours in advance. An employee required to appear in this instance shall be entitled to have an Association representative present during such meeting and any follow-up meeting that is held. The parties agree that 48-hour meetings may be postponed 24 hours at the request of either party.

Section 3. Section 2 does not preclude informal discussion with an employee by a member of the administrative staff pertaining to the employee's performance at his/her work location.

Section 4. Association representation may be from OCSEA or the Delaware State Education Association.

Section 5. Employees, unless negligent in their duties, are not financially liable for property damaged or destroyed by students.

ARTICLE 5 POLICIES AND DIRECTIVES

Section 1. Unless specifically modified by the provisions of this Agreement, bargaining unit employees shall be subject to the adopted policies, directives and procedures of the School, as amended from time to time.

Section 2. Such policies, directives and procedures affecting bargaining unit employees which are determined by management shall be furnished in writing to the Association President, and posted on the School's website or inclusion in the School's Employee Handbook, if any. New policies or changes to existing policies shall be furnished in writing to the Association President and posted on the bulletin board or distributed to bargaining unit employees in electronic format. This does not limit supervision's right to issue verbal directives to employees. Such policies, directives and/or procedures shall be consistent with this Agreement.

ARTICLE 6 DUES DEDUCTION

Section 1. The School agrees to make payroll deductions of Association dues and initiation fees, if any, for employees of the bargaining unit who provide written authorization for the School to do so. The amount of such deductions will be clearly delineated on the duly

executed authorization/membership form. The Association will notify the School of any changes in dues or process no later than August 15th.

Section 2. The Association shall indemnify the School and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action taken by the School for the purpose of complying with the provisions of this Article.

Section 3. The School will provide payroll deductions as allowed by the State and PHRST system and as authorized by the employees.

ARTICLE 7 ASSOCIATION REPRESENTATION

Section 1. **Building Representatives.** From among the employees, the Association may designate and the School will recognize building representatives to serve as the Association's agent in the representation of employees. The School shall not be required to recognize any employee as a building representative unless the Association has informed the School, in writing, of the employee designated as building representative. A written list of each building representative, Local Association President, Treasurer, and other officers of the Association shall be forwarded to the School on the first staff day of each year, and the Association shall notify the administration in writing of any changes in such position.

Section 2. Bulletin Boards.

(a) The School agrees to provide space on a bulletin board in the faculty area of each building for the posting of Association notices, as long as such information is not profane, obscene, or defamatory of the School or its representatives or to any individual.

(b) Such notices shall be provided to the Head of School or designee prior to their posting.

Section 3. **Association Visitation.** Accredited representatives of the local, State, and National Association, and such other Association representatives and/or agents as the administration may approve in advance, will be granted reasonable access to such areas of the School's premises and for such purposes and at such times as the administration may approve in advance of such visit. Such approval shall not be unreasonably denied.

Section 4. The Association shall have the right to use school buildings for Association business on the same basis as other school-affiliated organizations in accordance with policy and practice.

Section 5. The School will allow the Association ten (10) Association Days per year. Additionally, the Association may purchase an additional five (5) Association Days at the substitute rate.

Section 6. The Association may use the School email system for official Association business for the following reasons:

- Announce visits as provided in Section 3 and meetings as provided in Section 4;
- Announce Association Officer vacancies and elections;
- Announce professional development opportunities;
- Update members and survey on collective bargaining;
- Announce membership meetings;
- Distribute meeting minutes;
- Requests and correspondence related to representation; and
- If any other need arises, the Association President will consult with the Head of School prior to using the email system.

Use of the email system shall be subject to the School's Acceptable Use Policy and shall not be used for political purposes.

ARTICLE 8 NON-DISCRIMINATION

Section 1. **No Discrimination.** In the administration of this Agreement, neither the School nor the Association shall discriminate against any employee because of that employee's race, color, sex, religion, national origin, genetic information, gender identity and expressions, sexual orientation, political affiliation, age or Association membership, or against qualified individuals with a disability.

Section 2. **Interpretation.** This Article shall be interpreted in accordance with applicable federal and State law.

Section 3. **Reasonable Accommodation.** In the administration of this Agreement, the School and the Association shall engage in an interactive process in order to provide reasonable accommodations to qualified employees with a disability and to employees based upon their religious tenets. The need for and extent of such accommodations shall be determined by the School in accordance with the requirements of the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964.

ARTICLE 9 PROBATIONARY PERIODS

Section 1. All new employees shall be in a "probationary" status for a period of six (6) months. The discipline or discharge of an employee who is in probationary status shall not be a violation of this Agreement and such discipline or discharge shall not be subject to the grievance and arbitration procedures of this Agreement.

Section 2. Any non-faculty employee promoted to a new position in a higher pay grade must satisfactorily complete a three (3) month probationary period in the new position. Should the School decide that the promotion is not successful within the three (3) months, the employee shall be returned to the same or similar position from which the employee was promoted unless the employee is terminated or demoted.

ARTICLE 10 WORKING CONDITIONS

Section 1. Employees shall have access to necessary duplicating equipment and services. Reasonable effort shall be made to maintain the equipment.

Section 2. Employee restrooms, separate from students, shall be provided in each school. These restrooms shall be appropriately cleaned and maintained.

Section 3. The School shall make every reasonable effort to provide equipment in good working order for use in the instructional program in each school.

Section 4. Each administrator/supervisor shall make every reasonable effort to maintain an adequate inventory of instructional materials normally required by employees in performing their jobs. Such materials shall be made available pursuant to a reasonable procedure established by the dean in each school or immediate supervisor.

Section 5. The employer will attempt to provide proper safe and sanitary conditions for the health and safety of all employees. The employer and the Association will cooperate in the enforcement of safety regulations.

Section 6. Custodians and Facilities.

(a) Five (5) uniform shirts (both long and short sleeve) will be provided to each employee each season, with annual replacements.

(b) Employees will not be required to bring personal tools and equipment to perform assigned duties.

ARTICLE 11 EMPLOYEE WORK YEAR

Section 1. **Work Days.** For all employees, the maximum number of required hours and work days shall not exceed the days as defined in Title XIV, Chapter 1335.

Section 2. **School Meetings.** Faculty employees may be required to attend two (2) before- or after-school meetings per month, not to exceed sixty (60) minutes, except in the case of emergency. A third meeting may be called in the case of emergency.

Section 3. **Evening Events.** Faculty employees may be required to attend up to four (4) weekday evening or weekend events exclusive of parent teacher conferences during the course of the year, beyond their regular work day, as directed by Head of School or designee.

Section 4. **Duty Free Lunch.** All employees shall have a daily duty-free lunch period in addition to any planning and preparation or break time.

Section 5. **Breaks.** All full-time facilities and paraprofessionals may take two fifteen (15) minute, duty-free breaks during each full-time shift, as scheduled by the immediate supervisor. Part-time facilities and paraprofessionals working at least four (4) hours may, as scheduled by the immediate supervisor, take one fifteen (15) minute break.

Section 6. **Time Recording.**

(a) Employees may be required to comply with reasonable procedure to register their presence in the work place. Faculty will not be required to "clock in/out."

(b) Employees may leave the building during the duty-free lunch period, or break time by signing out in the main office. Employees must sign in at the main office upon returning to the building. If an employee needs to leave the building at any other time during the work day, the employee must obtain approval of the Head of School/Campus Operations Officer or other person in charge of the building before leaving the building. Such approval shall not be unreasonably withheld.

Section 7. **Teacher Planning Time.** Each faculty employee shall receive at least two hundred (200) minutes per week of professional individual and at least eighty (80) minutes of Professional Learning Community planning/preparation time within the work day exclusive of student transitions.

Section 8. **Non-Exempt Employees.** Employees deemed "non-exempt" shall be compensated in accordance with The Fair Labor Standards Act.

Section 9. **Duty Schedule.** Faculty and paraprofessionals may be assigned additional duties on a rotating basis such as arrival/dismissal, lunch and recess duty, class change, etc. The parties will address the assignment or reassignment of the duties in the Liaison Committee.

ARTICLE 12 PROFESSIONAL DEVELOPMENT

Section 1. At least three (3) days prior to the beginning of the school year will be established to provide professional development and classroom set up for faculty. Each of these days will count towards the number of required work days for teachers. Within the first two (2) days, schools must allow for five (5) hours of classroom preparation. The amount of time allocated for classroom preparation may be split into a minimum of two and one-half (2.5) hour consecutive increments.

Section 2. The maximum number of workdays set forth in Article 11, Section 1 for faculty may be extended three (3) additional days for new employees for the purpose of orientation and staff development.

Section 3. Where required curriculum improvement projects or workshops occur beyond the normal school day, faculty involved in the activity will be compensated at \$23.00 per

hour stipend and other employees involved in the activity will be compensated at their hourly rate.

Section 4. When travel is necessary for required workshops/classes, the School will reimburse the employee for tolls and mileage, in accordance with the IRS standard mileage rate.

Section 5. All faculty will receive a minimum of two (2) half days during the school year for the purpose of fulfilling professional responsibilities which shall be performed in the building.

ARTICLE 13 STUDENT BEHAVIOR MANAGEMENT

Section 1. The current Code of Student Conduct shall be found on the School Website. Whenever any change in the Code is made, each employee shall receive an email notification reflecting the change.

Section 2. Disruptive students shall be dealt with as prescribed by law (Title 14, Chapter 7, § 701 of the Delaware Code), the Code of Student Conduct, and/or their Individualized Education Program or Section 504 Plan.

Section 3. All teachers, specialists and paraprofessionals shall have access to the established student referral system.

Section 4. The established discipline reporting module shall also be used to report violations of the Code of Student Conduct. The description of student behavior will not be changed by the administration once submitted by the employee, without the review and approval of the employee. The administration shall notify the employee as to what action was/will be taken in a timely manner.

Section 5. The administration shall make every effort to see that a student who assaults, offensively touches, or makes a terroristic threat against an employee is not reassigned to that employee's class/caseload.

Section 6. An employee may, within the scope of employment, use and apply such amount of force as is reasonable and necessary as defined in Title 11, Chapter 4, § 468 of the Delaware Code.

ARTICLE 14 PARENT CONFERENCE AND COMMUNICATION

Section 1. When a parent/guardian indicates a desire to attend a conference with a community/legal representative, the Head of School or designee shall be responsible for scheduling and attending such a conference.

Section 2. The Head of School or designee shall terminate the conference if he/she feels the conduct or language directed at the employee becomes foul or abusive. If the Head of School or designee is not present during the conference, a teacher may terminate the conference

until an administrator is available. Also, if after a verbal objection, abusive behavior continues, the teacher may leave the conference.

Section 3. Communications to parents by phone, email, mail, and notes sent home with students will be professional in content and tone and generally will not require prior approval of administration.

ARTICLE 15 GRIEVANCE PROCEDURE

Section 1. **Definition of Grievance.** A grievance is an allegation by an employee or the Association that the School has violated an express provision of this Agreement or an official written policy of the Administration and/or Board.

Section 2. Procedural Steps.

(a) Step 1. Oral Notice to Immediate Supervisor. Not later than five (5) work days after the event giving rise to the grievance, or five (5) work days after the employee and/or Association should reasonably have learned of the event giving rise to the grievance, whichever is later, the employee must discuss the grievance with his/her immediate supervisor or his/her designee. The immediate supervisor or his/her designee shall orally respond to the employee not later than five (5) school days thereafter.

(b) Step 2. Written Grievance to Immediate Supervisor. If the grievance is not settled at Step 1, the employee, not later than five (5) work days after the receipt of Step 1 response, must submit a written grievance to his/her immediate supervisor or his/her designee. The immediate supervisor shall hear the grievance and give his/her written answer to the grievance within ten (10) school days after receipt of the grievance.

(c) Step 3. Written Appeal to the Head of School. If the grievance is not settled at Step 2, the employee, not later than five (5) work days after receipt of the immediate supervisor's written answer at Step 2, may appeal the matter to the Head of School. Not later than ten (10) school days after receipt of the written appeal, the Head of School, or his/her designee, shall meet with the employee. The Head of School, or his/her designee, shall give his/her written answer to the grievance within ten (10) school days after such meeting, which answer shall be final and binding on the employee, the Association and the School, unless it is timely appealed to arbitration by the Association in accordance with the procedures set forth in Article 16 of this Agreement. If the employee is a member of the Operations staff, the Head of School will be replaced by the Campus Operations Officer.

Section 3. **Written Presentation.** All grievances presented at Step 2 of the procedure set forth in Section 2 of this Article shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 of the procedure set forth in Section 2 of this Article shall be signed and dated by the aggrieved employee and/or the Association President. All written answers submitted by the School shall be signed and dated by the appropriate School representative.

Section 4. **Time Limitations.** The time limitations set forth in this Article 15 are of the essence of this Agreement. No grievance shall be accepted by the School unless it is submitted or appealed within the time limits set forth in Section 2 of this Article. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the School's Step 2 answer. If the School fails to answer within the time limits set forth in Section 2 of this Article, the grievance shall automatically proceed to the next step. Timelines may be extended if mutually agreed upon by the parties.

Section 5. **Representation.** A grievant has the right to take their choice of Association representation to each step outlined in Section 2 of this Article.

Section 6. **Miscellaneous.**

(a) All documents, communications, and records dealing with the process of a grievance shall be filed in a separate grievance file.

(b) Both parties agree that these proceedings will be kept confidential.

Section 7. "Work days" as used in this Article shall refer to days when the aggrieved employee is scheduled to work. For ten-month employees, during the period of June 1 through the start of the following school year, "work days" shall refer to days when the school offices are open. "School days" shall refer to days when school offices are open.

Section 8. Written grievances shall be submitted on a form jointly approved by the School and Association.

ARTICLE 16 ARBITRATION

Section 1. **Appeal Procedure.** Any grievance, as defined in Article 15, Section 1 of this Agreement, that has been properly and timely processed through the grievance procedure set forth in Article 15 of this Agreement and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Association serving the School with written notice of its intent to appeal. The failure to appeal a grievance to arbitration in accordance with this Section 1 within ten (10) calendar days after receipt of the written answer of the School at Step 3 of the grievance procedure set forth in Article 15 of this Agreement shall constitute a waiver of the Association's right to appeal to arbitration, and the written answer of the School at Step 3 of the grievance procedure shall be final and binding on the aggrieved employee, the School, and the Association.

Section 2. **Selection of Arbitration.** Not later than ten (10) calendar days after the Association serves the School with written notice of intent to appeal a grievance to arbitration, the School and the Association shall jointly confer to select an arbitrator. In the event that the parties are unable to agree, a request shall be sent to the Delaware Public Employment Relations Board to furnish, to the School and the Association, an arbitrator pursuant to its regulations.

Section 3. **Arbitrator's Jurisdiction.** The jurisdiction and authority of the arbitrator shall be confined exclusively to claims that the terms of the collective bargaining agreement or official written policy of the Administration and/or Board have been violated, misinterpreted, or misapplied. The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the School and the Association. The written award of the arbitrator on the merits of any grievance adjudicated within his/her jurisdiction and authority shall be final and binding on the aggrieved employee, the Association and the School.

Section 4. **Arbitrability.** Any dispute relating to whether a matter is arbitrable will be ruled upon prior to hearing the merits of the dispute. If the arbitrator determines the dispute to be arbitrable, the arbitrator shall schedule a second hearing to hear the merits of the dispute. The losing party shall pay the arbitrator's fees and expenses incurred in deciding whether a dispute is arbitrable.

Section 5. **Fees and Expenses of Arbitration.** Except for disputes over arbitrability covered in Section 4 above, the fees and expenses of the arbitrator shall be shared equally by the School and the Association; otherwise each party shall bear its own arbitration expense.

Section 6. **Claims Excluded from Arbitration.** Claims relating to the following matters shall not be processed through binding arbitration:

- (a) Nonrenewal of employees;
- (b) Delaware law;
- (c) Rules and regulations of the Delaware Department of Education or State Board of Education;
- (d) The content of or conclusions reached in employee observations and evaluations;
- (e) Federal law;
- (f) Rules and regulations of the United States Department of Education;
- (g) Policies of the Board; and
- (h) Matters beyond the scope of the School's authority.

ARTICLE 17 SENIORITY, LAYOFF AND RECALL

Section 1. As used in this Article, Seniority shall mean an employee's length of continuous service with the School, within or without the bargaining unit, measured in calendar days from the first day the employee actually worked for the School.

Section 2. If the application of Section 1 results in two (2) or more employees having the same seniority, the affected employees shall draw straws. The employee who draws the shortest straw shall be considered the junior employee.

Section 3. Seniority shall be applicable only as expressly provided in this Article.

Section 4. Employees shall be organized into five (5) seniority pools: Teachers (Certificated and Non-Certificated Teachers); Specialists (Counselors, Nurses, and School Psychologists); Paraprofessionals; Facilities; and Custodial.

Section 5. The School will determine the timing of layoffs, the number of employees to be laid off, and in which seniority pool(s) layoffs will be affected. A uniform reduction in the number of hours worked by all employees in a seniority pool shall not constitute a layoff. The non-renewal of an employee's employment contract shall not constitute a layoff.

Section 6. Once the number of positions to be reduced has been established, the Head of School will apprise the President of the Association of this information.

Section 7. Any affected 10-month employees will be notified by the third Friday in May. Affected 12-month employees will be notified at least thirty (30) calendar days prior to the effective date of the layoff.

Section 8. Employees who would otherwise be laid off may be reassigned to any opening in the bargaining unit within the same classification, for which they are qualified.

Section 9. An employee laid off in one seniority pool shall have no bumping rights in another seniority pool.

Section 10. If the School determines that one (1) or more employees in a seniority pool shall be laid off, the School shall layoff as follows:

(a) Teachers will be laid off from the field of their current major assignment on the basis of seniority, with the most junior employee laid off first.

(b) Paraprofessionals shall be laid off on the basis of their job title (Instructional, Non-Instructional), with the most junior employee laid off first.

(c) Specialists shall be laid off on the basis of their specialty (Counselors, Nurses, School Psychologists), with the most junior employee laid off first.

(d) Facilities employees shall be laid off on the basis of the job title (Facilities 1, Facilities 2), with the most junior employee laid off first.

(e) Custodians shall be laid off on the basis of seniority, with the most junior employee laid off first.

Section 11. If the School determines to fill a vacancy in a seniority pool from which employees have been laid off, such employees shall be recalled in the reverse order of layoff. If an employee's employment contract has expired during a layoff, this Section shall not apply.

Section 12. The School will forward any notice of recall by certified mail to the last known address of the employee as reflected on the School's records. The employee is responsible for updating his or her address during any layoff. The employee must, within seven (7) calendar days of the delivery or attempted delivery of the notice of recall, notify the School of his or her intent to return to work and, thereafter, return to work on the date specified by the School.

Section 13. An employee's seniority shall be terminated as follows:

- (a) discharge, quit, retirement, non-renewal, or resignation;
- (b) absence from work for a period of exceeding twelve (12) months for any reason;
- (c) failure to return to work upon the expiration of a leave of absence;
- (d) when on a layoff exceeding twelve (12) months; or
- (e) failure to return to work as directed by a notice of recall.

ARTICLE 18 PENSION

Section 1. School employees who qualify for the pension plan will receive pension benefits determined by the State of Delaware's pension office. Questions regarding the plan should be directed to the Pension Benefits Office in Dover - <https://open.omb.delaware.gov/>.

ARTICLE 19 EMPLOYMENT CONTRACTS

Section 1. The School shall continue to offer employment contracts to Teachers (Certificated and Non-Certificated Teachers), Specialists (Counselors, Nurses, and School Psychologists), Custodians, Facilities, and Paraprofessionals. Such contracts shall be offered by the third Friday in May. Such contracts shall only be terminated for cause during the term of the contract, unless termination is required by a reduction in force ("RIF"). Cause shall be defined as: "Cause may include, but is not limited to, serious infractions such as: immorality, misconduct in office, incompetency, disloyalty, neglect of duty, willful or persistent insubordination, and failure to obtain or maintain required professional certification(s) and/or licensures."

Section 2. Beginning with the 2019-2020 School Year, the term of the employment agreement offered to the categories of employees described in Section 1 will vary depending on the employee's length of service with the School and whether they are full or part-time. Full-time employees who have completed less than four (4) consecutive years of full-time

employment with the School shall be offered an employment agreement with a term of one year. Employees who have completed more than four (4) consecutive years of full-time employment with the School shall be offered an agreement with a term of five (5) years. Part-time employees shall be offered an employment agreement with a term of one year regardless of the employee's length of service with the School.

Section 3. The length of the employment agreement afforded to current employees (i.e., those employees employed at the beginning of the 2019-2020 school year) shall be determined by their current consecutive years of full-time employment at the School prior to the 2019-2020 school year. Within fifteen (15) work days of the ratification of this Agreement, the School shall provide each employee an employment agreement satisfying the terms of this provision. The School's calculation of employment term and/or determination of an employee's consecutive years of full-time employment shall be subject to the grievance provisions of this Agreement.

ARTICLE 20 WAGES

Section 1. Effective August 26, 2019, faculty wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the wage supplements ("OCS Supplements") set forth in Appendix B. The EPER Schedule shall be as set forth in Appendix A.

Section 2. Effective August 24, 2020, faculty wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix B.

Section 3. Effective August 30, 2021, faculty wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix B.

Section 4. Effective August 29, 2022, faculty wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix B.

Section 5. Effective August 26, 2019, paraprofessional wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix C. The EPER Schedule shall be as set forth in Appendix A.

Section 6. Effective August 24, 2020, paraprofessional wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix C.

Section 7. Effective August 30, 2021, paraprofessional wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix C.

Section 8. Effective August 29, 2022, paraprofessional wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix C.

Section 9. Effective August 26, 2019, custodians wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D. The EPER Schedule shall be as set forth in Appendix A.

Section 10. Effective August 24, 2020, custodians wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 11. Effective August 30, 2021, custodians wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 12. Effective August 29, 2022, custodians wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 13. Effective August 26, 2019, facilities wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the wage supplements OCS Supplements set forth in Appendix D. The EPER Schedule shall be as set forth in Appendix A.

Section 14. Effective August 24, 2020, facilities wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 15. Effective August 30, 2021, facilities wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 16. Effective August 29, 2022, facilities wages shall equal one hundred percent (100%) of the salaries prescribed by Chapter 13, Title 14, Delaware Code, plus the OCS Supplements set forth in Appendix D.

Section 17. Effective January 1, 2020, an employee who is required to have the State of Delaware Master Plumber License for the performance of his or her duties shall receive \$500 per year in a separate check. Such check shall be paid on or before December 1.

ARTICLE 21 PLACEMENT ON THE SALARY SCHEDULE

Section 1. **Faculty.** Once proof of employment requirements have been met, the School will recognize years of full-time prior teaching experience at any K-12 educational institution, public or private, obtained in any county, and place new Teachers and Specialists onto the corresponding step of the OCS Supplement schedule.

Section 2. **Paraprofessionals.** All new Paraprofessionals shall be placed on Step 1 of the applicable OCS Supplements Schedule.

Section 3. **Custodians.** All new Custodians shall be placed on Step 1 of the applicable OCS Supplements Schedule.

Section 4. **Facilities.** Once proof of employment requirements have been met, the School will recognize years of full-time prior similar service, and place the new Facilities employees on the corresponding step of the OCS Supplements Schedule; provided, however, that no employee will be placed above Step 10.

ARTICLE 22 EMPLOYEE BENEFITS

Section 1. The School shall continue to participate in the health plans offered by the State.

Section 2. School employees shall be eligible to participate in such plans on the terms and conditions established by the State.

ARTICLE 23 HEALTHCARE STIPEND

Section 1. The School shall continue to offer the \$750 stipend to the same group of employees (full-time salaried) who are currently offered the stipend on the same terms and conditions as currently offered.

ARTICLE 24 TUITION REIMBURSEMENT

Section 1. The School shall establish a tuition reimbursement budget pool ("the Pool") in the amount of \$25,000 for each school year during the term of this Agreement. The reimbursement amount for individual faculty members will be calculated on a pro rata basis from the amount available in the Pool.

Section 2. Faculty may enroll in continuing education programs including ARTC, which supplement their job responsibilities, and may be reimbursed by the School from the Pool up to a maximum amount of \$2,700 per school year, as outlined below.

Section 3. The deadline for submission of all reimbursements is June 1st, each school year.

Section 4. Only pre-approved courses, required and elective, which are related to the faculty member's work or which lead to a job-related degree are eligible for reimbursement provided pre-authorization is obtained from the Head of School. The School will determine, in its sole discretion, whether a degree program or course is job related. To obtain pre-approval, faculty members must obtain a signed "Continuing Education Pre-Authorization Form" located in the FORMS folder on the OCS Network. Upon completion of the pre-approved course, faculty

members must submit a signed "Request for Tuition Reimbursement" form to the Human Resources Department, along with an official transcript of grades, proof of payment and the signed Pre-Authorization form.

Section 5. Reimbursement from the Pool will occur only if the faculty member successfully completes the course with a grade of a "B" (3.0) or better from an accredited institution. If the course uses a "Pass/Fail" grading method, a final grade of "Pass" will satisfy this requirement.

Section 6. Plus credits and/or other academic attainments (e.g. Bachelors to Masters, Masters to Doctorate, etc.) as recognized by the Delaware Department of Education (DE DOE) shall also be acknowledged by the School. An adjustment to the faculty member's pay will be made effective as of the date designated by the DE DOE and will continue through the remainder of the contract period. The pay increase for plus credits will be determined annually by the salary schedule. Faculty members must provide an official transcript to HR and successfully apply for plus credits with the DE DOE.

ARTICLE 25 GREEK MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS EMPLOYEES AND J-1 VISA HOLDERS

Section 1. Greek Ministry of Education and Religious Affairs Employees.

(a) The Parties agree that, notwithstanding any other provision in this Agreement, the School shall retain the right to contract with the Greek Ministry of Education and Religious Affairs (the "Ministry") for the services of teachers and paraprofessionals for positions within the Unit (the Ministry Employees).

(b) The Ministry Employees working at the School in positions within the Unit shall be members of the bargaining unit and covered by this Agreement.

(c) Ministry Employees shall continue to receive their wage and benefits as heretofore directly from the Ministry, with the School covering the difference, if any, between the Ministry wage and the applicable wage or rate of pay under Article 20 of this Agreement.

Section 2. Housing Stipends for Ministry Employees and other J-1 Visa Holders.

(a) The Parties further agree that the School will provide a \$4,500.00 housing stipend (the "Housing Stipend") to both newly hired full-time Ministry Employees and other full-time employees on J-1 nonimmigrant visas in order to assist with offsetting housing costs and securing living arrangements in the United States.

(b) The Housing Stipend will be paid directly to qualifying employees in increments of \$750.00 per pay period, beginning with the first pay period the new employee is entered on the School payroll, and continuing until the full amount of the Housing Stipend is exhausted.

(c) In addition, the School will pay the initial security deposits, in an amount equal to one month's rent, but not to exceed \$1,500.00, for employees receiving the Housing Stipend, directly to their landlord/apartment manager. The security deposit will be returned to the School upon the expiration of the lease. Employees are individually responsible for reimbursing the School in full for any portion of the security deposit that is not returned to the School by the landlord/apartment manager within 10 days of the expiration of their lease.

ARTICLE 26 SUBCONTRACTING

Section 1. The School will not subcontract work normally performed by employees without providing the Association notice and an opportunity to provide alternatives to the subcontracting. Subcontracting shall not occur for the purpose of eroding the bargaining unit. The School further agrees not to exercise its managerial right to lay off employees during the term of this Agreement in order to free up funds for subcontracting services normally performed by the bargaining unit staff. Nothing in this provision prevents the School from subcontracting to temporarily fill open positions for which qualified employees cannot be hired. The Association reserves all rights to contest that subcontracting is a managerial right held by the School.

ARTICLE 27 PERSONNEL RECORD

Section 1. The School shall comply with all State and federal laws related to the access to personnel files, including the Delaware Right to Inspect Personnel Files Act, 19 Del. C. §730. An employee may have an Association representative present during such access.

Section 2. One personnel file on each employee will be maintained by administration unless a separate file is required by law (medical information, I-9's, etc.).

Section 3. The employee shall affix his/her signature (which may be electronic) to all evaluative material to be placed in his/her file to indicate that he/she has seen the material.

Section 4. Any document regarding an employee's performance which an employee either has not signed or been given the opportunity to sign shall not be placed in the employee's file or shall not be utilized in any proceeding against him/her.

Section 5. The employee shall have the right to answer, in writing, any material filed (except confidential material) and the answer shall be included in the file.

Section 6. Employees may receive copies without charge of non-confidential documents filed in the personnel files.

Section 7. An employee may request in writing to the Head of School (or the Campus Operations Officer if a member of the Operations staff) that material he/she deems unfavorable contained in his/her personnel file be removed. If the request is approved such documents and all directly related documents shall be removed. The employee shall be advised in writing of the disposition of his/her request.

ARTICLE 28 COMMITTEES

Section 1. The Parties agree to establish a Calendar Committee. The School and the Association shall each appoint two members. The Committee will be chaired by the Head of School or his or her designee. The purpose of the Committee shall be to provide recommendations on the School Calendar to the Head of School and the Board prior to March 1 of each year.

Section 2. The Association will have representation on any school –wide committee convened to address terms and conditions of employment.

ARTICLE 29 LIAISON COMMITTEE

Section 1. The parties agree to establish a Liaison Committee. The purpose of the Liaison Committee shall be to establish and maintain positive relationships and communication between employees and the School's administration. The Liaison Committee shall be co-chaired by the Head of School and an Association designee. The School shall appoint two (2) additional members. The Association shall appoint two (2) additional members. The Liaison Committee's first meeting shall take place within thirty (30) days following the effective date of this Agreement. The Liaison Committee shall meet at least quarterly, unless the parties agree otherwise. The Liaison Committee may establish subcommittees to work on and advise the Liaison Committee on specific issues, such as class size and academic freedom. Such subcommittees may include individuals who are not members of the Liaison Committee. Any actions or recommendation of the Liaison Committee shall require the majority vote of the members of the Liaison Committee. The Liaison Committee may require the preparation and circulation of an agenda prior to any meeting.

ARTICLE 30 PARAPROFESSIONALS

Section 1. Paraprofessionals shall not be required to function as teachers. They may be required to supervise a class in the case of an emergency or when the professional (normally assigned the class) is required to attend a meeting. In the event paraprofessionals have to cover a class, they shall be given sufficient direction to carry out the on-going program. Paraprofessionals should not be responsible for primary instruction. For purposes of this Article, emergency shall be defined as an unexpected, unplanned, or unscheduled event or circumstance.

Section 2. If no substitute teacher is available, paraprofessionals may be used for that purpose; however, they shall be paid an additional \$4.00 per hour for each hour served as a substitute. Paraprofessionals will report incidents of substitutes not leading the class to the building dean.

ARTICLE 31 EVALUATIONS

Section 1. All employees shall be evaluated as heretofore unless the parties agree to new evaluation processes. Faculty shall be evaluated in accordance with the Delaware Performance Appraisal System II unless changed as set forth in Section 2 or mandated by the Delaware Department of Education. Observations may not begin until students have been in attendance for five (5) full school days unless an Improvement Plan requires such observation. Observations must be completed before the last two (2) weeks of the school year. Additionally, observations will not occur the day before winter break or the day before spring break. Employees may suggest alternate or additional times for formal observations because of classroom activities.

Section 2. The parties agree to establish an Evaluation Committee. The purpose of the Evaluation Committee shall be to investigate and, if appropriate, recommend changes to the evaluation processes for faculty and staff. The Evaluation Committee shall be chaired by the Head of School. The School shall appoint two (2) additional members. The Association shall appoint three (3) members. The Evaluation Committee's first meeting shall take place within thirty (30) days following the effective date of this Agreement. The Evaluation Committee shall meet at least twice a year, unless the parties agree otherwise. The Evaluation Committee may establish subcommittees to work on and advise the Evaluation Committee on specific issues. Such subcommittees may include individuals who are not members of the Evaluation Committee. Any action or recommendation of the Evaluation Committee shall require a majority vote of the members of the Evaluation Committee and the approval by the Board and ratification by the membership of the Association.

Section 3. **Process.**

(a) Employees shall be given a copy of any written annual evaluation report at least forty-eight (48) hours prior to any conference held to discuss it. Employees must sign each evaluation report as an acknowledgment of receipt and indication that it has been read by the employee.

(b) An employee who chooses to respond to the evaluation must do so in writing within fifteen (15) days of receipt of the evaluation. The response shall be attached to the evaluation report and filed in the employee's personnel record.

(c) All evaluations shall be completed in a timely manner.

(d) It is understood by both parties that grievance disputes regarding evaluations are limited to procedural violations and shall not include content except to the extent that content is related to the procedural violation.

ARTICLE 32 DISCIPLINE

Section 1. No employee will be terminated or disciplined except for just cause. This Section shall not apply to the non-renewal of an employment agreement or as part of a reduction in force.

Section 2. Whenever possible, any such action shall be in private.

Section 3. Any employee placed on Administrative Leave, except as discussed in Section 4, shall receive full pay and benefits. If an investigation finds a suspension is warranted, and that suspension is not revoked through the grievance and arbitration process, an amount of pay equal to the number of days of said suspension shall be deducted from said employee's pay.

Section 4. In cases where the employee is the subject of criminal charges, the School may place the employee on administrative leave without pay after the charges have been formally filed. If the employee is exonerated of all charges and reinstated, back wages will be reimbursed.

ARTICLE 33 LEAVE

Section 1. Employees will be allotted sick, personal, and bereavement leave in accordance with 14 Del. C. § 1318.

Section 2. All other leaves shall be afforded in accordance with State of Delaware and federal laws.

ARTICLE 34 HOLIDAYS

Section 1. The following are holidays with pay for full-time twelve month employees:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day

Any day proclaimed by the Governor, including a State of Emergency, and approved by the Head of School.

Section 2. The following are holidays with pay for part-time twelve month employees:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- Memorial Day

Section 3. If schools are scheduled to be in session on any of these dates, an alternate holiday shall be scheduled by mutual agreement. In such instance the original named holiday shall not be subject to premium pay.

Section 4. If the holiday falls on Saturday, Friday will be observed as the holiday. If the holiday falls on Sunday, Monday will be observed as the holiday. In the event that school is in session on Friday or Monday, the provision of Section 3 of this Article shall apply.

Section 5. Any employee who is required to work on any of the holidays listed in Sections 1 and 2 of this Article, shall be paid his/her regular pay plus double time for the hours worked.

ARTICLE 35 VACATION

Section 1. Full-time twelve month employees are to be granted vacations with pay as follows:

- Less than one year - 1 day per month to 12 days
- One through eight years - 16 days
- Nine years - 17 days
- Ten years - 18 days
- Eleven years - 19 days
- Twelve years - 20 days
- Thirteen years - 21 days
- Fourteen years - 22 days
- Fifteen years - 23 days
- Twenty years - 24 days

Section 2. Part-time twelve month employees are to be granted vacation with pay as follows:

- 6 days per year

ARTICLE 36 JURY DUTY

Section 1. Employees shall be granted time off to serve on jury duty. The employee shall notify Human Resources at least five (5) days in advance of any request or subpoena to serve. Employees will receive their full salary for the hours served on jury duty and will not be required to remit any jury duty fees to the School. An employee shall keep the School informed as to the expected length. If released from jury duty during the employee's normal workday, the employee will contact their immediate supervisor to determine if they need to report to work.

ARTICLE 37 INCLEMENT WEATHER

Section 1. If schools are closed due to inclement weather, all Facilities and Custodians shall report as directed. If schools and offices are closed, Facilities and Custodians shall report as directed and will receive one (1) compensatory hour for each hour actually worked. Non-reports will be charged one (1) vacation day or salary deduct. Employees who are designated to work when a State of Emergency is declared by the Governor for New Castle County shall report and be compensated in accordance with the provisions of Article 34 (holidays). Non-reporting employees will receive a salary deduction. Odyssey Charter School will comply with all State Requirements regarding State of Emergency Declaration.

ARTICLE 38 NO STRIKES/NO LOCKOUTS

Section 1. Employees shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, cause, assist, encourage, participate in, ratify, or condone any strike, sympathy strike, slowdown, work stoppage, or any other interference with or interruption of work at any of the School's operations.

Section 2. The Association, its officers, agents, building representatives, stewards, members, and all other employees shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, cause, assist, encourage, participate in, ratify, or condone any strike, sympathy strike, slowdown, work stoppage, or any other interference with or interruption of work at any of the School's operations.

Section 3. **No Lockouts.** The School, its officers, agents, board of directors and representatives shall not lock out any employee.

ARTICLE 39 ENTIRE AGREEMENT

Section 1. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunities are set forth in this Agreement.

Section 2. Therefore the parties agree that for the duration of this Agreement, neither party shall be obligated to reopen collective bargaining with respect to any subject or matter referred to, or not referred to herein, unless specifically required to do so by law or by the terms of this Agreement.

Section 3. This Agreement may be amended only by the mutual written agreement of the parties.

ARTICLE 40 SEVERABILITY

Section 1. If any term or provision of this Agreement is, at any time during the life of this Agreement, adjudged by a court or administrative body of competent jurisdiction to be in conflict with any law, such term or provision shall become invalid and unenforceable, but such invalidity or unenforceability shall not impair or affect any other term or provision of this Agreement.

ARTICLE 41 TERM OF AGREEMENT

Section 1. The terms of this Agreement become effective upon the signing hereof, except where otherwise noted, and the duration of this Agreement shall extend through August 31, 2023, and shall continue in effect from year to year thereafter unless amended, modified or terminated in accordance with this section. In the event that either the Association or the School desire to negotiate a successor agreement, the party desiring to amend this Agreement shall notify the other, in writing by certified mail, between ninety (90) and one hundred twenty (120) calendar days prior to the expiration date of this Agreement. Such negotiations shall begin no later than ninety (90) days prior to the expiration date of this contract. This Agreement shall continue in full force and effect during the entire period of negotiations, effective date of expiration notwithstanding.

Section 2. Notwithstanding the provisions set forth in Section 1 of this Article, the School or Association may reopen this Agreement as follows:

(a) A party shall provide written notice to the other party between May 1, 2022, and June 1, 2022 of its desire to reopen this Agreement.

(b) A party seeking to reopen may designate a single Article in this Agreement to re-negotiate (other than Wages and Employment Contracts).

BOARD OF DIRECTORS OF THE
ODYSSEY CHARTER SCHOOL



BY: Josiah R. Wolcott, Esquire
President

Dated: 10/16/19

THE ODYSSEY CHARTER SCHOOL
EDUCATION ASSOCIATION, DSEA/NEA



BY: Kathleen Manley
President

Dated: 10/16/19

EPER Schedule
Appendix A

<u>#/pos.</u>	<u>Position</u>	<u>Grade/Content</u>	<u>Stipend</u>
1	Team Leader	K Team A	1025
1	Team Leader	K Team B	1025
1	Team Leader	Gr 1 Team A	1025
1	Team Leader	Gr 1 Team B	1025
1	Team Leader	Gr 2 Team A	1025
1	Team Leader	Gr 2 Team B	1025
1	Team Leader	Gr 3 Team A	1025
1	Team Leader	Gr 3 Team B	1025
1	Team Leader	Gr 4 Team A	1025
1	Team Leader	Gr 4 Team B	1025
1	Team Leader	Gr 5 Team A	1025
1	Team Leader	Gr 5 Team B	1025
1	PLC Lead	ELA 6-8	600
1	Department Chair	ELA 6-8	1025
1	PLC Lead	Math 6-8	600
1	Department Chair	Math 6-8	1025
1	Class Advisor	9	1000
1	Class Advisor	10	1000
1	Class Advisor	11	1000
1	Class Advisor	12	1250
1	Department Chair	ELA K-2	300
1	Department Chair	ELA 3-5	300
1	Department Chair	ELA 9-12	1025
1	Department Chair	Math K-2	300
1	Department Chair	Math 3-5	300
1	Department Chair	Math 9-12	1025
1	Department Chair	Science K-2	300
1	Department Chair	Science 3-5	300
1	Department Chair	Science 6-8	1025
1	Department Chair	Science 9-12	1025
1	Department Chair	Social Studies K-2	300
1	Department Chair	Social Studies 3-5	300
1	Department Chair	Social Studies 6-8	1025
1	Department Chair	Social Studies 9-12	1025
1	Department Chair	Phys Ed/Health/Dr Ed K-12	750
1	Department Chair	Art K-12	750
1	Department Chair	Music/Drama K-12	750
1	Department Chair	Computers/Biz Ed K-12	750
1	Department Chair	Foreign Language K-12	750
1	Department Chair	High School Electives	400
1	Dept Chair/Team Leader	Counseling	2000

EPER Schedule
Appendix A

1	Advisor	Natl Jr Honor Society	1040
1	Advisor	Natl Honor Society	1040
1	Advisor	Student Council-- 9-12	1000
1	Advisor	Student Council 6-8	1000
1	Advisor	Student Council 4-5	1000
1	Chair	School Culture-- LS	250
1	Chair	School Culture-- IS	250
1	Chair	School Culture-- Middle	250
1	Chair	School Culture-- High	250
1	Advisor	Odyssey of the Mind	760
1	Advisor-- Intermediate School	Accelerated Reader	500
1	Advisor-- Lower School	Accelerated Reader	500
1	Advisor	Math Olympiad 9-12	300
1	Advisor	Science Olympiad 6-12	300
1	Advisor	Math Olympiad 6-8	300
1	Advisor	LS Yearbook	400
1	Advisor	IS Yearbook	400
1	Advisor	MS Yearbook	400
1	Advisor	HS Yearbook	400
1	Leader	Choir 3-5/6-8	750
1	Leader	Band 4-5	750
1	Leader	Band 6-8	750
1	Leader	Band 9-12	750
1	Coach	Color Guard	600
1	Coordinator	Web Support	1000
1	Advisor	Technology Programs	1000
1	Advisor	Bus. Prof. of America (Middle)	1000
1	Advisor	Model UN/Youth in Govt	1000
1	Advisor	Bus. Prof. of America (High)	1000
1	Advisor	Rho Kappa	600
1	Advisor	Diversity Club	300
1	Advisor	Drama Club	1000
1	Advisor	Cooking Club	500
1	Leader	Greek Choir	750
1	Advisor	Gaming Club	500
1	Advisor	Garden Club	500
1	Advisor	Book Club	300
1	Coordinator	Detention	600
1	Coordinator	HS After School Monitor	600
1	Advisor	Green Team K-2	400
1	Advisor	Green Team 3-5	400
1	Advisor	Green Team 6-8	400
1	Advisor	Green Team 9-12	400

EPER Schedule
Appendix A

1	Leader	Greek Dance 6-8	750
1	Leader	Greek Art 7-8	750
1	Advisor	Debate Team 8-12	1000
1	Advisor	Art Club 9-12	750
1	Advisor	Tech Student Association/NTHS	1000
1	Advisor	HOSA 9-12	1000
1	Advisor	Project Literature	500
1	Lead Mentor	OCS Mentor Program/New Tchr Org	1000
varies	OCS Mentor	Experienced Teacher	175
varies	OCS Mentor	Novice Teacher	325
	Mandatory After School PD	\$23/hr	
	Extra Time	\$23/hr	
	After School Curriculum Development	\$23/hr	
	Late Bus Duty	\$24/hr	

Athletics EPER Stipend

High School Sports	Head Coach Stipend	Assistant Coach Stipend
Boys Soccer	\$2,200	\$1,500
Cross Country	\$1,800	\$1,200
Girls Volleyball	\$1,800	\$1,200
Cheerleading	\$1,200	\$792
Boys Basketball	\$2,200	\$1,500
Girls Basketball	\$2,000	\$1,320
Wrestling	\$1,800	\$1,200
Cheerleading	\$1,200	\$792
Boys Baseball	\$2,200	\$1,500
Girls Softball	\$1,800	\$1,200
Track and Field	\$1,800	\$1,200
Girls Soccer	\$2,200	\$1,500

Middle School Sports	Head Coach Stipend	Assistant Coach Stipend
Boys Soccer	\$1,500	\$1,000
Cross Country	\$1,500	\$1,200
Girls Volleyball	\$1,500	\$1,000
Cheerleading	\$1,200	\$792
Boys Basketball	\$1,800	\$1,200
Girls Basketball	\$1,500	\$1,200
Wrestling	\$1,500	\$1,000
Cheerleading	\$1,200	\$792

EPER Schedule
Appendix A

Boys Baseball	\$1,500	\$1,000
Girls Softball	\$1,500	\$1,000
Track and Field	\$1,500	\$1,200
Girls Soccer	\$1,500	\$1,200

Intramural Sports	Head Coach Stipend	Assistant Coach Stipend
Intramural Soccer	\$1,000	
Field Hockey Clinic	\$600	\$300
Archery Club	\$900	
Twirling	\$900	
Girls on the Run	\$900	
Heart and Sole	\$900	
Wrestling Club	\$1,200	\$1,000
Archery Club	\$900	
Winter XC	\$450	\$450
Twirling	\$900	
Intramural Basketball	\$1,000	
Running/Walking Club	\$600	\$300
Archery Club	\$900	
Twirling	\$900	
Girls on the Run	\$900	
Heart and Sole	\$900	

OCS Supplements – Faculty
Appendix B

Salary Scale effective August 26, 2019

Step	Non Cert	Bachelors	Bachelors 15	Bachelors 30	Masters	Masters 15	Masters 30	Masters 45	Doctorate
1	7,178	9,578	9,684	9,954	10,303	10,882	12,271	12,965	13,892
2	7,869	9,839	10,068	10,529	10,763	11,575	12,960	13,657	14,583
3	8,796	10,648	10,882	11,342	11,575	12,499	13,886	14,583	15,508
4	9,489	11,455	11,686	12,154	12,383	13,426	14,812	15,508	16,433
5	10,414	12,267	12,499	12,960	13,191	14,349	15,738	16,433	17,357
6	11,342	13,076	13,311	13,772	14,003	15,277	16,663	17,357	18,284
7	12,267	13,886	14,118	14,583	14,812	16,198	17,590	18,284	19,212
8	13,191	14,698	14,930	15,392	15,626	17,129	18,513	19,212	20,136
9	13,886	15,508	15,738	16,198	16,433	18,054	19,440	20,136	21,060
10	14,583	16,319	16,554	17,013	17,243	18,977	20,365	21,060	21,987
11	15,277	17,129	17,357	17,825	18,054	19,902	21,294	21,987	22,911
12	16,198	18,054	18,284	18,746	19,440	21,294	22,681	23,379	24,302
13	17,129	18,977	19,212	19,674	20,831	22,681	24,071	24,766	25,691
14	18,054	19,902	20,136	20,598	22,217	24,071	25,461	26,155	27,082
15	18,977	20,831	21,060	21,525	23,609	25,461	26,847	27,544	28,466
16	19,440	22,104	22,338	23,041	25,800	27,605	28,560	29,050	29,857
17	19,440	22,104	22,338	23,041	25,800	27,605	28,560	29,050	29,857

Longevity of S193 starting at year 21 and an additional S385 at year 26

Salary Scale effective August 24, 2020

Step	Non Cert	Bachelors	Bachelors 15	Bachelors 30	Masters	Masters 15	Masters 30	Masters 45	Doctorate
1	7,644	10,200	10,312	10,600	10,972	11,589	13,068	13,807	14,794
2	8,380	10,478	10,722	11,213	11,462	12,326	13,801	14,544	15,530
3	9,367	11,339	11,589	12,079	12,326	13,310	14,788	15,530	16,515
4	10,105	12,199	12,445	12,944	13,187	14,298	15,774	16,515	17,500
5	11,091	13,063	13,310	13,801	14,047	15,281	16,760	17,500	18,484
6	12,079	13,925	14,175	14,667	14,913	16,269	17,745	18,484	19,472
7	13,063	14,788	15,035	15,530	15,774	17,250	18,732	19,472	20,460
8	14,047	15,652	15,899	16,392	16,640	18,241	19,715	20,460	21,443
9	14,788	16,515	16,760	17,250	17,500	19,227	20,703	21,443	22,427
10	15,530	17,378	17,629	18,118	18,363	20,209	21,687	22,427	23,415
11	16,269	18,241	18,484	18,982	19,227	21,195	22,677	23,415	24,398
12	17,250	19,227	19,472	19,964	20,703	22,677	24,154	24,897	25,880
13	18,241	20,209	20,460	20,952	22,183	24,154	25,634	26,374	27,359
14	19,227	21,195	21,443	21,935	23,659	25,634	27,114	27,854	28,841
15	20,209	22,183	22,427	22,923	25,142	27,114	28,590	29,333	30,315
16	20,703	23,540	23,788	24,538	27,475	29,398	30,415	30,936	31,796
17	20,703	23,540	23,788	24,538	27,475	29,398	30,415	30,936	31,796

Longevity of S205 starting at year 21 and an additional S410 at year 26

OCS Supplements – Faculty
Appendix B

Salary Scale effective August 30, 2021

Step	Non Cert	Bachelors	Bachelors 15	Bachelors 30	Masters	Masters 15	Masters 30	Masters 45	Doctorate
1	7,924	10,573	10,690	10,988	11,373	12,013	13,546	14,312	15,336
2	8,686	10,861	11,114	11,623	11,881	12,777	14,306	15,076	16,098
3	9,710	11,754	12,013	12,521	12,777	13,797	15,329	16,098	17,119
4	10,475	12,645	12,900	13,417	13,670	14,821	16,351	17,119	18,140
5	11,496	13,541	13,797	14,306	14,561	15,840	17,373	18,140	19,160
6	12,521	14,435	14,694	15,203	15,458	16,864	18,394	19,160	20,184
7	13,541	15,329	15,585	16,098	16,351	17,881	19,417	20,184	21,208
8	14,561	16,225	16,481	16,992	17,249	18,908	20,437	21,208	22,228
9	15,329	17,119	17,373	17,881	18,140	19,930	21,460	22,228	23,248
10	16,098	18,014	18,274	18,781	19,035	20,948	22,481	23,248	24,272
11	16,864	18,908	19,160	19,677	19,930	21,970	23,507	24,272	25,291
12	17,881	19,930	20,184	20,694	21,460	23,507	25,038	25,808	26,827
13	18,908	20,948	21,208	21,718	22,995	25,038	26,572	27,339	28,360
14	19,930	21,970	22,228	22,738	24,525	26,572	28,106	28,873	29,896
15	20,948	22,995	23,248	23,762	26,062	28,106	29,636	30,406	31,424
16	21,460	24,401	24,659	25,435	28,480	30,473	31,527	32,068	32,959
17	21,460	24,401	24,659	25,435	28,480	30,473	31,527	32,068	32,959

Longevity of S213 starting at year 21 and an additional S425 at year 26

Salary Scale effective August 29, 2022

Step	Non Cert	Bachelors	Bachelors 15	Bachelors 30	Masters	Masters 15	Masters 30	Masters 45	Doctorate
1	8,203	10,946	11,067	11,376	11,774	12,437	14,024	14,817	15,877
2	8,993	11,245	11,506	12,033	12,301	13,228	14,811	15,609	16,666
3	10,052	12,169	12,437	12,962	13,228	14,284	15,870	16,666	17,723
4	10,844	13,092	13,356	13,891	14,152	15,344	16,928	17,723	18,780
5	11,902	14,019	14,284	14,811	15,075	16,399	17,986	18,780	19,836
6	12,962	14,944	15,213	15,740	16,004	17,459	19,043	19,836	20,896
7	14,019	15,870	16,135	16,666	16,928	18,513	20,103	20,896	21,957
8	15,075	16,797	17,062	17,591	17,858	19,576	21,158	21,957	23,012
9	15,870	17,723	17,986	18,513	18,780	20,633	22,217	23,012	24,068
10	16,666	18,650	18,919	19,444	19,707	21,688	23,274	24,068	25,128
11	17,459	19,576	19,836	20,371	20,633	22,745	24,336	25,128	26,184
12	18,513	20,633	20,896	21,424	22,217	24,336	25,921	26,719	27,774
13	19,576	21,688	21,957	22,485	23,807	25,921	27,510	28,304	29,361
14	20,633	22,745	23,012	23,540	25,391	27,510	29,098	29,892	30,951
15	21,688	23,807	24,068	24,600	26,982	29,098	30,682	31,479	32,533
16	22,217	25,262	25,529	26,333	29,485	31,549	32,640	33,200	34,122
17	22,217	25,262	25,529	26,333	29,485	31,549	32,640	33,200	34,122

Longevity of S220 starting at year 21 and an additional S440 at year 26

OCS Supplements – Paraprofessionals
Appendix C

2019-2020		
Local Step	Noninstructional	Instructional
1	\$ 2.50	\$ 3.00
2	\$ 2.75	\$ 3.25
3	\$ 2.76	\$ 3.26
4	\$ 2.77	\$ 3.27
5	\$ 2.78	\$ 3.28
6	\$ 2.79	\$ 3.29
7	\$ 2.80	\$ 3.30
8	\$ 2.81	\$ 3.31
9	\$ 2.82	\$ 3.32
10	\$ 2.83	\$ 3.33
11	\$ 2.84	\$ 3.34
12	\$ 2.85	\$ 3.35
13	\$ 2.86	\$ 3.36
14	\$ 2.87	\$ 3.37
15	\$ 2.88	\$ 3.38
16	\$ 2.89	\$ 3.39

Longevity Step 21 = 14 cents

Longevity Step 26 Additional 28 cents

2020-2021		
Local Step	Noninstructional	Instructional
1	\$ 2.56	\$ 3.08
2	\$ 2.82	\$ 3.33
3	\$ 2.83	\$ 3.34
4	\$ 2.84	\$ 3.35
5	\$ 2.85	\$ 3.36
6	\$ 2.86	\$ 3.37
7	\$ 2.87	\$ 3.38
8	\$ 2.88	\$ 3.39
9	\$ 2.89	\$ 3.40
10	\$ 2.90	\$ 3.41
11	\$ 2.91	\$ 3.42
12	\$ 2.92	\$ 3.43
13	\$ 2.93	\$ 3.44
14	\$ 2.94	\$ 3.45
15	\$ 2.95	\$ 3.46
16	\$ 2.96	\$ 3.47

Longevity Step 21 = 16 cents

Longevity Step 26 Additional 30 cents

OCS Supplements – Paraprofessionals
Appendix C

2021-2022

Local Step	Noninstructional	Instructional
1	\$ 2.63	\$ 3.15
2	\$ 2.89	\$ 3.41
3	\$ 2.90	\$ 3.43
4	\$ 2.91	\$ 3.44
5	\$ 2.92	\$ 3.45
6	\$ 2.93	\$ 3.46
7	\$ 2.94	\$ 3.47
8	\$ 2.95	\$ 3.48
9	\$ 2.96	\$ 3.49
10	\$ 2.97	\$ 3.50
11	\$ 2.98	\$ 3.51
12	\$ 2.99	\$ 3.52
13	\$ 3.00	\$ 3.53
14	\$ 3.01	\$ 3.54
15	\$ 3.02	\$ 3.55
16	\$ 3.03	\$ 3.56

Longevity Step 21 = 18 cents

Longevity Step 26 Additional 32 cents

2022-2023

Local Step	Noninstructional	Instructional
1	\$ 2.69	\$ 3.23
2	\$ 2.96	\$ 3.50
3	\$ 2.97	\$ 3.51
4	\$ 2.98	\$ 3.52
5	\$ 2.99	\$ 3.53
6	\$ 3.00	\$ 3.54
7	\$ 3.02	\$ 3.55
8	\$ 3.03	\$ 3.56
9	\$ 3.04	\$ 3.58
10	\$ 3.05	\$ 3.59
11	\$ 3.06	\$ 3.60
12	\$ 3.07	\$ 3.61
13	\$ 3.08	\$ 3.62
14	\$ 3.09	\$ 3.63
15	\$ 3.10	\$ 3.64
16	\$ 3.11	\$ 3.65

Longevity Step 21 = 20 cents

Longevity Step 26 Additional 34 cents

OCS Supplements – Custodians and Facilities
Appendix D

2019-2020				
Step	Custodians	Facilities 1	Facilities 2	
	Hourly Rate	Annual Salary	Annual Salary	
1	\$ 1.82	\$ 7,568	\$	13,244
2	\$ 2.18	\$ 7,948	\$	13,717
3	\$ 2.55	\$ 8,323	\$	14,190
4	\$ 2.91	\$ 8,701	\$	14,661
5	\$ 3.27	\$ 9,082	\$	15,135
6	\$ 3.64	\$ 9,460	\$	15,606
7	\$ 3.82	\$ 9,839	\$	16,079
8	\$ 4.00	\$ 10,218	\$	16,552
9	\$ 4.18	\$ 10,594	\$	17,027
10	\$ 4.37	\$ 10,974	\$	17,503
11	\$ 4.55	\$ 11,349	\$	17,976
12	\$ 4.73	\$ 11,723	\$	18,448
13	\$ 4.91	\$ 12,098	\$	18,921
14	\$ 5.09	\$ 12,472	\$	19,394
15	\$ 5.14	\$ 12,566	\$	19,488
16	\$ 5.23	\$ 12,758	\$	19,680

Lead Custodians - additional .75 cents per hour

Master licensing - \$500

Longevity: \$193 at step 16

additional \$193 at step 21

additional \$385 at step 26

OCS Supplements – Custodians and Facilities
Appendix D

2020-2021				
Step	Custodians		Facilities 1	Facilities 2
	Hourly Rate		Annual Salary	Annual Salary
1	\$	1.94	\$ 8,060	\$ 14,104
2	\$	2.32	\$ 8,464	\$ 14,607
3	\$	2.71	\$ 8,863	\$ 15,111
4	\$	3.10	\$ 9,266	\$ 15,613
5	\$	3.49	\$ 9,672	\$ 16,118
6	\$	3.87	\$ 10,075	\$ 16,620
7	\$	4.07	\$ 10,478	\$ 17,123
8	\$	4.26	\$ 10,881	\$ 17,627
9	\$	4.45	\$ 11,282	\$ 18,133
10	\$	4.65	\$ 11,687	\$ 18,639
11	\$	4.84	\$ 12,086	\$ 19,143
12	\$	5.04	\$ 12,485	\$ 19,646
13	\$	5.23	\$ 12,884	\$ 20,150
14	\$	5.42	\$ 13,282	\$ 20,653
15	\$	5.47	\$ 13,382	\$ 20,753
16	\$	5.57	\$ 13,587	\$ 20,958

Lead Custodians - additional .75 cents per hour

Master licensing - \$500

Longevity: \$205 at step 16

additional \$205 at step 21

additional \$410 at step 26

OCS Supplements – Custodians and Facilities
Appendix D

2021-2022				
Step	Custodians		Facilities 1	Facilities 2
	Hourly Rate		Annual Salary	Annual Salary
1	\$	2.01	\$ 8,355	\$ 14,620
2	\$	2.41	\$ 8,774	\$ 15,142
3	\$	2.81	\$ 9,188	\$ 15,664
4	\$	3.21	\$ 9,605	\$ 16,184
5	\$	3.61	\$ 10,026	\$ 16,708
6	\$	4.02	\$ 10,443	\$ 17,228
7	\$	4.22	\$ 10,861	\$ 17,750
8	\$	4.42	\$ 11,280	\$ 18,272
9	\$	4.62	\$ 11,694	\$ 18,796
10	\$	4.82	\$ 12,114	\$ 19,321
11	\$	5.02	\$ 12,528	\$ 19,843
12	\$	5.22	\$ 12,941	\$ 20,365
13	\$	5.42	\$ 13,355	\$ 20,887
14	\$	5.62	\$ 13,768	\$ 21,409
15	\$	5.67	\$ 13,871	\$ 21,513
16	\$	5.77	\$ 14,084	\$ 21,725

Lead Custodians - additional .75 cents per hour

Master licensing - \$500

Longevity: \$213 at step 16

additional \$213 at step 21

additional \$425 at step 26

OCS Supplements – Custodians and Facilities
Appendix D

2022-2023				
Step	Custodians	Facilities 1	Facilities 2	
	Hourly Rate	Annual Salary	Annual Salary	
1	\$ 2.08	\$ 8,650	\$	15,136
2	\$ 2.49	\$ 9,083	\$	15,676
3	\$ 2.91	\$ 9,512	\$	16,217
4	\$ 3.33	\$ 9,944	\$	16,755
5	\$ 3.74	\$ 10,380	\$	17,297
6	\$ 4.16	\$ 10,812	\$	17,836
7	\$ 4.37	\$ 11,245	\$	18,376
8	\$ 4.57	\$ 11,678	\$	18,916
9	\$ 4.78	\$ 12,107	\$	19,459
10	\$ 4.99	\$ 12,542	\$	20,003
11	\$ 5.20	\$ 12,970	\$	20,544
12	\$ 5.41	\$ 13,398	\$	21,084
13	\$ 5.61	\$ 13,827	\$	21,624
14	\$ 5.82	\$ 14,254	\$	22,165
15	\$ 5.87	\$ 14,361	\$	22,272
16	\$ 5.98	\$ 14,581	\$	22,492

Lead Custodians - additional .75 cents per hour

Master licensing - \$500

Longevity: \$220 at step 16
 additional \$220 at step 21
 additional \$440 at step 26