

MEMORANDUM OF UNDERSTANDING
2019-2022

WILLIAMSON COUNTY BOARD OF
EDUCATION

AND

PECCA REPRESENTATIVES SELECTED
BY THE WILLIAMSON COUNTY
EDUCATION ASSOCIATION

Memorandum of Understanding

**PECCA Representatives Selected by the
Williamson County Education Association
And
Williamson County Board of Education
2019-2022**

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ARTICLE I RECOGNITION

Section 1.1 Date & Definition

This Memorandum of Understanding (MOU) is entered into this 17th day of June 2019 for the 2019-2022 school years by the Williamson County Board of Education, hereinafter referred to as the "Board", and the representatives of the professional employees of the Williamson County Board of Education selected pursuant to the terms of TCA §49-5-605, subject to annual amendments consistent with Tennessee law.

Section 1.2 Association Recognition

The Board hereby recognizes the Williamson County Education Association, hereinafter referred to as the "Association", as the exclusive designee for educator participants in collaborative conferencing pursuant to the terms of the Professional Educators Collaborative Conferencing Act of 2011 (PECCA), TCA §49-5-601 et seq., said determination having been made by Williamson County professional educators through a confidential poll per the terms of PECCA.

ARTICLE II MANAGEMENT RIGHTS

Section 2.1 Board Rights

The educator participants in PECCA hereby recognize that all rights which are vested in the Board except those which are clearly and expressly relinquished herein by the Board, shall continue to be vested in and exercised exclusively by the Board without prior notice to the Association or the educator participants in PECCA either as to the taking of action under such rights or with respect to the consequence of such action during the term of this MOU.

Section 2.2 Savings

If any article or part of this MOU is held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any Article or part should be restrained by such tribunal, the remainder of the MOU shall not be affected thereby.

Section 2.3 Modification of MOU

This MOU shall not be modified in whole or in part except by an instrument in writing prepared and approved in compliance with the terms of PECCA.

ARTICLE III ASSOCIATION RIGHTS

Section 3.1 Use of Facilities

- a. The Association will be permitted to use school buildings and facilities for the purpose of conducting professional meetings before or after the educators' normal work assignment.
- b. These meetings shall be arranged in advance with the school principal consistent with that school's facilities use procedures. Permission to use the facilities will not be unreasonably withheld.

Section 3.2 Communications

- a. The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards approved by the principal in an area designated for educator use, such as educator lounges and workrooms.
- b. The Association shall have the right to use educator mailboxes, including e-mail, for communications purposes.

Section 3.3 Visitation

- a. Duly authorized representatives of the Association shall be permitted to transact official Association business at school locations before and after school and during the educator's lunch period, provided this shall not interfere with or interrupt normal school operations.
- b. The Association Representatives shall report their presence to the Principal at the time of their arrival on school premises.

Section 3.4 Board Agenda

- a. The regular Board Agenda will include upon request by the Association president under "Communications" a report from the Association. Depending on available time, the Board Chairman may allow a discussion of the report.

Section 3.5 Released Time

- a. The Association shall have the right to use up to 15 days released time, with substitutes to be paid for by the Association, for educators who are officers or agents of the Association in order to conduct Association business.
- b. Members of committees, including but not limited to the PECCA Team, the Calendar Committee, and the Sick Bank Committee shall be given release time for any meetings

that take place during the school day. Educators on the Sick Bank Committee shall be paid \$25 per hour per the terms of Section 5.4 below for committee meetings occurring outside the contract day described in Section 9.1 below.

**ARTICLE IV
GRIEVANCE PROCEDURE**

Section 4.1 Definitions

- a. "Grievance" shall mean a claim by an educator that there has been a violation, misrepresentation, or misapplication of the terms of this MOU.
- b. The term "days" shall mean any and all days. In the event the final day of any time limit described in this article falls on a weekend or system holiday, the deadline day shall be the next day the system is open.

Section 4.2 General Provisions

- a. The grievant(s) may submit a copy of the written grievance to the Association prior to proceeding to Step 2 of the grievance procedure described in Section 4.3 below. The Association may determine whether to participate in said grievance. In such event, the Association shall name an Association Designee in the written Grievance Form, attached hereto as Appendix B. A grievance that does not meet the time limits outlined in the procedures listed in Section 4.3 shall not be accepted.
- b. Grievances by two or more educators alleging the same violation, misrepresentation, or misapplication of the terms of this MOU may, upon agreement of the grievant(s) and the Board or representative, be joined together under the general provisions and procedures of the article.
- c. Failure by the designated supervisor at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the aggrieved party to proceed to the next step.
- d. Failure by the grievant(s) to appeal to the next step within the prescribed time limits shall result in a withdrawal of the grievance.
- e. The filing of a grievance shall in no way interfere with the right of the Board and the Administration to carry out its management responsibilities, subject to the final disposition of the grievance. Any resolution of a grievance shall not be inconsistent with this MOU.
- f. No reprisals shall be taken by the Board or the Administration against an educator because of participation in a grievance.
- g. A grievance may be withdrawn at any level without establishing a precedent, except that if a grievance is withdrawn, the grievant(s) shall be prohibited from refileing a grievance based upon the same incident as the withdrawn grievance.

- h. All parties involved in a grievance may have a representative(s) of their choosing present at all steps of the procedure.
- i. The Board and the Administration shall cooperate in the investigation of any grievance.
- j. Neither the grievant(s) nor the Board shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.

Section 4.3 Procedures

Step 1: The parties hereto acknowledge that it is most desirable for an educator and the administrator involved to resolve problems through free and informal communications. No later than 35 days after the event giving rise to the grievance or 35 days after the educator should reasonably have learned of the event giving rise to the grievance, whichever is later, the educator must discuss the grievance with the immediately involved supervisor. If this informal process fails to satisfy the educator, a formal written grievance may be processed as outlined below. See form, Appendix B.

Step 2: If the grievant(s) is not satisfied with the disposition of the grievance in Step 1, the educator may present the written grievance to the immediately involved supervisor no later than 15 days after the informal meeting. The administrator involved will arrange for a meeting to take place within ten (10) days after the receipt of the written grievance. The grievant(s) must specify the section of this MOU that is alleged to have been violated and shall state the specific redress sought. Within five (5) days after the meeting, the grievant(s) shall be provided with the administrator's written response, including the reasons for the decision.

Step 3: If the grievant(s) is not satisfied with the disposition of the grievance in Step 2, the grievant(s) may refer the grievance to the Superintendent of Schools within ten (10) days after the receipt of the Step 2 written decision. The Superintendent of Schools shall arrange for an appeal hearing to take place within 15 days of the Superintendent of Schools' receipt of the appeal. Within ten (10) days after completion of the appeal hearing, the grievant(s) shall be provided with the Superintendent of Schools' written response, including the reasons for the decision.

Step 4: If the grievant(s) is not satisfied with the disposition of the grievance in Step 3, the grievant(s) may within 35 days after receipt of the Step 3 written decision, submit the grievance to arbitration under the Labor Arbitration Rules of the American Arbitration Association. Upon submission of said grievance to the American Arbitration Association, the grievant(s) shall provide a copy of said submission to the Superintendent of Schools. The arbitrator will limit the hearing and decision to the grievance as stated in Step 1. The arbitrator's decision will be in writing and will set forth findings, reasoning, and conclusions on the issues submitted. Notwithstanding any rules of the American Arbitration Association to the contrary, the arbitrator's decision shall not be binding except as described in Step 5 below. Each party shall be responsible for any costs for

witnesses or any other costs associated with the presentation of its case. All other costs for this arbitration, except as noted above, shall be borne by the two parties equally. Alternatively, the Grievant, at his or her sole discretion, may waive this step within 35 days after receipt of the Step 3 written decision.

Step 5: When the arbitrator's decision has been rendered, the Board shall, within 45 days or the Board's next regular meeting, whichever occurs last, take specific action to reject said decision or the arbitrator's decision shall be implemented. The grievant(s) shall receive a copy of the Board's decision within 5 days after the Board's consideration of the grievance. Or, if the arbitration of the grievant(s) is waived, and if the grievant(s) is not satisfied with the disposition of the grievance in Step 3, the grievant(s) may request a review by the Board within 35 days after the educator received the Step 3 written decision or within 35 days after the time limits for Step 3 have expired. The request shall be made in writing through the Superintendent of Schools, who shall attach all related documents and forward the request within 7 days to the Board. The Board shall review the grievance and shall schedule a Board hearing within 25 days after the receipt of the Board hearing request. The grievant(s) shall receive a copy of the Board's decision within five (5) days after the Board hearing.

No decisions made through this process shall be precedential for any grievance submitted by any subsequent grievant. However, in the event a grievance reaches Step 5 above, the parties to this MOU shall discuss the grievance decision at their next PECCA meeting to determine if a change in the terms of the MOU are appropriate.

**ARTICLE V
SALARIES AND SUPPLEMENTS**

Section 5.1 Salary Schedule

The base salary of each educator shall be covered by the regular salary schedule as set forth in Appendix A-1, which is attached to and made a part of this MOU.

Section 5.2 Method of Payment

- a. Except for the first month of the school year, educators shall have regular pay days each month on the 15th and end of the month. If the regular pay day comes before educators have worked ten days during that school year, the first pay period for that school year will be the next regular pay day.
- b. Educators shall receive electronic notice of all payments.
- c. Educators will have the option to select a financial institution/second account of their choice to divert a portion of their semi-monthly salary.
- d. All salary payments issued to educators will be electronically transferred to the financial institution(s) that the educator has selected.

Section 5.3 Supplements

- a. Supplements will be paid at the level listed below for teachers with an approved and funded supplement for that particular activity.

<u>\$675</u> Teacher Mentor Science Facilitator Social Studies Facilitator	<u>\$1,350</u> Elementary Grade Level Chair/BLT Team Leader Middle
<u>\$1,925</u> Band Director Middle Orchestra Middle	<u>\$2,525</u> Orchestra High Drama High Chorus High
<u>\$3,500</u> Department Head High	
<u>Testing Coordinator, Elem & Middle</u> \$2,000	<u>Testing Coordinator, High</u> \$3,000

Online Class
\$3,500 per class per semester

17% (BS + Experience as a Band Director)
Band Director High

Supplement level will be discussed as a salaries or wages item under PECCA.

Athletic Director Middle and Athletic Director High positions shall be filled by licensed teachers, with salary paid per the district's annual Athletic Supplements chart.

- b. Department Head, Team Leader Middle, Grade Level Chairperson, MS and HS Band and Orchestra Director, HS Chorus and Drama Director, and MS and HS Athletic Director supplements shall be distributed over 24 pay period.
- c. Supplements are generally only available to employees who work less than a twelve-month contract. An exception to this general rule is for twelve-month Career and Technical teachers who take on supplemented activities outside of their normal instructional assignment.

Section 5.4 Stipends and Hourly Work Rates

Educators may be asked to attend workshops beyond required contract in-service requirements, work beyond the duty day or calendar in order to accomplish district wide curriculum writing assignments or conduct workshops for WCS. These activities must be approved prior to the work being performed for payment. If payment is received for any of the below activities the educator will not be eligible to use the hours for continuing education credits (CEU's) for license renewal.

- a. Educators shall be paid \$25 per hour for such work as tutoring or curriculum writing or participation in IEP/504/RTI meetings that occur outside of the workday when approved by the school principal or central office supervisor. Such work shall be scheduled to be no less than one (1) hour in duration. Educators shall be paid no less than \$25 for each such meeting even if the meeting concludes in less than one (1) hour.
- b. Educators shall be paid a maximum of \$150 per day prorated in half day increments when attending a workshop that exceeds the requirements for meeting the 200 day contract if the workshop attendance is requested by the school system and determined to be necessary for the efficient operation of the system.
- c. Teachers who conduct workshops shall be paid \$350 for each full day they are conducting the training.

Section 5.5 Online Program

Notwithstanding anything herein to the contrary, any full-time teacher exclusively teaching online classes during the term of this MOU shall be paid per the teachers' salary schedule,

Appendix A-1. A teacher's schedule may vary from the traditional schedule in Article IX. Enrollment for each online course shall adhere to the State Board of Education Rules & Regulations governing pupil teacher ratio for that course's classroom equivalent.

ARTICLE VI BENEFITS

Section 6.1 Health Coverage

- a. Each full-time educator will be eligible to participate in the Williamson County self-insurance medical/dental plan. The Williamson County self-insurance plan, administered by Williamson County government, is on a January 1 calendar year, but this MOU is scheduled on a July 1 calendar year. In the event Williamson County government proposes any changes to that plan that might take effect during the term of this MOU that may affect the benefits described in this Article, the parties hereto shall meet to discuss any such proposal prior to implementation, and any change during the term of this MOU must be approved by the Board of Education.
- b. Any full-time educator who desires to decline the health plan may select an in-hospital indemnity plan provided by the Board instead of a health plan.
- c. Any full-time educator may purchase an additional amount of coverage for the immediate family equal to that provided by the Board for a full-time educator.
- d. Additional health insurance options in addition to the existing plan choices may be made available to full-time educators, including options such as flexible benefit plans, Health Savings Accounts, etc.

Section 6.2 Life Insurance

- a. The Board will provide an amount of group term life insurance of no less than \$40,000 for each full-time educator. WCS administration will continue to pursue with County Government the possibility of increasing this coverage to \$50,000 and to the IRS limit for income tax purposes as it may change from time to time.
- b. The full-time educator group term life insurance program provided by the Board will include a double indemnity clause for accidental death and dismemberment.
- c. Any full-time educator may purchase additional life insurance coverage from plans approved by the Board at personal expense through payroll deduction.

Section 6.3 Dental Coverage

- a. Each full-time educator will be eligible for a Board-approved dental plan.
- b. Any full-time educator may purchase an additional amount of dental coverage for immediate family equal to that provided by the Board for a full-time educator.

Section 6.4 Disability Coverage

Each full-time educator will be eligible for a Board-approved disability plan pending funding.

Section 6.5 Description

- a. The Board shall provide each full-time educator a description of the coverage provided above within ten (10) days of the beginning of the school year or date of employment. The description of conditions and limits of coverage as provided shall be delivered in clear and concise language.

Section 6.6 Funding

- a. Educators that select individual medical and dental coverage shall pay no premium.
- b. Educators that select dependent medical and/or dental coverage shall pay 20% of the funded premium. Dependent coverage shall include rates for each of the following: employee + one, employee with more than one (family).
- c. Retired educators who meet the county service requirements of at least ten (10) consecutive years of employment in WCS, who select medical and/or dental coverage and who receive TCRS retirement benefits shall pay 20% of the established premium. Retiring educators who meet the county service requirements as outlined in 6.7 b, and who receive TCRS retirement benefits and select medical and/or dental coverage, shall pay 20% of the established premium. They may also continue life insurance in the amount of \$15,000 by paying the full premium.
- d. Educators eligible for COBRA coverage shall pay the full premium plus plan administration cost of 2%.
- e. Dependent coverage will be payroll deducted in equal semi-monthly installments from the salaries of those full-time educators who select the coverage.
- f. If two members of a family are covered by the health and dental plan of the board, the dollar amount of both premiums may be applied to the family premium.
- g. A spousal surcharge of \$100 per month will be charged to employees hired after July 1, 2007 and re-enrollees that participate in the Williamson County medical/dental plan and whose spouses are eligible for, but reject, such insurances through their own employer.

Section 6.7 Continuation

- a. Full-time educators on approved non-paid leave will have the option to continue the dental, disability, health, and life coverage by paying the premium to the Williamson

County Self-Insurance Fund (WCSIF) within the first five (5) days of the calendar month of coverage.

- b. Retiring educators hired before July 1, 2009 who meet the county service requirements of at least ten (10) consecutive years of full time employment with Williamson County, and are at least 55 years of age, or who have 30 consecutive years of full time employment in Williamson County, regardless of age, have the option to continue health and/or dental coverage, paying 20% of the premium. Said educators have the option to continue life insurance up to \$15,000, with the employee paying the full premium to the WCSIF within the first five (5) days of the calendar month of coverage. After age 65, available coverage for life insurance may decrease. Upon becoming Medicare eligible, retired educators are automatically enrolled in the Medicare Advantage plan chosen by the WCSIF and may continue paying 20% of the established health premium.

Educators hired after July 1, 2009, are not entitled to receive upon retirement the benefits described in this subparagraph b.

- c. Full-time educators may, upon resignation or termination, have the right to continue the health and dental coverage up to 18 months, by paying the premium and plan administration cost of 2% to the WCSIF, within the first five (5) days of the calendar month of coverage (COBRA).

Section 6.8 Employee Tuition Rates

The out of county family tuition rate for employees' children shall be set by the Board of Education annually. Tuition expenses for employees, including Educators, are governed by Standard Operating Procedure 2.523p, Employee Tuition Rate.

ARTICLE VII LEAVES OF ABSENCE

Section 7.1 Sick Leave

- a. Definition: Sick leave shall mean leave of absence because of illness of the educator from natural causes or accident or the illness or death of the educator's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or other family member with approval of the Superintendent of Schools which necessitates the absence of the educator.
- b. Allocation: The time allowed for sick leave with pay shall be one (1) day for each school month (20 days) of employment. Sick leave shall be cumulative for all earned days not used.
- c. Advance Use: An educator in need of sick leave shall be allowed to use unearned sick leave up to the number of days which such educator may accumulate during the remainder of the current year in which employed. Upon termination of the employment of such educator before such days are earned or at the end of the school year, there shall be deducted from the final salary of such educator an amount based on the educator's daily rate of pay sufficient to cover any excess sick leave days used. If such final salary is insufficient for this purpose, the educator shall be liable for reimbursement of any amount in excess of the final salary.

Section 7.2 Bereavement Leave

- a. Definition: Bereavement leave shall mean leave of absence because of the death of the educator's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or other family member with approval of the Superintendent of Schools which necessitates the absence of the educator.
- b. Allocation: Up to a maximum of three (3) days of bereavement leave each year shall not be charged against the educator's sick leave accumulation. Furthermore, up to two additional days may be purchased at the average cost of a substitute. Up to three (3) additional days may be purchased for a second qualifying event. These days shall be non-cumulative. This does not eliminate the use of sick leave for bereavement if the need exceeds three (3) days.

Section 7.3 Personal Leave

- a. Personal Leave Definition: Personal leave shall mean a leave of absence for the purpose of transacting or attending to personal business and may be used for any purpose at the discretion of the educator.

- b. Allocation: The time allowed for personal leave with pay shall consist of one (1) day per each one-half year employed per school year. (Half year employed means the employee must have been in an active pay status every day of the first 100 days of the school year to earn one (1) day leave and in an active pay status all 100 days of the second half of the contract year to earn the second day.) Any personal leave remaining unused after the end of the year shall be credited to that educator as sick leave.
 - 1. Educators will be granted one (1) additional personal leave day after twenty consecutive years in Williamson County.
- c. Advance Use: An educator in need of personal leave shall be allowed to use unearned personal leave up to the number of days which such educator may accumulate during the remainder of the current year. Upon termination of such educator before such days are earned, there shall be deducted from the final salary of such educator an amount based on the daily rate of pay sufficient to cover an unearned personal leave day used. If such final salary is insufficient for this purpose, the educator shall be liable for reimbursement of any amount in excess of the final salary.
- d. In addition to the personal leave described above, each educator governed by this MOU shall start employment with three (3) days available local leave whereby the educator can “pay” the cost of their substitute for an additional day of leave for personal reasons. Thereafter, each said educator will accrue one (1) additional such day per year, except that the total available days may not at any point exceed a maximum of three (3) available days. The employee will have the cost of the substitute deducted from their paycheck during the pay period the leave was used. The cost of the substitute day will be the average cost of a substitute and will be based on an amount determined at the beginning of each school year. All educators utilizing this leave will be charged the cost of the substitute whether or not a substitute was utilized during their absence.

Section 7.4 Uncompensated Leave

- a. Any educator requesting an uncompensated leave for military service, legislative service, maternity, adoption, or recuperation of health or other leaves required by state and/or federal laws shall be granted approval by the Superintendent of Schools without forfeiture of accumulated leave credits, tenure status, or other fringe benefits (TCA 49-5-702).
- b. Any educator requesting an uncompensated leave for educational improvements, parental leave, or other sufficient reason(s) may be granted approval by the Superintendent of Schools; however, the educator will lose all fringe benefits and many other benefits that accrue as a result of employment, including but not limited to credited time toward retirement and one (1) personal day for every semester during which an uncompensated day is taken.

- c. Educators who take approved uncompensated leave, not exceeding ten (10) days per year, shall not lose insurance benefits.

Section 7.5 Leave Application Procedures

- a. When an educator needs to be absent, the educator shall notify the supervisor or designee, as soon as possible before the school day begins. The educator is responsible for recording the absence, by telephone or internet, in the automated substitute teacher calling system or in "Employee Self Service", as required for the position.
- b. The educator shall complete a written Long-Term Leave of Absence Application for a leave request of ten (10) days or more, including any accompanying physician's statement or other documentation required by the application.
- c. For long term medical leave requests, the Superintendent of Schools may require at the system's expense an examination by another physician other than the physician certifying the medical disability.
- d. In the event of the absence of an educator in excess of the sick leave days available to the educator, the Superintendent of Schools may require an examination by a physician certifying the previous absences. The system would pay for the second opinion.
- e. The Superintendent of Schools or designee may require a physician's statement for any sick leave claim.
- f. The Superintendent of Schools or designee may require documentation to establish the cause for any bereavement leave claim.
- g. The system shall keep a record of the accumulated sick leave for each eligible educator in its employ and shall provide a verified copy to the educator upon request.
- h. Written application for personal leave shall be filed with the principal no less than 24 hours prior to the date of the proposed absence, except in cases of emergency. The educator shall not be required to give reasons for use of any personal leave. This leave will be subject to approval by the principal in all cases except those covered by "j" below.
- i. The approval of the Superintendent of Schools shall be required for personal leave approval under the following conditions:
 - 1. If more than 10% of the educators in any school request personal leave on the same day (in making this calculation, any major fraction shall be considered as one (1));

2. If personal leave is requested during any prior established examination period;
 3. If personal leave is requested on the day immediately preceding or following a holiday or vacation period.
- k. If any educator fails to secure approval for any paid leave or provide appropriate notice and documentation, forfeiture of the paid leave will result.
 - l. Written application for an uncompensated leave of absence shall be filed with the principal no less than 30 days prior to the date of the proposed absence, except in the case of an emergency. The request, with the principal's recommendation, shall be forwarded to the Superintendent of Schools or designee for recommendation. The educator shall be notified in writing of the Superintendent of Schools action on the uncompensated leave of absence. The educator may apply for an extension of leave using the same procedure as used to apply for the original leave.

Section 7.6 Return Rights

- a. Upon return of the educator from an approved leave of absence within 12 months, the educator shall return to the same position.
- b. If the leave of absence exceeds 12 months, the educator shall be placed in the same or a comparable position upon return from leave.
- c. Upon returning to employment, the educator shall assume all previous rights and privileges.
- d. Any educator on approved leave shall notify the principal in writing at least 30 days prior to the date of return if the educator does not intend to return to the position from which the leave was taken. Failure to render such notice shall be considered a breach of contract.

Section 7.7 Substitute Notification

Educators will input absences into the automated substitute calling system, by telephone or internet. It shall be the duty of the principal, or designee, to ensure the securing of a substitute when the educator notifies the principal and requests leave approval. An educator may suggest a particular individual(s) when notifying a school of their impending absence; however, the principal shall retain the authority for assigning all the substitutes and inputting pre-arranged substitutes in the system.

ARTICLE VIII STUDENT DISCIPLINE PROCEDURES

Section 8.1 Board Support and Assistance

- a. The Board recognizes its responsibility to give all reasonable support and assistance to educators with respect to the maintenance of control and discipline in the classroom.
- b. Whenever it appears that a particular student requires the attention of special teachers, special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to assist the educators with respect to such students.

Section 8.2 Corporal Punishment Policy

Written statements of the current School Board Policy governing student suspension, expulsion, and the use of corporal punishment of students shall be available at each school.

Section 8.3 Classroom Control

- a. Subject to special education law and all other applicable legal authority, an educator may exclude a student from class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation make the continued presence of the student in the classroom intolerable. This exclusion may include student misuse of technology, including but not limited to violations of the student Acceptable Use Agreement, subject to the standards hereinabove.
- b. In such cases, the educator will furnish the principal full particulars of the incident in writing when the student is sent to the office. The principal shall furnish the teacher in writing, prior to the student returning to class, the corrective action(s) that will be applied.

Section 8.4 Assault on Educators and/or Students

- a. Assault is defined in Tennessee as (i) Intentionally, knowingly or recklessly causing bodily injury to another; (ii) Intentionally or knowingly causing another to reasonably fear imminent bodily injury; or (iii) Intentionally or knowingly causing physical contact with another which a reasonable person would regard as extremely offensive or provocative. When a teacher concludes he or she has been assaulted by a student, a meeting to discuss the assault will be held with an administrator no later than the end of the next school day following the assault.
- b. An educator may use such force as is reasonable and necessary for personal protection or protection of a student from attack or injury. Any such attack shall be reported to the principal immediately.

- c. The Board will provide legal counsel on request to advise the assaulted educator of rights and obligations and shall promptly render assistance to the educator in connection with the handling of the incident by law enforcement and judicial authorities.
- d. Educators injured in the line of duty are eligible for worker's compensation but must report such injury to their supervisor and complete necessary paperwork to document the injury. In the event an Educator is denied worker's compensation for a claimed injury, that Educator may request the Assistant Superintendent for Human Resources to review the decision.
- e. Educators incurring damage to eyeglasses, hearing aids, dental devices, prosthetic devices, or other personal property as a result of a student's act are eligible to file for a claim for reimbursement with the county risk management. A report of the incident must be reported immediately to the supervisor, who will assist the educator in obtaining the necessary paperwork.

Section 8.5 Loss of Pay

- a. Time lost by an educator in connection with any incident mentioned in this Article shall not be charged against the educator. The educator shall suffer no loss of pay or benefits up to 30 days, verified by a physician's statement of inability to work, as a result.
- b. If the need exists beyond the 30 days, consideration shall be given to providing the educator with no loss of pay or benefits.

ARTICLE IX HOURS AND LOAD

Section 9.1 Hours

- a. The educator's workday shall consist of seven and a half (7 ½) hours, inclusive of any before or after school activities, based on a 180-student day school year.
- b. The Superintendent of Schools may reduce the workday hours for the efficient operation of the school system.

Section 9.2 Load

Secondary school educators shall not be required to teach in more than three (3) subject areas with a total of three (3) teaching preparations, except in extraordinary cases approved by the Superintendent of Schools or designee.

Section 9.3 Planning Time

- a. The Board shall provide each elementary and middle school educator with 225 minutes planning time per week with no period less than 30 consecutive minutes per day. This planning time should be protected from any other school responsibilities. Two and a half (2 ½) hours of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.
- b. The Board shall provide each high school educator with a daily planning period equivalent in length to a daily teaching period at his or her particular high school. This planning time should be protected from any other school responsibility. Two and a half (2 ½) hours of planning time shall be protected for individual duty-free teacher planning while the remaining planning time may be utilized for other planning such as team planning, data review, and student-specific meetings.
- c. Each semester, the Administrative Day immediately prior to the first day of school for students shall be designated as a day for teachers to prepare for instruction in their respective rooms. There shall be no meetings called by central office staff, school administrators, or any employee association during the regular school hours on this day.
- d. Upon request by the Chief Employee Representative, a Planning Period Committee shall be established consisting of three (3) members appointed by the Association and three (3) members recommended by the Superintendent of Schools and approved by the Board. This committee will meet to review any teacher's schedule which does not include the planning period requirements set forth in 9.2(a) and (b) or 9.3(a) and (b) in an effort to find alternatives and to propose solutions to the Superintendent of Schools.

Section 9.4 Duty-Free Lunch

- a. Included in the seven and a half (7 ½) hours workday, all educators shall have duty-free lunch time during the regular school day, equal to the amount of time given to their students for lunch. This lunch period shall be a minimum of 25 minutes. For schools with extended lunch/remediation periods during which actual lunch period has not been fully defined, educators must have a minimum of 25 minutes duty free lunch period per day.
- b. Educators may be required to escort their students to and from the dining area.
- c. Educators will be assigned no other duties during this time.

Section 9.5 Meetings

- a. Educators may be required to arrive before the start or remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other school level professional meetings, no more than one (1) day each week.
- b. A maximum of three (3) hours per month may be allocated for before and/or after school professional staff meetings. At the beginning of each semester, the administrator shall decide whether to schedule 45-minute, one (1) hour, or one and a half (1 ½) hours professional staff meetings in order to allow for adequate planning time for teachers to arrange their schedules.
- c. Every effort shall be made not to call such meetings on Friday, or any other day immediately preceding a holiday, vacation or other day, upon which educator attendance is not required at school.
- d. The notice of and agenda for such meetings shall be given to educators involved prior to the meeting, except in cases of emergency. Educators shall have the opportunity to suggest items for the agenda.
- e. Every effort shall be made to conduct Individual Education Plan / RTI / 504 meetings during the school day. When it is necessary to hold said meetings outside of the workday educators shall be paid according to Article V - Section 5.4.

Section 9.6 Faculty Advisory Committee

- a. Nothing in this MOU shall be construed as prohibiting the principal from establishing a faculty advisory committee.
- b. This committee shall be advisory only, and no action, resolution, or vote of said committee shall be binding.

Section. 9.7 Other Professional Responsibilities

All educators shall make every effort to volunteer for up to four (4) extra-curricular and/or after school activities that occur in the day to day operation of the school, whether on or off campus. The list(s) shall be posted by the principal in fall, winter, and/or spring. If necessary, the principal shall equitably distribute the assignments among all faculty based upon the educator's preferences and will consider excusing those with exigent circumstances. Faculty members are expected to sign up or volunteer when requested, except when they are excused after discussion with the principal. Activities that are extraordinarily time intensive may be counted as two (2) or more activities and shall be designated as such by the principal on the listing. Principals may not require participation beyond the maximum four (4) activities outside of Parent Teacher Conferences as scheduled by the calendar committee and one (1) Open House as scheduled by the building principal. Participation in promotion and graduation ceremonies outside of the school day shall count as one (1) of the four (4) extra-curricular and/or after school activities.

Section. 9.8 Telework During School Closure

The Director of Schools may require teachers during a time of school closure to perform their duties remotely through the use of district provided equipment and resources. The District will provide additional internet access, equipment, and/or materials needed to successfully carry out duties as directed by school administration.

ARTICLE X

EDUCATOR CONDUCT AND DISCIPLINARY PROCEDURES

Section 10.1 Definitions

Educators may be disciplined under the terms of this article for insubordination, unprofessional conduct, incompetence, inefficiency, conduct unbecoming to a member of the teaching profession, and/or neglect of duty, including but not limited to tardiness or absenteeism. Allegations of incompetence or inefficiency will most frequently be governed by the “Evaluation” article of this Contract.

Disciplinary action shall be for just cause and may include the following:

1. Oral reprimand (documented but not placed in the personnel file)
2. Written reprimand
3. Suspension
4. Dismissal of an educator, which is governed by T.C.A. §49-5-501 et seq.

The type of discipline administered above shall be determined based upon a consideration of the seriousness of the offense and the educator’s employment record. For minor infractions, an oral reprimand will be given to an educator before a written reprimand is issued. The immediately involved supervisor determines what constitutes a minor infraction. Disciplinary action shall be conducted at the lowest supervisory level whenever reasonably possible.

Section 10.2 Notification

An investigation of the actions which may be the basis for discipline shall be conducted and shall include a conference with the educator prior to any implementation of discipline, except that the Superintendent of Schools may suspend an educator at any time that may seem necessary, pending investigation as described in T.C.A. §49-5-511. Every reasonable effort shall be made to complete an investigation within one (1) pay period. However, the parties hereto recognize that some investigations cannot be completed within that time, whether due to scheduling issues, involvement of the Tennessee Department of Children’s Services, involvement of law enforcement agencies, or otherwise. In the event a suspension pending investigation without pay extends for more than one (1) pay period, the Human Resources Department shall notify the employee and the WCEA President of said event and the reason(s) for it. Each such suspension shall be reviewed each pay period, and the continuation of the suspension of pay shall be reconsidered at that time. In the event of a suspension without pay that extends beyond one (1) pay period, a suspended teacher may request early payment of summer income which has already been earned prior to the date of suspension. The Human Resources Department will inform employees if they are at risk of an impact on employee benefits due to a suspension pending investigation that extends beyond one (1) pay period.

The educator shall be given at least 24 hours’ notice of the said conference, and the educator shall have the right to have an Association representative or a personal attorney present during the said conference, provided the Educator agrees to a scheduled meeting within three (3)

business days of said notice. An educator who disagrees with the allegations presented may respond in writing within two (2) days of that conference. In the event the second day falls on a weekend or other day in which the central office is closed, the response may be made on the next day the central office is open. After investigation and the opportunity to respond, the supervisor shall give the educator notice of what discipline, if any, will be administered.

Section 10.3 Review and Appeal

Written reprimands may be appealed under the terms of the negotiated grievance procedure. For discipline more severe than a written reprimand, the Superintendent of Schools shall review the supervisor's proposal and accompanying records and may uphold, modify, or set aside the proposed disciplinary articles. The educator shall have ten (10) calendar days to request in writing an appeal with the Superintendent of Schools. Upon review of accompanying records and conference with the employee, The Superintendent of Schools shall notify the educator of his/her decision. The educator shall have 30 calendar days to demand a hearing before an Impartial Hearing Officer in accordance with TCA 49-5-512, or as otherwise specified in Tennessee Code Annotated.

Section 10.4 Notice of Deficiencies

In addition to the progressive discipline described in Section 10.1 above, the Board recognizes the concept of progressive improvement. In the event an administrator determines that an educator has deficiencies in his or her work, that administrator may, outside the evaluation process, notify the educator in writing of any alleged deficiencies, indicate expected correction, propose an improvement plan specifying necessary improvements or needed actions, and indicate a reasonable period of time for correction. That time period shall in no event be less than 30 calendar days.

Section 10.5 Employee Rights

Nothing contained herein shall act to limit an educator's rights under the Grievance Procedure of this Contract. Nothing contained herein shall be construed to limit the rights and obligations of the educators and the Superintendent of Schools under the dismissal procedures of T.C.A. §§49-5-511, 49-5-512 and related law. The provisions of this article do not apply to investigations under Board Policy 5.500, Anti-Harassment.

ARTICLE XI COMPLAINTS

Section 11.1 Complaints

Any written complaint regarding an educator made to any member of the administration by a parent, student, or other person shall be investigated by the administrator and the following steps shall be taken:

- a. A copy of the written complaint shall be made by the recipient of the complaint and sent to the affected educator with five (5) days of its receipt.
- b. The educator shall acknowledge the opportunity to review such complaint by signing the filed complaint with expressed understanding that such signature in no way indicates agreement with the contents thereof.
- c. The investigation of such complaints shall begin as soon as possible, but in no event shall the investigation start later than ten (10) days from its receipt.
- d. The educator shall be given an opportunity to respond to the complaint and meet with the complainant and the immediate supervisor upon educator request, in order for the educator to rebut the complaint. It shall be the responsibility of the immediate supervisor to schedule such a meeting.
- e. If the person making the complaint refuses to participate in this procedure within 15 days of the educator's notification to the complainant of a request for a meeting, the complaint will be designated as unsubstantiated and any and all references to the complaint shall not be included in the educator's personnel file.
- f. The educator shall have the right to submit a written answer to such complaint to the supervisor conducting the investigation for review. The supervisor conducting the investigation may request the educator to provide a written response to the complaint. If the educator does not provide or refuses to provide a requested written response, the supervisor conducting the investigation may include such a statement with the complaint.
- g. If the educator or the complainant finds the resolution to be unsatisfactory, an appeal may be made to the Superintendent of Schools, within ten (10) days after receipt of the supervisor's response. The Superintendent of Schools will schedule a meeting with the educator and the complainant within ten (10) days of the written request.
- h. In the event the complaint persists after item "g", the educator or the complainant may appeal to the Board by filing a written appeal to the Board of Education within ten (10) days after receipt of the Superintendent of School's response.

- i. Any substantiated complaint, as determined by the immediately involved supervisor, may be used to evaluate an educator. Unsubstantiated complaints shall not be maintained as part of an educator's file.
- j. A complaint arising from supplemented activities or potential violation of state or federal laws or Board policy shall not be investigated under the procedures and steps under this Article XI.

ARTICLE XII VACANCIES

Section 12.1 Vacancies

- a. A current register of educator vacancies shall be readily accessible and posted online.
- b. Such notification of educator vacancies shall not prevent the Superintendent of Schools from filling a position if desirable applicants are available.
- c. Such vacancy notice shall contain the date of issue, the available position, and the location of the vacancy.
- d. Once a site-specific administrative position has been determined to be vacant by the Superintendent of Schools, that site-specific position will be posted for a minimum of one week before said position is filled.
- e. Consideration shall be given to current educators within the School System for all vacant educator positions, provided they make written application to the Human Resources Department and they are licensed for the vacant position.

Section 12.2 Voluntary Transfers Between Schools

- a. Educators desiring a transfer from one school position to another school position may complete and file with the Human Resources Department a "Request for Transfer" form. See form, Appendix D.
- b. In an effort to assist teachers with narrow certification and/or highly qualified status that improves their employability, as well as to provide tenured educators with opportunities to seek transfers to a different school location(s), the following procedures will be utilized:
 1. Educators desiring reassignment shall complete an online transfer application. The open period for enrollment in the transfer program will begin on January 1. Employees may apply for any vacant position during the period of January 1 through May 31. A teacher may apply for a school even if no vacancies are announced at the time of the application and will be eligible for subsequent vacancies that occur for requested grade levels and/or subjects throughout the entire open period. Vacancies will be announced during the open period by the Williamson County Schools Human Resources Department for a minimum of five (5) teacher workdays before the Principal receives applications, interviews applicants and makes a selection. Employees who have not applied by the end of a specific vacancy posting will not be eligible to be considered for that position unless the position is re-posted.

2. All vacancies, as soon as they are known to the principal of each school, shall be submitted to Human Resources by individual schools and shall be posted on the website upon receipt.
3. Requests submitted during the open period will be considered for all positions that are applied for by the applicant that open during the period after the employee application is submitted.
4. Teachers who submitted applications for transfers during the transfer open period may be considered for vacancies that are posted between June 1 and June 30; however, both the sending and receiving principals must agree to the transfer based on the availability of a suitable replacement for the sending school.
5. Employee requests for transfers will not be considered for vacancies posted after June 30th, except when the re-assignment is made by the Superintendent of Schools for the benefit of the district.
6. Once a transfer is offered to and accepted by an employee, that employee will not be considered for subsequent transfers during that school year.
 - a. In no case shall the filing of a "Request for Transfer" form guarantee such a transfer when or if a vacancy arises in the school to which the educator has requested a transfer.
 - b. The educator desiring the transfer is responsible for scheduling the interview with the appropriate principal or supervisor.
 - c. If a transfer occurs after the beginning of the school year, the school system shall transport the educator's materials/equipment to the new work location. A substitute shall be provided for one (1) day to allow the educator preparation time for the new assignment.
 - d. If a transfer to a different school campus is involuntary, the school system shall transport the educator's materials/equipment to the new work location, if requested by the teacher.

Section 12.3 Involuntary Transfer Between Schools

- a. Notice of a proposed involuntary transfer to another school shall be given in writing to the educator as soon as possible, but in no case later than 5 working days prior to the effective date of transfer.
- b. In those cases where an involuntary transfer to another school is made necessary by enrollment, curriculum, or program changes, the principal shall seek a volunteer educator before selecting a transferee.

- c. An involuntary transfer to another school of an educator shall be affected only after the educator has been given an opportunity to meet and discuss the transfer with the person making the recommendation for a transfer.
- d. The educator may request, in writing, the reason(s) for the proposed transfer. After the receipt of written reason(s), the educator may request a meeting with the Superintendent of Schools to discuss the matter. Involuntary transfers shall not be made for arbitrary or capricious reasons.
- e. All of the above must have been provided to the educator before the Superintendent of Schools implements an involuntary transfer or reassignment.
- f. If a transfer occurs after the beginning of the school year, the school system shall transport the educator's materials/equipment to the new work location. A substitute shall be provided for one (1) day to allow the educator preparation time for the new assignment.
- g. When a new school opens due to growth, the appropriate grade level Assistant Superintendent will assign any educator who remains unassigned after voluntary transfers have occurred, after discussions with the appropriate Principals. Such assignment shall be made pursuant to all the above terms of this Section 12.3. No teacher shall be subject to a reduction in force as a result of growth except as described in Section 12.5b below in which the program being taught by the teacher is eliminated or the total system-wide number of teachers for that teacher's current position is reduced from the current school year to the following school year. Every effort shall be made to find such a teacher a position within that teacher's certification.

Section 12.4 Reassignment Within the School

Reassignments within the school shall not be made for arbitrary or capricious reasons.

Section 12.5 Reduction in Force

- a. If the Superintendent of Schools is contemplating reduction in force of any educator, the Superintendent of Schools will notify the Association as soon as possible before the proposed effective dates of reduction in force. Such notice will be in writing and will include the specific position(s) to be affected, the proposed time schedule, and the reason(s) for the action.
- b. Educators may be subject to reduction in force only when their positions are eliminated as a result of an increase in the operating costs of the school system, provided that such increases cannot be offset by the addition of new revenue or offset by reductions in expenses other than personnel, a reduction in pupil enrollment, or the discontinuance of a particular type of teaching service, provided that such discontinuance is not for arbitrary or discriminatory reasons.

- c. If the position is to be eliminated, the Superintendent of Schools shall give notification of reduction in force to the educator in that position at least one (1) pay period prior to the implementation date.

Section 12.6 Recall

- a. As educator vacancies arise, an educator subjected to reduction in force will be recalled to the first available vacancy for which the educator is licensed.
- b. The recalled educator must have the recommendation of the principal for the position to be filled.
- c. The Superintendent of Schools shall not employ new educators to fill any educator vacancies so long as there are any eligible educators on the preferred reemployment list who are licensed and recommended by the principal.

ARTICLE XIII SCHOOL CALENDAR

Section 13.1 Responsibility

It is the responsibility of the Board to establish and implement the school calendar.

Section 13.2 School Calendar Committee

- a. The proposed school calendar shall be developed by the School Calendar Committee. The committee will be composed of not more than five (5) members appointed by the Association and not more than five (5) members recommended by the Superintendent of Schools and approved by the Board.
 1. The Association recommends that the Board consider not scheduling more than one (1) parent-teacher conference after the workday in the same school week.
- b. The Board shall designate one of its appointees as chairman who shall initiate the first meeting.
- c. Prior to March of each year the School Calendar Committee shall submit a written proposed calendar for the subsequent school year to the Superintendent of Schools.
- d. If the Board sends back a proposed calendar for revision, the Board representative shall make every effort to reconvene the school calendar committee to discuss options the Board leaves open in their requirements.

Section 13.3 School Calendar Changes

- a. In the event that the Board determines a need to change the school calendar due to the exhaustion of all available stockpiled days, the Calendar Committee will submit to the Superintendent of Schools, within ten (10) days, written recommendations for making up days missed.
- b. Any calendar which would result in the loss of a pay period for employees shall be approved by the Board a minimum of six (6) months in advance per pay period lost.

ARTICLE XIV
CLASS SIZE

Section 14.1 Class Size

- a. Because the class size is an important aspect of an effective educational program, the Board and the educator representatives to PECCA agree that class size should be lowered whenever possible.
- b. Every effort will be made not to exceed the maximum standards as established by the Tennessee State Board of Education Rules, Regulations, and Minimum Standards and the State Board for Vocational/Technical Education, except in large group instruction or experimental classes.
- c. The Superintendent of Schools may request from the Commissioner of Education a waiver of the maximum standards described in subparagraph b, above, for the remainder of the school year after January 1 of each year.

ARTICLE XV EDUCATOR DRESS

Section 15.1 General Provisions

The general principle governing educator dress during duty time covered by this MOU shall be as follows: all educators shall maintain a standard of no less than job-appropriate business casual dress. Educator dress shall not be a distraction to the learning environment or create an unsafe condition for the educator or others.

**ARTICLE XVI
DURATION**

Section 15.1 Three Year MOU

The provision of this revised MOU will be effective as of July 1, 2020 and except as otherwise provided herein, will continue and remain in full force until June 30, 2022 except as amended from time to time.

Approved by the Board of Education the _____ day of June 2020.

WILLIAMSON COUNTY BOARD OF EDUCATION

**By: _____
Gary Anderson, Chair**

**By: _____
Jason Golden, Superintendent**

Submitted per PECCA:

Laura Kleman, Chief Employee Representative

Leigh Webb, Chief BOE Representative

APPENDIX A-1
PROPOSED – CONTINGENT ON COUNTY COMMISSION BUDGET APPROVAL
2020-21 Teacher Salary Schedule
200 Day Contract

Gray columns for employees hired on or after July 1, 2014.

	BSNH	BS	BS10	BS20	MA	MA10	MA20	MA30	EDS	PHD
0	40,150				43,975			44,975	47,600	48,600
1	40,652				44,525			45,537	48,195	49,208
2	41,160				45,081			46,106	48,797	49,823
3	41,675				45,645			46,683	49,407	50,445
4	42,195				46,215			47,266	50,025	51,076
5	43,039				47,140			48,212	51,025	52,097
6	43,900	43,900	43,900	43,900	48,082	48,082	48,082	49,176	52,046	53,139
7	44,778	44,778	44,778	44,778	49,044	49,044	49,044	50,159	53,087	54,202
8	45,674	45,674	45,674	45,674	50,025	50,025	50,025	51,163	54,149	55,286
9	46,587	46,587	46,587	46,587	51,025	51,025	51,025	52,186	55,232	56,392
10	47,519	47,519	47,519	47,519	52,046	52,046	52,046	53,229	56,336	57,520
11	48,469	48,469	48,469	48,469	53,087	53,087	53,087	54,294	57,463	58,670
12	49,439	49,439	49,439	49,439	54,149	54,149	54,149	55,380	58,612	59,844
13	50,427	50,427	50,427	50,427	55,232	55,232	55,232	56,488	59,785	61,040
14	51,436	51,436	51,436	51,436	56,336	56,336	56,336	57,617	60,980	62,261
15	52,465	52,465	52,465	52,465	57,463	57,463	57,463	58,770	62,200	63,507
16	52,465	53,514	53,514	53,514	58,612	58,612	58,612	59,945	63,444	64,777
17	53,000	54,584	54,584	54,584	59,784	59,784	59,784	61,144	64,713	66,072
18	53,546	55,676	55,676	55,676	60,980	60,980	60,980	62,367	66,007	67,394
19	53,825	56,233	56,233	56,233	61,590	61,590	61,590	62,991	66,667	68,068
20	54,106	56,795	56,795	56,795	62,206	62,206	62,206	63,621	67,334	68,749
21	54,390	61,149	62,460	63,883	65,367	66,841	68,325	69,875	71,584	73,190

Teachers above the 21-year pay line will remain at their current salary for the 2020-2021 school year per the budget process.

Psychologist salary schedule indexed at 1.05% on teacher salary schedule.

Full-time teachers and other educator personnel including counselors obtaining the National Board Certification (NBC), which will be documented on their license, will receive \$2,500 annually. It will be prorated during the school year in which the certification is received. Or if the teacher is not employed for the full school year, and then for each year thereafter as long as the NBC status is maintained, and the educator remains employed as a teacher in WCS. Eligible part-time educators will receive a prorated amount. Administrators and supervisory personnel are not eligible.

Speech Language Pathologists obtaining Certification of Clinical Competencies Licensure and Orientation and Mobility Specialist serving visually impaired students obtaining ACVREP certification will receive \$2,500 annually. It will be prorated during the school year in which the certification is received or if the employee is not employed for the full school year, and then \$2,500 each year thereafter as long as the CCC is maintained and the educator remains employed as a teacher in WCS. Eligible part-time educators will receive a prorated amount. Administrators are not eligible. CEU's earned to renew CCC licensure must be presented every three (3) years and units must have been earned in therapies/practices directly related to students ages 0-22.

Appendix A-2

PROPOSED – CONTINGENT ON COUNTY COMMISSION BUDGET APPROVAL

**Curriculum & Professional Development Specialist Salaries FY 2020-2021
12 Month Employment**

Years of Experience*	
0	\$84,825
1	\$87,641
2	\$87,641
3	\$87,641
4	\$87,641
5	\$87,641
6	\$89,789
7	\$89,789
8	\$89,789
9	\$89,789
10	\$89,789
11	\$91,938
12	\$91,938
13	\$91,938
14	\$91,938
15	\$94,086

Degree Supplement	
EDS	\$1,500
PHD	\$2,500

*Experience is based on actual supervisory experience inside or outside the system.

APPENDIX B
GRIEVANCE FORM
Williamson County Schools

No. _____

Name: _____

Association Designee if included: _____

Phone (Home/Cell): _____

Principal: _____ Cell: _____

Grievant(s) Signature: _____ Date: _____

Grievant(s) Signature: _____ Date: _____

Step 2:

Date Rec'd by Supervisor: _____ Supervisor's Initials: _____

Date of Step 2 Meeting: _____

Supervisor's Written Response, including reasons for the decision (may attach written response):

Supervisor's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

APPENDIX B
GRIEVANCE FORM, PAGE 2

Step 3:

Date Rec'd by Superintendent: _____ Superintendent's Initials: _____

Date of Step 3 Meeting: _____

Superintendent's Written Response, including reasons for the decision (may attach written response):

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

Step 4 Non-Binding Arbitration:

Date Rec'd by Superintendent: _____ Superintendent's Initials: _____

Attached are copies of the American Arbitration Association correspondence regarding this grievance.

Step 4 Alternate Board Hearing:

Date Rec'd: _____ Initials: _____

Date of Board Meeting: _____

The portion of Board minutes applicable to the Board hearing is attached to this form.

Chairman of Board's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Disposition:

Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

If additional space is required, please use a second sheet, identifying the extension of items above by using the step number.