8-27-1984

Jefferson County Board of Education and Jefferson County Teachers Association (1984)

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Jefferson County Board of Education and Jefferson County Teachers Association (1984)

Location
Jefferson Co., KY

Effective Date
8-27-1984

Expiration Date
6-30-1988

Number of Workers
5087

Employer
Jefferson County Board of Education

Union
Jefferson County Teachers Association

NAICS
61

Sector
Local government

Item ID
6178-008b188f014_04

Keywords
collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

Comments
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AGREEMENT

1984-88

Between the Jefferson County Board of Education and the Jefferson County Teachers Association
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PREAMBLE

The Jefferson County Board of Education and the Jefferson County Teachers Association do hereby agree that the welfare of the children of Jefferson County is paramount and will be promoted by both Parties.

This Agreement is made and entered into by and between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Employer," and the Jefferson County Teachers Association (an affiliate of the Kentucky Education Association and the National Education Association), hereinafter called the "Association"; the Employer and the Association when jointly referred to are hereinafter called the "Parties."

Therefore, the Parties mutually and in good faith agree to the following -
ARTICLE I - DEFINITIONS

As used in this Agreement the following definitions apply:

1. **Employer** means the Board of Education of Jefferson County, Kentucky.

2. **Association** means Jefferson County Teachers Association.

3. **Members or membership** means only employees belonging to the Association.

4. **Days** when used in this Agreement refer to school calendar days.

5. **Worked Days** means those days which the employee is on duty.

6. **Certificated Personnel** means those persons holding positions for which certificates may be issued except substitutes and superintendents as defined under applicable state laws and who are employed by the Employer.

7. **Employee** means any certificated person who is represented by the Association.

8. **Superintendent** means the Superintendent of Schools of Jefferson County, Kentucky.

9. **Negotiations** means a process and a method that provides for the Employer and the Association to negotiate on matters of mutual concern, to reach agreement on such matters, and to make provisions for resolving disagreement in the event of impasse.

10. **Exceptional Child Education Pupil** means a pupil covered under the provisions of HL 94-142.

11. **Seniority** shall be computed from the first compensable day of employment as a regular employee in the Jefferson County Public Schools following last break in service; ties in seniority dates will be broken by the largest sum of the 1st, 4th, and 7th digits of the employee's Social Security numbers.

12. **SBARC** means the School Based Admissions/Release Committee.

ARTICLE II - SCHOOL BOARD AUTHORITY

Section A The Board of Education of Jefferson County, Kentucky hereby specifically retains and reserves unto itself, the Superintendent, the principals/school heads, and other administrative personnel of the school system all powers, rights, authority, duties and responsibilities, and the exercise thereof, as conferred upon and delegated to and vested in them by the Constitutions and the Laws and Regulations of the United States of America and the Commonwealth of Kentucky except as otherwise specifically provided for in this Agreement.
Section B. All school management personnel shall carry out the following responsibilities:

1. Adhering to the provisions of this Agreement.

2. Complying with the Board's rules and regulations which are necessary to implement the provisions of this Agreement.

ARTICLE III - RECOGNITION

The Employer recognizes the Association as official representative of certificated personnel in the school system who are employees as defined in Article I - Definitions. Personnel who are substitutes (including those who are temporary appointees in positions reserved for employees under contract) and those holding any other positions for which the school system requires certification in administration or supervision and/or for which the pay is calculated on the teachers salary schedule plus the administrators addendum including Acting and Intern are specifically excluded from this recognition.

ARTICLE IV - ASSOCIATION RIGHTS

Section A. The Parties agree that the Association as representative of employees shall have the right to use the school system's courier service and employee distribution boxes for the purpose of distributing Association communiques to employees. Such communiques shall be considered personal and shall not be opened by any person other than the addressee. The Association shall have the privilege of posting notices of the activities and matters of Association concern on employee bulletin boards, at least one of which shall be provided in each school.

Material endorsing or opposing a political position or a candidate for public office, material which encourages employees to violate any law or this Agreement, or material which has as its effect the interfering with employees' rights guaranteed by law or this Agreement shall not be distributed through the courier service or employee distribution boxes nor distributed in any manner which would interfere with or interrupt normal school operations or posted in any schools by the Parties or any of their agents.

The Association shall provide in advance to the office of the Superintendent or designee four (4) copies and to the office of the principal or school head one (1) copy of any material to be distributed or posted.

Section B. The Association shall have the right to use schools for meetings at reasonable times before or after the employees' normal workday, scheduling such use in advance with the principal or school head. Should special custodial services be required or should there be any damage in excess of the normal wear the Employer shall make a reasonable charge for such services or damage. The Association shall save the Employer harmless against any claims, legal or otherwise, arising out of such use provided the Association is given the opportunity to provide all necessary legal services to defend such claims.
Section C  Full-time staff employed by the Association, the Association president or identified designee and Association building representatives and grievance representatives exclusively shall have the right to transact official legal Association business on school property at such reasonable times as will not interfere with or interrupt normal school operations. The Association shall provide the Superintendent or designee and each principal or school head with a list of persons serving in these capacities and maintain its currency. The list provided to each principal or school head need not contain the names of building and grievance representatives from other schools.

Section D  The Association building representative shall upon request be given time prior to or after each faculty meeting for brief announcements. The school communication system shall be made available according to procedures of the school for use by an Association building representative to make brief announcements concerning meetings. The building representative shall be provided a school roster showing the names, addresses, and assignments of all employees, except that an employee's address may be withheld at the request of the employee.

Section E  The Employer shall provide to the Association upon request a copy of the official agenda in advance of Board meetings except for those items privileged by law. The Employer shall make available for inspection to the Association upon request any information available to the public. The Parties shall make available upon written specific request to each other any statistics and records routinely compiled which are not confidential and which are relevant to negotiations or necessary for the proper administration of the terms of this Agreement.

Section F  The Employer agrees to deduct from the salaries of employees an amount equal to the membership dues of the Association and the National Education Association (NEA) and the Kentucky Education Association (KEA) with which it is affiliated, as said employees individually and voluntarily authorize in writing the Employer to deduct and to transmit the monies to the Association or its designated representative. The Association shall certify to the Employer in writing the current and proper amount of its membership dues at least thirty (30) days prior to the requested initial deduction. The deductions shall be made in sixteen (16) equal installments October through May. Members may revoke dues deduction by written notification only to the Association during the month of April each year.

The Employer will deduct from the salaries of all employees new to the school system an amount of money equal to the dues of the Association and NEA and KEA unless the employee indicates on the employment application that such dues are not to be deducted.

When amounts have been correctly deducted and remitted by the Employer the Association shall save the Employer harmless against any claims, legal or otherwise, for deduction of dues based on information furnished by the Association if the Association is given the opportunity to provide all necessary legal services to defend such claims.

Section G  The principal or head of each school and the Association building representative(s) shall meet at least bimonthly to discuss implementation of the provisions of this Agreement and other items of mutual concern.
Section II The Superintendent and/or designee and the Association president and/or designee shall meet at least bimonthly to discuss implementation of the provisions of this Agreement and other items of mutual concern.

Section I The Employer shall provide the Association on a semi-annual basis the following information by means of computer tape:

1. Employee's name (last, first)
2. Dues deduction status
3. Employee's Social Security number
4. Employee's mailing address (including zip code)
5. Employee's work location (where the checks are received)
6. Employee's seniority date
7. Current valid certificates (up to 8 endorsements)
8. Race/sex code
9. Salary schedule placement (rank and steps)
10. Career incentive increments
11. Extra Service Pay Schedule Assignments
12. 

The Association shall save the Employer harmless against any claims, legal or otherwise, related to the providing of this information to the Association and its use of such information.

ARTICLE V - EMPLOYEE RIGHTS

Section A The Employer agrees there shall not be any discrimination against any employee by reason of race, creed, color, marital status, sex, physical handicap, age, national origin, or whether said employee is a member of the Association.

Section B The Association agrees not to discriminate with regard to representation of employees in the administration of this Agreement or with regard to terms and conditions of membership because of age, sex, physical handicap, race, marital status, color, creed or national origin.

Section C The Parties agree that the provisions of this Agreement shall be applied to all employees without discrimination on the basis of membership or non-membership in the Association.

Section D Nothing contained herein shall be construed to deny or restrict any rights any employees may have under the Constitutions and Laws of the United States or of the Commonwealth of Kentucky.

Section E No adverse action of any kind shall be taken by the Employer or any of its agents against any employee for reason of participation in negotiations, the administration of this Agreement, the performance of duties or the exercise of the rights of citizenship. No adverse action of any kind shall be taken by the Association or any of its members or agents against the Employer, the Superintendent or other administrators for reason of participation in negotiations, the administration of this Agreement, the performance of duties, or the exercise of the rights of citizenship.
Section F  The private life of an employee is not within the appropriate concern or attention of the Employer except when it adversely affects fulfillment of the employee's professional responsibility.

Section G  An employee may not be required to carry out an order which is not a part of the employee's professional responsibility.

Section H  All employees shall carry out the following responsibilities:

1. Complying with the Employer's rules and regulations which are not inconsistent with this Agreement.

2. Adhering to the provisions of the Agreement.

ARTICLE VI - ACADEMIC FREEDOM

The Parties agree that academic freedom is an integral part of the attainment of education goals of the school system.

Section A  The Parties agree that young people should be educated in the democratic tradition which fosters a recognition of individual freedom and social responsibility, inspires meaningful awareness of and the respect for the Constitutions and Laws and instills appreciation for the value of individual personality. It is recognized that these values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom is encouraged and enjoyed.

Section B  In performing their teaching duties, employees shall strive to provide students opportunity to investigate all facets, sides, and/or opinions of and about any and all topics and materials introduced or presented including those which are or may be of a controversial nature. Such material presented to students must be relevant to the course and appropriate to the maturity level and intellectual ability of the students. Employees shall permit the expression of the views and opinions of others and encourage each to form individual views and opinions through such procedures. Employees shall at all times strive to promote tolerance for the views and opinions of others and for the privilege of individuals to form and hold differing views and opinions.

ARTICLE VII - STUDENT DISCIPLINE

Section A  The Parties agree to effectively carry out the Uniform Code of Student Conduct adopted by the Employer. The Association shall be a party to any evaluations and necessary revision of this Code which shall continue to provide for elementary, middle and high school needs.

Section B  Principals and school heads shall review annually with employees the procedures and provisions of the Uniform Code of Conduct.

Section C  The provisions of the Uniform Code of Student Conduct shall be subject to the Grievance Procedure.
ARTICLE VIII - EMPLOYEE EVALUATION

The performance of all employees shall be evaluated according to procedures developed by the Employer or its agents. Such procedures shall be limited by the provisions of Section A. Upon the observation of significant deficiencies in work performance the provisions of Section B or C, whichever is applicable, shall be followed in addition to those in Section A. Any evaluation used as a basis for adverse action shall be conducted according to Sections B or C in addition to Section A.

Section A General Evaluation Procedure

1. All monitoring or observation of work performance of an employee shall be conducted openly and with full knowledge of the employee.
2. All evaluations shall be in writing. If evaluation forms not requiring narrative style are used they shall be jointly designed by the Parties.
3. Observation by the evaluator shall be required prior to the evaluation of an employee's classroom work performance.
4. Evaluations shall acknowledge the strengths of employees, as well as deficiencies, and shall note all data used to support the conclusions made by the evaluator. The evaluator shall make a fair and objective effort to determine whether deficiencies have been corrected.
5. Employees shall be evaluated only by appropriate administrators with rating authority in compliance with state law and regulation.
6. The evaluator shall take into consideration and note in writing any circumstances that may adversely affect an employee's performance.
7. Student test scores may be used to evaluate achievement and progress of students and the district's instructional program; however, these scores shall not be used in any way to evaluate the work performance of employees unless they agree voluntarily.
8. A conference shall be held between the evaluator and the employee after the written evaluation is received by the employee.
9. The employee shall be notified in advance of the time and date of one(1) observation for evaluative purposes.

Section B When significant deficiencies in work performance have been observed:

1. They shall be noted in writing and discussed with the employee in a conference.
2. The evaluator shall observe the employee's work performance a minimum of four(4) 30-minute periods within a twelve-week period(60 worked days) beginning with notification. For the employee not assigned to a classroom, the evaluator must observe the work
performance of the employee for four (4) 30-minute periods when the
employee is fulfilling the employee's job responsibilities.

3. Each observation shall be followed by an evaluator/evaluatee
conference within the first five (5) days the employee is at work
following the observation.

4. The evaluator shall identify professional staff services and/or
materials which the employee may use to help correct the identified
deficiencies. There shall be identified at least one (1)
professional staff person who will not evaluate the employee.

5. The evaluator shall summarize the observations and conferences in
writing and provide a copy to the employee.

Section C Exception

When a significant deficiency in work performance is recurring but does not
lend itself to 30-minute observations, the evaluator shall note the
deficiency in writing and hold a conference with the employee to discuss the
deficiency, identify professional staff services and/or materials and to
establish a specific timeline of no more than forty-five (45) worked days for
correcting the deficiency. Periodic conferences shall take place within the
specified time to assess progress towards correcting the deficiency. At the
end of the specified timeline the evaluator shall write a summary of the
conferences and provide a copy to the employee.

ARTICLE IX- EMPLOYEE DISCIPLINE

Section A No employee covered under the terms of this Agreement shall be
disciplined, reduced in compensation, suspended for disciplinary reasons,
terminated, or adversely evaluated without just cause. To have just cause
the Employer or its agents must comply with the following:

1. The employee has had opportunity to have foreknowledge of the
possible or probable disciplinary consequences of the conduct or
performance.

2. The policy or rule is reasonably related to the orderly, efficient
and safe operation of the schools.

3. Before disciplining or terminating the employee, a fair and
objective investigation was made to discover whether the employee
violated, disobeyed or failed to comply with the policy or rule and
the decision was based on substantial evidence or proof.

4. The policy, rule or penalty was applied equitably and without
discrimination.

5. The degree of formal discipline or the termination of an employee
in a particular case reasonably relates to (a) the seriousness of
the employee's proven offense and (b) the record of the employee's
service with the Employer.
All information forming the basis for disciplinary action will be made available to the employee.

Section B Any employee who is to be reprimanded in writing or formally disciplined by the Employer or its agents shall have the right to a meeting with the Superintendent/designee. A representative of the Association may be present when requested by the employee. Any employee who is to be reprimanded in writing shall have the right to a meeting with the person issuing the written reprimand.

Section C Any complaint made against an employee which may be used in any manner to adversely affect the employee shall be first promptly called to the attention of the employee. The employee must be afforded an opportunity to answer the complaint and meet with the complainant within two weeks of receipt of the complaint in order to clarify the situation.

In order for the complaint to be made a matter of record, the principal or appropriate administrator must then discuss the matter in a conference with the employee absent the complainant at which time the employee may have a representative of the Association present. A written summary of the conference shall be made with a copy provided to the employee who will have the opportunity to make a written response for inclusion in the record. The written summary may then be used to support a reprimand, if appropriate, or as a part of the next formal written evaluation.

ARTICLE X - PERSONNEL FILES

Section A Contents

1. No documents except those listed below shall be placed in a employee's personnel file:

   a. Certification/License, Ranks under Foundation Program
   b. Change of Status forms, Re-Election forms, Requests/Approvals of Leaves of Absence and correspondence relating to such requests
   c. Transcripts, Official Notifications from Universities/Colleges
   d. Applications, Letters of Application, Health Data, Verification of experience and training, Retirement System Membership Application
   e. Resume'
   f. Contracts of employment, job offers, acceptance of job offers
   g. Confidential information (See Section A 3)
   h. Evaluations, Complaints which have been made a matter of record, Reprimands, and Commendations
1. Previous employment data

2. Professional Staff Data forms

3. Salary cards

2. An employee may within ten(10) days after receipt of an evaluation, complaint or reprimand file a written response to the document. The employee shall provide a copy of the response to the originator of the evaluation or reprimand and a copy to Personnel Services for attachment to the document. The employee shall provide a copy of the response to a complaint to the principal or immediate supervisor and a copy to Personnel Services for attachment to the complaint.

3. All references and information originating outside the school system on the basis of confidentiality, references and letters of recommendation obtained within the system in the process of recommending the employee for employment or change in position shall not be available for review by the employee. This is the only confidential information that may be kept in the personnel file.

4. There shall not be established a separate confidential personnel file.

Section B Review of File

1. Except for the confidential contents therein, an employee may examine the personnel file upon request. A Personnel Services representative must be present when the file is reviewed.

2. An employee may request and shall receive at the employee's expense a reproduction of any item in the personnel file, exclusive of the confidential contents.

3. An employee may have a representative of the Association present at any time the personnel file is being reviewed by the employee.

ARTICLE XI - TEACHING LOAD AND DUTY HOURS

Section A The normal weekly teaching load in the senior high schools, middle schools, and special schools (except exceptional child education schools) will be no more than twenty-five (25) teaching periods or equivalent time, and five (5) preparation periods. If a school is structured so that it has more or less than six periods in a school day, the teachers will be provided no less than fifty (50) consecutive minutes for planning. A supervised study or lunch period or similar duty of equivalent time shall be considered a teaching period for which volunteers will be given priority.
Section B  Because of pupil arrival/departure times and programmatic requirements there must be provisions for flexibility from school to school and within schools in establishing employees' duty hours. Principals shall first seek volunteers for early and late duty. If there are not enough volunteers the principal shall assign employees on a fair and equitable basis.

The normal duty hours of employees, except for elementary teachers, social workers, regional resource teachers, special instructional assistants and other such employees shall not exceed seven (7) consecutive hours in length including a duty-free lunch period.

The normal duty hours of elementary teachers shall not exceed six (6) hours and fifty (50) minutes including duty-free lunch periods except that these employees may be scheduled for an additional length of time up to ten (10) minutes on a rotation basis immediately preceding or following normal duty hours as needed for the supervision of pupils.

The normal duty hours of social workers, regional resource teachers, special instructional assistants in schools, and other such employees shall not exceed seven and one-half (7 1/2) consecutive hours in length including a duty-free lunch period.

Upon notification to the school office and approval by the principal or school head an employee may leave the premises during duty hours.

Section C  Routine matters should be handled in such a way (written communications, announcements, etc.) as to permit optimum use of faculty meeting time for discussion, planning, and evaluation of the school's program. An agenda shall be distributed at least one day in advance of regularly scheduled faculty meetings. Required employee attendance at faculty meetings or meetings with other professional staff, and such activities as PTA and Open House at times other than normal duty hours shall not exceed four (4) hours per month or a total of thirty (30) per year. Routine faculty meetings shall normally be no more than sixty (60) minutes duration.

Section D  Every reasonable effort will be made to schedule such activities as Orientation, Welcome, PTA meetings, and Open House as far in advance as possible. Attendance at all other meetings and all other duties beyond the employee's normal duty hours shall be voluntary except for SBARC meetings and parent conferences which shall be scheduled when possible to take place within normal duty hours.

Section E  Teachers in the senior high schools and middle schools shall not be required to have more than three (3) teaching preparations concurrently during any one major grading period except in CORE where the number of teaching preparations may not exceed four (4). Certain combinations of pupil enrollment and staff allocation patterns may necessitate a split CORE teaching schedule for which the principal shall provide an opportunity for employees to volunteer for this assignment. A concerted effort shall be made to avoid assigning employees split CORE for two (2) consecutive years.

Principals or heads of schools shall make every reasonable effort to keep to a minimum the number of different courses taught per teacher.
Section F  Elementary teachers shall be normally provided at least one hundred (100) minutes preparation time per week.

Section G  All employees shall have a duty-free lunch period of at least twenty (20) minutes.

Section H  The Parties recognize that a teacher's primary responsibility is to teach. The school day shall be organized toward insuring that the energies of the teacher are used primarily to this end. Every reasonable effort will be made to contain and reduce non-instructional duties through the use of all available school resources.

Section I  Employees shall not be required to give medication to students unless they have been provided with specific written instructions and training where appropriate and with signed notarized requests by parents or guardians.

Section J  The Employer shall maintain a program to provide substitutes for teachers when they are absent. This provision shall not apply to providing substitutes for social workers, consulting teachers, reading and math resource teachers, PRTS teachers, special instructional assistants, speech and hearing impaired teachers, middle school and high school and special school librarians, teachers assigned to regional offices, elementary exceptional child education resource teachers, federal program/grant award teachers, and other such employees.

Section K  Itinerant employees are to attend the faculty meetings at the school to which they are assigned on the day of the faculty meeting.

Section L  Every reasonable effort will be made to reduce undue paperwork.

ARTICLE XII – CLASS SIZE

Section A  The Parties agree that the following are important factors in establishing class size:

1. Range of pupil age and achievement levels;
2. Pupil enrollment in achievement levels and courses;
3. Exceptionality of pupils enrolled in regular program classes;
4. Number of available usable pupil stations;
5. Appropriateness of the facility to the curriculum and methods of instruction to be used;
6. Availability of equipment for adequate teaching demonstration and pupil use;
7. Conditions which affect the health, safety and supervision of pupils;
8. Other professional and paraprofessional staff and technology;
9. Financial resources of the district; and
10. Law and regulations.

Section B  Pupil class size after the 20th pupil day from the beginning of
the school year will not exceed the standards set forth by the state in laws
and regulations with maximum limits established as follows unless the teacher
agrees:

1. Elementary Schools
   Kindergarten - 25
   Grade 1 - 28
   Grades 2/3 - 29
   Grades 4/5 - 31
   Exceptions - art, music, and physical education

2. Middle Schools
   Vocational - 27
   Individual
   Grade 6 - 31 (150 daily load)
   Grades 7/8 - 35 (150 daily load)
   Physical Education - 50
   Typing - 40
   Exceptions - choral and instrumental music

3. High Schools
   Vocational - 27
   Individual - 35 (150 daily load)
   Physical Education - 50
   Typing - 40
   Exceptions - choral and instrumental music

4. Vocational Schools
   Individual - 20

5. Exceptional Child Education

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<tr>
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1/No more than eight(8) pupils at any one time with the exceptions of seven(7) in VIH and ten(10) in EWH.

2/No more than 50 pupils at Exceptional Child Education Schools.

Section C The maximum limits for split grade classes shall be those established for the lowest grade in the class.

Section D The Parties agree that further reductions in pupil class size are desirable and every reasonable effort will be made to make such reductions.

Section E Every reasonable effort will be made to keep the number and range of elementary pupil instructional achievement levels to a minimum.

Section F Optimum consideration shall be given to the number of exceptional child education pupils mainstreamed into regular classes in determining class size and balancing workload.
**Section G** The Parties agree that Section B will be automatically reopened for negotiations within twelve (12) days following action to change by law or regulations any class size maximum limits as of the effective date of this Agreement when such changes are different from the limitations specified therein and that such negotiations will be limited to the affected changes within that section.

**ARTICLE XIII - MATERIALS AND FACILITIES**

**Section A** The Parties recognize that optimum school facilities for both students and employees are desirable to enhance a high quality of education. Appropriate texts, library reference materials, maps and globes, laboratory equipment, audio-visual equipment, art supplies, physical education equipment, current periodicals, lesson plan books, standard tests and questionnaires, and similar materials are the tools of the teaching profession.

**Section B** Employees shall be provided with materials and facilities for lesson preparations and other assigned duties. The Employer shall provide for employees the following:

1. Access to duplicating services for the preparation of instructional materials;
2. Chalk boards and bulletin boards where applicable;
3. Curriculum guides and desk copies of textbooks and workbooks required for classes which will remain the property of the Employer and shall be returned; however, desk copies of state adopted textbooks shall be in the form of teaching manuals;
4. Classrooms or workspace as defined and approved according to state regulations;
5. Record books, lesson plan books, paper supplies, chalk, erasers and other such supplies and materials required by the Employer in daily teaching responsibilities including materials for art, music, and physical education in the elementary schools;
6. Custodial care and maintenance;
7. Access to a telephone; and
8. Restoration of teaching areas damaged by vandalism or other causes.

**Section C** The Employer will make every reasonable effort to provide for employees:

1. Lockable desk and storage space where applicable;
2. Lounges and restrooms for which they will be expected to exercise reasonable care;

3. Parking facilities (preferably off-street);

4. A system whereby employees can effectively and expeditiously communicate with the school office in the event of an emergency; and

5. Television receivers for supplementary instructional purposes.

Section D Employees shall be provided an opportunity to request budget expenditures for instructional materials and supplies.

Section E The principals or school heads shall meet with the employees to discuss the school budget.

Section F All employees shall know the amount of money budgeted for their classrooms at least 30 days prior to expending the money. Principals or school heads shall provide the employees with information on the amount of money budgeted for instructional purposes prior to expending the money.

Section G Upon the request of employees, principals shall install drink and snack vending machines in the lounges or other suitable locations.

Section H Principals or school heads will designate a smoking area.

ARTICLE XIV - SAFETY

Section A The Parties agree that it is the responsibility of the Employer to provide and maintain a safe place of employment. Consistent with the employee's assignment, it is the responsibility of the employee to report observed unsafe or hazardous practices or conditions. The principal or immediate supervisor will contact duly qualified personnel who will in turn make a timely inspection and take steps to remedy the condition. Employees shall not be required to work under reported conditions found to be detrimental to their health, safety or well-being.

Section B Employees shall not be required to perform tasks which endanger their personal health, safety or well-being and/or the personal health, safety and well-being of their pupils.

ARTICLE XV - ASSIGNMENT

The Parties agree that the Employer and its agents have and retain the legal right to assign employees to carry out its duties and responsibilities under federal and state laws and regulations and court orders subject to the provisions of this article.

Section A In high schools and middle schools the principal or school head after consulting with the department head, will decide which courses to offer in each department. The principal shall have the responsibility and the
authority to assign teacher employees within a school to a department(s) based upon the following criteria:

1. seniority
2. certification
3. preference
4. measurable employee capabilities
5. needs of educational program
6. balance of workload

The principal after meeting with members of a department to discuss application of the above mentioned criteria shall apply the criteria in determining class assignments.

Section B In the elementary school the principal or school head will meet with the teacher employees in the school to determine any changes in the assignment of teacher employees to each grade level(s). Assignments will be made using the following criteria:

1. seniority
2. certification
3. preference
4. measurable employee capabilities
5. needs of educational program
6. balance of workload

Section C In vocational schools the principal or school head after consulting with the teacher employees will decide which courses to offer. The principal shall have the responsibility and the authority to assign employees within the school using the following criteria:

1. seniority
2. certification
3. preference
4. measurable employee capabilities
5. needs of educational program
6. balance of workload
Section D  Employees shall be given written notice of their intra-school assignments for the forthcoming year not later than July 1. In the event that changes in these assignments are made after July 1, the employees so affected will be notified promptly of the unforeseen situation.

Section E  Employees will not be assigned, except temporarily or for good cause, outside the scope of their teaching certificates or their major or minor fields of study unless they agree.

Section F  When employees are involuntarily assigned to a position outside the scope of their teaching certificate they will be given an opportunity for assignment to a position for which they are properly certificated when vacancies occur.

Section G  In arranging schedules for employees who are assigned to more than one school the amount of inter-school travel will be limited. Employees who are assigned to more than one school in a school day will receive mileage reimbursement consistent with the Employer approved rate and procedures.

ARTICLE XVI - TRANSFERS

The Parties agree that the Board and its agents have and retain the legal right to transfer employees to carry out its duties and responsibilities under federal and state laws and regulations and court orders subject to the provisions of this article. A transfer may be requested by the employee or may be initiated by the Superintendent or designee. The provisions of Section A shall apply except when transfers are made according to Section D.

Section A  General Procedures

1. On May 1 of each school year and monthly through September there shall be delivered to the Association and posted in all operating schools a list of all known teaching vacancies which need staffing for the forthcoming school year. Prior to any teaching vacancies being posted system-wide employees within the schools affected shall have first consideration for said positions as per the Assignment Article. All postings shall be placed in prominent positions in the schools.

2. Employees desiring to transfer to another school shall file a written request with Personnel Services no later than May 15. Such requests shall include the organizational level(s) and/or the area(s) for which the employee is certificated and desires to be assigned, the school(s) (a maximum of three(3) in high school, middle school, and special schools and a maximum of five(5) in elementary schools) to which the employee desires to be transferred in order of preference, and the race of the employee.

3. At the time the transfer is processed the highest preference available will be granted to the employee. The processing of a transfer removes an employee from the transfer list.
4. Employees requesting transfers will be ranked on a list according to their seniority in the Jefferson County Public Schools. Employees must resubmit requests each year by May 15 in order to remain on the transfer list.

5. Any employee who is designated as overstaff or who is returning from leave of absence for which a specific position is not being reserved will be placed in the proper ranking on the transfer list.

6. Transfers will be granted and vacancies staffed from the transfer list according to the needs of the educational program, certification, seniority, employee preference, state laws and court orders.

7. Transfers shall be made from the transfer procedures contained in this section through the final staff adjustment. After this time any employee who would have received a transfer based on the procedures herein shall be granted the position at the beginning of the following school year.

8. An employee requesting a transfer must accept the transfer made prior to the opening of school unless the employee has previously notified in writing the appropriate administrator in Personnel Services of a desire to withdraw the request.

9. The Association will be provided a transfer list by June 15 of each school year. The list shall include the employee's name, seniority date, race, transfer status, and assignment schools requested.

10. Every reasonable effort will be made to determine programs including federal programs, and identify the locations to which they are assigned as early as practicable so that employees may take this information into account as they exercise their transfer rights.

Section B Transfers Resulting From Overstaff

1. Employees may be declared overstaff in a school as a result of reduced pupil enrollment, educational program changes, or adjustments in staff allocations. Employees in schools which are closed or where the existing program is closed and a new program implemented may be considered overstaff.

2. Principals or school heads shall have the responsibility and authority to designate employees who are overstaff according to certification and seniority. Employees serving as athletic directors, head football, and head basketball coaches in the senior high schools shall be exempt from this provision.

3. Overstaffed employees will be offered an opportunity to return to vacancies in the school from which they were overstaffed within the first two weeks after school begins or be transferred back the following school year.
4. Classroom teachers transferred involuntarily after the beginning of the school term shall be provided one day to set up the classroom when it has not previously been organized.

5. When the number of regional resource employees is reduced the affected employees shall be overstaffed according to their certification and seniority by program area.

Section C Transfer of Itinerants

1. When the composition of a grouping of schools changes because of fluctuation in pupil enrollment, school closings, educational programs, or adjustments in staff allocations, any employee who was assigned to a school in the previous grouping(s) shall be considered for the new grouping(s) according to needs of the educational program, certification, seniority, and employee preference.

2. School groupings not staffed by Section C 1 shall be considered vacancies.

3. Employees not assigned to schools according to Section C 1 or employees applying for a voluntary transfer shall be placed on the transfer list.

Section D The Superintendent or designee for good cause and extenuating circumstances will execute transfers as may be necessary for the efficient operation of the school district.

ARTICLE XVII - PROMOTIONS

The Parties recognize that assignments to promotional positions must be consistent with and conform to state and federal laws and regulations, court orders and affirmative action programs.

Section A Promotional and/or administrative positions are defined as regular positions in the administrative organization approved by the Board and paid at a higher rate than the teachers salary schedule and/or for which a certificate in administration and/or supervision may be required.

Section B Promotional and/or administrative positions will be advertised and posted in a prominent position in all schools. General qualifications, range of compensation, and performance responsibilities will be clearly stated in the posting.

Section C Employees desiring to be considered for promotional positions shall submit to Personnel Services such applications, transcripts, evidence of professional experience, references and resumes as may be required. Personnel Services shall acknowledge in writing the receipt of all such applications.
Section D  All qualified employees shall be provided an opportunity to make an application for administrative positions. Consideration shall be given to the applicant's general qualifications according to the requirements of the position.

Section E  When the qualifications of applicants are equal for meeting the requirements of first level administrative positions such as but not limited to counselor and assistant principal, preference shall be given to applicants who are already employed by the Employer.

Section F  Applicants for a specific position who are not to be recommended by the Superintendent will be notified prior to Board action.

ARTICLE XVIII - LAYOFF/RECALL

Any layoff in teaching staff shall conform to this article and federal and state laws and regulations and court orders.

Section A  The following procedures shall apply to layoff:

1. The Superintendent/designee will meet with representatives of the Association to discuss the need for the layoff and the approximate number of possible positions prior to the individual personnel agenda recommendations being presented to the Board.

2. The Employer shall suspend the contracts of the least senior teachers in the teaching fields affected by the reduction when the reason is decreased enrollment of pupils.

3. The contract of a teacher employee on continuing contract shall not be suspended until all contracts of teacher employees on limited contracts in fields affected by the layoff have been suspended.

Section B  The assignments of employees whose contracts are not suspended shall be restricted to teaching fields in which the reduction is not sufficient to cause suspension of their contracts except for a minor portion of their duty time or for good cause.

Section C  Employees on layoff shall have the right of recall in order of seniority to vacant positions in the representation unit for which they are qualified or become qualified before these positions are staffed by new applicants. Continuing contract teacher employees shall be recalled prior to limited contract teacher employees.

Section D  Employees on layoff: (1) will initially be offered recall to any assignment for which they are certificated (fulfills legal obligations and removes from unemployment), (2) will be allowed to decline recall to assignment outside their professional frame of reference which they have previously designated, and (3) will, after the first contact, be offered recall only to assignments within their professional frame of reference.

Section E  Employees on layoff shall have the option at their expense to remain active participants in all Employer and State paid insurance benefit programs to the extent they are available to the employees from the carriers.
Section F  Employees on layoff may apply for employment as substitute teachers and shall be given preference before other substitute teacher applicants are employed.

Section G  Employees will be credited with unused accumulated sick leave and placed on the proper rank and step of the salary schedule upon return to active employment. They will not receive salary increment credit for non-active employment time nor will such time count toward acquiring continuing contract status.

Section H  The Employer will provide to the Association upon request the employees' names, certification if in the computers, seniority dates and work locations for all employees with less seniority than the most senior employees affected by the layoff.

Section I  The Parties agree that every reasonable effort shall be made to acquire and use the most current data and information to establish accurate staffing projections as soon as possible for making layoff decisions in order to avoid retaining less senior employees during layoff.

ARTICLE XIX - INSERVICE/PROFESSIONAL DEVELOPMENT

Section A  The Parties agree that employees should use the resources available through the school system's staff development efforts, the curriculum center, school and central office professional libraries, college and university sponsored training programs, seminars, workshops and professional publications. The Parties endorse the use of the Greens Foundation Project for professional development programs.

Section B  The Parties agree that continued accreditation by the Southern Association of Colleges and Schools is desirable. During Southern Association evaluations employees will carry out assigned responsibilities as they pertain to accreditation procedures. The employees' responsibilities shall be assigned as nearly equally among them as practicable.

Section C  The Employer will pay salary or stipend, and expenses to employees participating on an optional basis in courses, workshops, seminars, conferences, inservice training and other such programs which employees are requested to take by the Employer to the extent provided under federal and other externally and internally funded programs.

Section D  The Employer will pay full salary to employees participating in workshops, seminars, conferences, inservice training and other such programs where employees are required by the Employer to participate.

Section E  Employees are encouraged to participate annually in one or more school system-sponsored workshops, seminars, inservice training programs or such other school system-sponsored activities as will develop and strengthen their capabilities and skills in carrying out assigned duties. The Employer will assume the cost of producing these activities. In the event these workshops, seminars, inservice training sessions, or such school system-sponsored activities are not held during regular school time, Sections C and D of this article shall apply.
Section F Employees are encouraged to secure membership in at least one professional organization related to their major area of assignment.

Section G Employees who complete six (6) hours of school system-approved inservice credit shall be entitled to have one (1) flexible inservice day off. Employees not completing the minimum six (6) hours credit shall report to the assigned location on the flexible inservice day.

Section H The Employer shall establish a procedure for the purpose of receiving employees' suggestions in inservice training programs. The procedure shall include a provision for a meeting with JCPS representatives. Inservice activities left to the discretion of the local schools shall be designed and planned after the employees at the schools have been provided with an opportunity to make suggestions and volunteer for participation in the planning.

ARTICLE XX- ASSISTANCE IN Assault

Section A Any case of assault on an employee on or off school property when the employee is engaged in school business shall be promptly reported in writing by the principal to the appropriate administrator.

Section B The Employer shall provide legal counsel for the purpose of advising the employee of legal rights and to accompany the employee in court appearances. The appropriate administrator and legal counsel shall assist the employee by obtaining from the police and the principal relevant information concerning the alleged offender and by acting in other appropriate ways as liaison between employee, school officials and police. This assistance is intended to apply solely to the criminal aspect of any cases arising from such assault.

Section C Time required for appearance in any criminal aspect of a legal proceeding connected with an assault on an employee sustained in the course of employment shall be granted as leave and shall not be deducted from sick or emergency leave days.

Section D There shall be no loss of wages to an employee for work time lost because of personal injury incurred from assault on the employee while in performance of assigned duties for a period up to and including forty-five (45) days subsequent to the first day of absence related to the assault. Lost work time for a period up to and including the first fifteen (15) days of the forty-five (45) day period shall not be deducted from sick leave provided that the employee files a statement from a licensed physician verifying that the employee is physically unable to perform assigned duties. When the employee does not have accumulated sick leave days sufficient to sustain the employee's regular salary the Employer shall provide 45% of the employee's salary for work time lost beyond the forty-five (45) days to a maximum of 140 provided the employee files a statement from a licensed physician. If there is a question about the ability of the employee to perform assigned duties, the Employer may require the employee to select a physician from a panel of qualified physicians. All consulting and examination fees resulting from the Employer-required examinations will be paid by the Employer. The combination of days at full
and partial salary shall not exceed 185. Wages lost because of disability resulting from the assault for a period longer than 185 days shall be reimbursed to the extent of Employer and/or state employee benefit programs. Any physician's statements shall be filed by the employee with Personnel Services on a monthly basis.

Section E Employees shall be reimbursed for the costs of medical, surgical, hospital or rehabilitative services exceeding the amount of any insurance reimbursement to which the employee is entitled under coverage provided by the Employer and/or the state for personal injury incurred as the result of an assault sustained in the course of employment.

ARTICLE XXI - SUMMER SCHOOL

Section A Teaching positions in the Summer School will be staffed first by qualified persons who are current employees in the Jefferson County Public Schools.

Section B In filling Summer School teaching positions consideration will be given to needs of the educational program, certification, seniority, and employee preference. When all factors are substantially equal between the applicants seniority will be given paramount consideration.

Section C Projected locations and teaching positions for Summer School if known shall be published by May 1.

Section D Every effort will be made to notify vocational Summer School employees by May 15 if they are to be employed for Summer School.

Section E Those employed in the Summer School may use up to two (2) days of sick leave accumulated as of the end of their preceding contract year.

Section F The articles on School Board Authority, Academic Freedom, Assistance in Assault, Safety, Student Discipline, Employee Rights, Employee Discipline, and Materials and Facilities shall apply to vocational and tuition Summer School.

ARTICLE XXII - SCHOOL CALENDAR

Section A The Parties agree that the Superintendent will appoint employees to serve on the School Calendar Committee from among those nominated by the Association.

Section B The employee representatives on the Committee shall have the opportunity to offer suggestions and make recommendations with respect to the development of the annual School Calendar.

Section C The Superintendent's recommendation to the Employer pertaining to the annual adoption of the School Calendar shall be provided to the Association at least two weeks in advance of the recommendation.
Section D The School Calendar shall provide:

- 185 paid days including
- 4 paid holidays
- 4 inservice days of which at least one will be a flexible
  inservice day
- 1 opening day
- 1 closing day

Section E The School Calendar shall also provide employees a five-day unpaid
  Spring Vacation unless required for make up of emergency closing days.

ARTICLE XXIII - DEPARTMENT HEADS

Department Heads will be selected annually by the principal or school head in
  conjunction with the employees in that department.

ARTICLE XXIV - LIBRARIANS

Section A One librarian in each school shall be employed a minimum of
  seven(7) days extended time. When requested by the librarian and approved by
  the principal, the extended time may be divided between the opening and
  closing of school.

Section B The librarian shall develop the schedule for use of the library
  subject to approval by the principal. The schedule shall not be altered
  without consulting with the librarian.

ARTICLE XXV - EXCEPTIONAL CHILD EDUCATION

The Employer recognizes its responsibility to provide exceptional child
  education employees with facilities, materials, and services appropriate to
  fulfilling their duties consistent with the provisions of H. 94-142 and
  resulting regulations.

Section A When identified the receiving employee shall participate in the
  SARC meetings when exceptional child education pupils move from one
  exceptionality to another or from a regular school to a special school.

Section B Conferences or meetings with parents or legal guardians resulting
  from H. 94-142 in which employees are required to participate shall be
  scheduled during employees' duty hours whenever possible.

Section C Art, music and physical education shall be provided to pupils in
  the exceptional child education schools to the extent that those services are
  provided to pupils of the regular program and to the extent they are
  appropriate to the exceptionalities of the pupils.
Section D  Exceptional child education employees shall be provided time to the extent practicable during duty hours to use for the testing of pupils as required by the school system.

Section E  Teachers of severely and profoundly handicapped pupils in the exceptional child education schools shall be provided time for annual home visits during duty hours.

ARTICLE XXVI - LEAVES OF ABSENCE

The Employer shall grant leaves to employees in accordance with state and federal laws and regulations and the provisions of this article.

Section A  Sick Leave

1. Sick Leave with pay will be granted to an employee if the employee presents a personal affidavit or a certificate of a reputable physician stating that the employee or a member of the employee's "immediate family** was ill on the day or days absent and providing the employee has not exhausted current or accumulated sick leave credit.

2. All employees shall be credited with ten(10) days sick leave per school year.

3. Sick leave will be credited on the initial day of employment and shall accumulate without limitation. All sick leave granted under this section shall be in units of full days.

4. Employees may not engage in any gainful employment while on sick leave.

5. If any employee uses all accumulated sick leave and is still unable to return to assigned duties, the employee shall apply for and be placed on unpaid medical leave of absence in accordance with Section B 2 of this article. An employee need not exhaust all sick leave credit in order to exercise the option of requesting to be placed on unpaid medical leave of absence.

6. All provisions herein shall apply to pregnancy related matters.

7. A sick leave bank shall be established into which employees may voluntarily contribute one(1) day from their accumulated sick leave. Only voluntary contributors shall qualify for use of leave in the bank according to standards consistent with those applying to use of regular sick leave. A three(3) person committee composed of employees selected by the Association shall be responsible for approving use of sick leave in the bank by employees who have exhausted their leave.

**Immediate Family** means the employee's spouse, children, including step-children, parent, and spouse's parents without reference to the location of residence of said relative.
**Section B Medical Leave**

1. A medical leave of absence shall be granted for a period of two (2) consecutive school years and, upon subsequent request, may be renewed for two (2) additional years. The written request shall be made to Personnel Services.

2. Whenever any employee has been advised by a physician or otherwise knows of an interruption of assigned duties due to anticipated medical reasons and which may reasonably be expected to last thirty (30) or more days, the employee shall notify Personnel Services and upon request be granted a medical leave of absence according to Section A 5 of this article. Such notice shall be given in writing and accompanied by a physician's statement setting out the anticipated date of commencement of interruption of duties and whether the employee is to retain the same assignment.

3. The employee shall notify the Employer as soon as possible of any change in the return date. Said notice shall be accompanied by the written permission of the physician.

4. The Employer will keep the employee's assignment available upon resumption of assigned duties provided:
   a. such assignment has not been eliminated during the employee's absence for any valid reason
   b. the employee's planned absence does not exceed ninety (90) days

5. Employees who qualify for and are awarded workers compensation payments shall be placed on medical leave with unused sick leave coordinated with the workers compensation payments so as to sustain the level at a total of 100% regular wages.

The Employer shall save the Association harmless against any legal claims related to the implementation of this section.

**Section C Emergency Leave**

For the purpose of this section "emergency" shall mean a sudden unexpected happening, an unforeseen occasion or condition; a sudden or unexpected occasion for action.

1. Legitimate reasons for granting emergency leave with pay shall include:
   a. death or funeral of relative by blood or marriage (specify relationship)
   b. emergency situations resulting from natural disasters; i.e., tornado, flood (specify exact reason)
   c. such other reasons of emergency or extraordinary nature as approved by the Deputy Superintendent for School Administration. (Letter of explanation required.)
2. All employees shall be credited with two (2) days of emergency leave per year. Emergency leave will be credited on the initial day of employment and will not accumulate from year to year. All emergency leave granted under this section will be granted in units of full days.

Section D Personal Leave

1. All employees shall be credited with three (3) days of personal leave per year. The use of these days shall be at the employee's discretion. Unused personal leave shall accumulate as sick leave.

2. Personal leave will be granted upon request to employees who give prior notice to the principal or immediate supervisor by noon of the preceding day.

3. Personal leave days will not be granted for the last five (5) days of the school term.

4. The principal or immediate supervisor may deny personal leave if the total requests exceed 10% of the teaching staff for any one day.

Section E Adoption/Child Rearing Leave

1. An employee presenting the required evidence shall upon request to Personnel Services be granted an unpaid leave of absence necessary to meet child adoption requirements and for the purpose of rearing the pre-school child(ren).

2. The Employer will keep the employee's assignment available upon resumption of assigned duties provided:
   a. such assignment has not been eliminated during the employee's absence for any valid reason
   b. the employee has requested such leave at least four (4) weeks prior to the anticipated date on which the leave is to commence
   c. the employee's planned absence does not exceed ninety (90) days

3. A single adoption/child rearing leave shall be granted for a period of no less than thirty (30) days and no more than two (2) consecutive workyears or major portions thereof, upon written request by the employee to Personnel Services.

Section F Instructional Improvement Leave

1. Upon approval of the principal or immediate supervisor and the Regional Superintendent, employees may be excused from regular duties without loss of pay to participate in observations, workshops, inservice days, or other activities devoted to the improvement of curriculum and/or instruction.
2. Applications for paid instructional improvement leave under this section shall be submitted in accordance with established procedures.

3. There shall be no limitation on the number of leave days used consecutively for instructional improvement leave.

Section G Professional Leave

A leave of absence of up to two(2) years shall be granted to any employee upon application for educational or professional purposes. Upon return if the employee submits evidence in accordance with established procedures that this leave was used for the stated purpose for which it was granted, the employee shall be placed on the salary schedule at the level which would have been achieved had the employee remained actively employed in the system during the period of absence, provided however that time spent on said leave will not count toward the fulfillment of the time requirements for acquiring a continuing contract.

Section H Military Leave

Any employee who enters active duty shall be granted an unpaid leave for a period not to exceed the initial period of service. Any employee on military leave and within ninety(90) days after the employee's separation from military service shall upon written application be restored to a position in the employment of the Employer, provided the employee shall furnish proof of discharge or separation from service under honorable conditions and be found by a physician selected by the Employer to be in a satisfactory state of health for the performance of teaching duties. Upon return the employee shall be placed on the salary schedule at the level which would have been achieved had the employee remained actively employed in the system during the period of absence.

Section I Political Activity Leave

An unpaid leave of absence shall be granted to any employee upon application for the purpose of campaigning for or serving in public office once the employee becomes a bona fide candidate for such office. The employee's assignment will be kept available for resumption of teaching duties provided the employee's planned absence does not exceed ninety(90) days.

Section J Jury Duty Leave

Any employee who serves on a jury in any duly constituted local, state or federal court shall be granted leave with full compensation less any compensation received as jury pay, for the period of actual jury service, which leave shall be in addition to all other leave to which the employee may be entitled.

Employees claiming compensation for jury duty shall comply with the following procedures:
1. A copy of the jury duty subpoena must be provided to the school principal or immediate superior prior to the first day involving jury duty service.

2. If assigned to jury duty, the Verification of Jury Duty form (available from the payroll department) must be completed each pay period and forwarded with the Payroll Exception card which the school submits to the Payroll Office.

3. A personal check (payable to the Treasurer, Jefferson County Board of Education) for the amount of compensation received for jury duty service only and excluding the travel expense shall be delivered to the principal or immediate supervisor for transmittal to the Payroll Office.

Section K Association President Leave

The Employer shall upon request grant a full-time leave to the president of the Association for the school year for which the president is elected, without the loss of salary, step increment, or Employer paid fringe benefits, subject to reimbursement to the Employer by the Association.

The basis of reimbursement for such leave shall be all costs incurred by the Employer resulting from the leave. Following the leave the employee will be returned to the assignment held prior to leave. In the event the assignment is not available, the employee will be given a comparable assignment.

Section L Association Leave

The Employer shall grant the Association an annual maximum of one hundred seventy-five (175) leave days. The Association shall request use of the days as needed at least ten (10) days in advance, except for extenuating circumstances, for attendance at regional, state or national meetings for the conduct of necessary Association business. The allocation of such paid Association leave days shall be determined by the Association except that no employee shall use more than eight (8) days per school year. The Association may authorize a maximum of five (5) employees to be exempt from the eight (8) day per year limitation. When an employee uses Association leave who is exempt from the eight (8) day limitation the Parties shall meet and plan how to minimize any adverse effect resulting from the employee’s absence. This may include the use of substitute personnel serving as an assistant for which the cost shall be reimbursed to the Employer by the Association. The Association will reimburse the Employer for the cost of any substitute employee for these leave days.

Section M Resumption of Benefits Following Leave

When the employee resumes service in the district following leave any unused accumulated sick leave will be restored. Any employee granted a leave which affects the continuation of benefits provided by the Employer shall assume responsibility for making arrangements for continuation of said benefits during the term of said leave. The Employer will provide assistance and information with the ultimate responsibility for all notices remaining with the employee.
Section N  Length of Consecutive Leaves of Absence

The Employer may deny Adoption/Child Rearing Leave, or Professional Leave when the granting of such leave would result in absence from duty for a period longer than two (2) consecutive school years without at least one-half (1/2) intervening year of active service as an employee. Time while an employee is on unpaid Professional Leave serving as a released full-time salaried officer of the Association or the Kentucky Education Association or the National Education Association shall not apply under this section.

Section Q  Court Appearance Leave

Any employee who is summoned to a local, state, or federal court for reasons directly connected with the employee's employment shall be granted paid leave after properly presenting the approved form certifying the court appearance. This section shall not apply when the employee is a plaintiff or witness against the Employer or its agents, or when the employee is a plaintiff in cases without Employer sanction.

Section P  Notarizing Leave Affidavits

The principal will make arrangements for notarizing without charge the personal affidavits of employees for leave where required.
### 1984-85 Teachers Salary Schedule (185 days)

<table>
<thead>
<tr>
<th>RANK</th>
<th>INDEX</th>
<th>DOCTORATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
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<td>23,668</td>
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### 1985-86 Teachers Salary Schedule (185 days)

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</tr>
<tr>
<td>XVII</td>
<td>1.668</td>
<td>23,668</td>
</tr>
</tbody>
</table>

1. The increment for earned doctorate (Rank I +) in subject fields or areas approved by the State Board of Education for certification purposes.
2. Career incentive increments for credited experience as recognized by the Jefferson County Schools.
   a. 20 years credited experience - $500
   b. 25 years credited experience - $500 + $500
3. Employees paid on these schedules shall be provided with the choice of a 21- or 26-Ray Plan.
Section B  \(^1\) Insurance Benefits

1. Health and hospitalization insurance on single premium basis or same premium dollar amount for Health Maintenance Organization - full premium paid by State.

2. $3,000 term life insurance - full premium paid by State.

3. Term life insurance equal to pay on the Teachers Salary Schedule - full premium paid by Employer.

4. Cancer insurance for individuals - full premium paid by Employer.

5. Workers compensation insurance - full premium paid by Employer.


7. Unemployment compensation insurance - full premium paid by Employer.

8. Fringe Benefit Pool Contribution -

An amount of money equal to 3.0% for 1984-85 and 3.5% for 1985-86 of annualized regular salary plus career increments (Exceptions: extra service, other forms of compensation and pay) prorated to the number of days for which salary is credited shall be paid for each individual employee for the purchase of one or more of the following benefits:

1. Approved family health and hospitalization insurance;

2. Approved single or family dental insurance;

3. Approved tax-deferred annuity;

4. Reimbursement for required contribution to Kentucky Teachers Retirement System (KTRS).

Fringe Benefit Pool contribution money must be used for the full cost of the selection unless the amount is insufficient in which case the balance of the cost shall be payroll deducted. There will be a $5.00 minimum per deduction for tax-deferred annuities.

In the absence of a selection of either of these two(2) insurances or in the event a balance remains after the selection, then that amount shall be paid on behalf of the employee to the KTRS in lieu of the same amount presently being payroll deducted as part of the required retirement contribution.

\(^1\) For regular full-time teachers working on limited or continuing contracts and other regular full-time employees.
Section C  
Early Retirement Benefit Schedule

Employees with eight (8) years or more seniority upon retirement from the Jefferson County Public Schools shall be compensated for service with an amount of money calculated as a percentage (%) of the value of each unused accumulated sick leave day computed from the Teachers Salary Schedule and the scheduled career incentive increments with the maximum not to exceed the statutory limit.

Unused accumulated sick leave days

<table>
<thead>
<tr>
<th>Unused accumulated sick leave days</th>
<th>1-79</th>
<th>80+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year eligible for service retirement with/without annuity deduction or upon disability retirement</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>2nd year eligible for service retirement without annuity deduction</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>3rd year eligible for service retirement without annuity deduction</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>4th year of eligibility and later</td>
<td>7%</td>
<td>12%</td>
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</table>

For regular full-time teachers working on limited or continuing contracts and other regular full-time employees.

Section D  
Schedule for Summer School Pay, Curriculum Writing Pay, Optional Inservice Training Stipends, and Textbook Selection Pay

1. Employees teaching in the 1985 and 1986 Summer School Programs will be paid at their regular FYs 85 and 86 daily rate prorated to the number of duty hours.

2. Employees who are chosen to help write curriculum will be paid at the rate of $7.70 per duty hour.

3. Employees who are requested to participate in optional inservice training sessions will be paid a stipend of $6.60 per hour.

4. Employees who are chosen to help select textbooks will be paid $100 with this amount prorated according to time missed from applicable scheduled work sessions.
### Extra Service Pay Schedule 1984-86

**1.0 = 10.8 x Rank III, Step 0**

#### 1984-85

**1. Athletic and Related Activities (Senior High Schools)**

<table>
<thead>
<tr>
<th>Athlete/Activity</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
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<tr>
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<td>1.2</td>
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<tr>
<td>JV Track</td>
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<td>Baseball</td>
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<td>.6938</td>
<td>.7875</td>
<td>.8813</td>
</tr>
<tr>
<td>Wrestling</td>
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<td>.6938</td>
<td>.7875</td>
<td>.8813</td>
</tr>
<tr>
<td>Volleyball</td>
<td>.6</td>
<td>.6938</td>
<td>.7875</td>
<td>.8813</td>
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<tr>
<td>Cheerleaders</td>
<td>.6</td>
<td>.6938</td>
<td>.7875</td>
<td>.8813</td>
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<tr>
<td>Drill Corps</td>
<td>.5</td>
<td>.5781</td>
<td>.6536</td>
<td>.7244</td>
</tr>
<tr>
<td>JV Cross Country</td>
<td>.5</td>
<td>.5781</td>
<td>.6536</td>
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<tr>
<td>Field Hockey</td>
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<td>.5781</td>
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<tr>
<td>Soccer</td>
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<td>.5781</td>
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<td>.7244</td>
</tr>
<tr>
<td>Tennis</td>
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<tr>
<td>JV Volleyball</td>
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<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
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</table>

**2. Other Activities (Senior High Schools and *YPAS)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
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</thead>
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</tr>
<tr>
<td>Newspaper</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
<tr>
<td>Yearbook</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
<tr>
<td>Drama</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
<tr>
<td>Speech and Debate</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
<tr>
<td>JROTC Rifle Team</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
<tr>
<td>*YPAS Instrumental</td>
<td>.4</td>
<td>.4625</td>
<td>.5250</td>
<td>.5875</td>
</tr>
</tbody>
</table>

**3. Department Head (Middle and Senior High Schools)**

2 or more teachers in department - $100 per teacher

**4. Extra Service Pay Schedule increments are paid only for services actually rendered.**

**5. These increments based on meeting approved criteria for the activities.**

Increment is provided each for either boys team or girls team or both teams.

**Out-of-County Band Camp $40 per day, Maximum 7 days**
### 1. Athletic and Related Activities (Senior High Schools)

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</tr>
</thead>
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</tr>
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<td>1.0</td>
</tr>
<tr>
<td>JV Basketball</td>
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<tr>
<td>Volleyball</td>
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</tr>
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<td>Field Hockey</td>
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<tr>
<td>Soccer</td>
<td>1.0</td>
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<td>Music Director</td>
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**36**
ARTICLE XXVIII - MISCELLANEOUS

Section A The Employer's procedure for placement of student teachers shall contain a provision which provides teacher employees with an opportunity to request that student teachers be placed with them. The Association will be involved with the development of this provision in the procedure.

Section B The Employer's procedure for selection of employees to curriculum writing and textbook selection committees shall contain a provision which provides employees with an opportunity to request an assignment to such committees. The Association will be involved in the development of this provision in the procedure.

Section C The Parties recognize that employee training institutions accredited by such organizations as the National Council for Accreditation of Teacher Education (NCATE), the Southern Association of Colleges and Schools (SACS), and other regional accrediting associations promote adherence to worthy standards. The Employer will make an effort to employ new teachers who are graduates of these accredited institutions.

ARTICLE XXIX - GRIEVANCE PROCEDURE

Section A Definitions

1. Grievance means an allegation or complaint that there has been a violation, misinterpretation or improper application of one or more specific provisions of this Agreement or any complaint alleging improper, arbitrary, or discriminatory conduct.

2. Grievant means the person(s) or Association making the allegation or complaint.

3. Party-in-interest means the person(s) or Association making the allegation or complaint or any party who might be required to take action or against whom action might be taken in order to resolve the grievance.

4. Immediate Supervisor means -
   (a) The principal or school head;
   (b) The principal or school head with whom the grievance has been filed when the employee is assigned to more than one location; or
   (c) The administrator by whom the employee is evaluated when the employee is not assigned to an individual school location.

Section B Purpose

1. The purpose of this Grievance Procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems
which may arise affecting the welfare or working conditions of employees. The Parties agree that these proceedings will be kept as informal as may be appropriate at any level of the procedure.

2. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association after Level IA has been given an opportunity to be present at such adjustment and to state its views.

Section C Representation

A grievant may be represented by the Association at all stages of the Grievance Procedure after Level IA.

Section D Procedure

Since it is important that grievances be processed as rapidly as possible, the timetable specified at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this Grievance Procedure by the end of the school year, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

Level IA An employee with a grievance shall first inform the immediate supervisor or the appropriate administrator within fifteen (15) days of awareness of the incident or condition which is the basis of the grievance with the objective of resolving it informally.

Level IB If the grievant is not satisfied with the disposition of the grievance a meeting with the school head shall be held with the objective of resolving the grievance informally.

Level IC If the grievance is not resolved informally the grievant may file the grievance in writing with the immediate supervisor or appropriate administrator. The immediate supervisor or appropriate administrator shall respond in writing within three (3) days.

Level II If the grievant is not satisfied with the disposition of the grievance at Level IC, or if no decision has been rendered within three (3) days after receipt of the grievance, the grievant may within ten (10) days submit the written grievance to the Regional Superintendent/designee with copies to the Superintendent/designee, the administrator, and the Association. The Regional Superintendent/designee shall have five (5) days to resolve the grievance or write a decision which shall be submitted to the grievant with copies to the Superintendent/designee, the administrator, and the Association.
The Superintendent/designee shall have a hearing within five(5) days after receipt of the written decision of the Regional Superintendent/designee. The Superintendent/designee shall have a written decision seven(7) days after receipt of the written decision of the Regional Superintendent/designee.

Level III If the grievant is not satisfied with the disposition of the grievance at Level II, or if no written decision has been rendered within twelve(12) days after the grievance has been submitted at Level II the Association may submit the grievance to arbitration. The Association shall notify the Superintendent/designee within twenty-five(25) days. If a question as to the arbitrability of an issue is raised by either party, such question shall be determined in the first instance by the arbitrator.

Within five(5) days from the date of the receipt of the request for arbitration, the Parties shall request the Federal Mediation and Conciliation Service (FMCS) to provide a list of five(5) impartial persons qualified to act as arbitrators. The Parties shall meet within three(3) days after the receipt of such a list. The Parties will each strike one arbitrator’s name from the list of five(5) and will then repeat the procedure. The remaining person shall be the duly selected arbitrator.

The arbitrator shall have authority to hold hearings and make procedural rules consistent with this Agreement. Such hearings shall be held as promptly as practicable after the request for arbitration and the arbitrator shall issue the decision within a reasonable time but no later than sixty(60) days after the date of the close of the final hearing. If the Parties mutually agree, hearings may be waived and the arbitrator’s decision made on the basis of final statements and evidence submitted to the arbitrator.

The arbitrator shall be without power or authority to alter, amend or modify any of the terms of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator will be submitted in writing and shall set forth findings of fact and conclusions to the Parties and will be final and binding on the Parties, unless rejected by a four-fifths(4/5) vote of the Employer voting at a public meeting to be held within fifteen(15) days. Prior to the Board voting the Association shall have the right to have a representative appear and present the Association’s position. The costs for the services of the arbitrator, including per diem expenses if any, travel and subsistence expenses and the cost of any hearing room will be borne equally by the Parties. All other costs will be borne by the party incurring them.

Section E Grievances Filed at Level Above Immediate Supervisor

If grievances arise from action or inaction on the part of an administrator at a level above the immediate supervisor the grievant may file such grievance in writing at Level II after first attempting to resolve it informally. If the grievance is not resolved it shall be processed through
the applicable steps of Section D. The Association may process such a
grievance through all levels of the procedure.

Section F  Grievance Meetings and Hearings

All meetings and hearings provided for by this Grievance Procedure shall be
held in private and shall include only such parties in interest, their
representative(s), and witnesses as necessary.

Section G  Grievance Records

All official records of processing a grievance shall be filed separately from
the personnel file of the grievant.

Section H  Grievance Forms

Grievance forms and other necessary documents will be prepared jointly by the
Superintendent/designee and the Association. The Association shall have the
responsibility for appropriate distribution of the forms for filing
grievances. The costs of grievance forms will be borne by the Employer.

Section I  Miscellaneous

1. The Employer and the Association shall make available upon written
specific request to the other such information as is necessary to
effectively process grievances.

2. Neither the Employer nor the Association shall assert or submit any
ground or evidence before a grievance arbitrator which has not been
previously disclosed to the other party.

3. The Association and the aggrieved party will be required to exhaust
this Grievance Procedure including arbitration before seeking
alternative remedies, provided that by doing so they will not be
deemed to have waived or otherwise prejudiced any constitutional,
statutory, or other legal rights that they may have.

4. If in the judgment of the Association a grievance affects a group
or class of employees, the Association may initiate and submit such
a grievance in writing. When such a grievance arises outside of a
building the Association will attempt to resolve it informally
before processing it through the applicable steps of Section D,
starting at Level II. The Association may process such a grievance
through all levels of the procedure.

5. When it is necessary for the aggrieved party, a Grievance
Representative and/or other representative designated by the
Association to participate in a mutually scheduled grievance
meeting or hearing during the school day, the party will, upon
notice to the principal or appropriate administrator by the
Association be released without loss of pay as necessary in order
to permit participation in the meeting. Any employee whose
appearance is necessary in such meetings or hearings as a witness
will be accorded the same right.
6. Decisions rendered at Levels I C and II of the Grievance Procedure will be in writing, setting forth the decision and the reason therefor and will be transmitted promptly to all parties-in-interest and to the Association. Decisions rendered at Level III will be in accordance with the procedure set forth in Section D, Level III.

ARTICLE XXX - NEGOTIATION OF A SUCCESSOR AGREEMENT

The Parties agree that negotiation on a successor Agreement will begin no later than April 1 of the calendar year in which this Agreement expires.

ARTICLE XXXI - RESOLUTION OF IMPASSE

Section A An impasse may be declared by either party. These procedures shall be followed for resolving negotiation impasse.

1. The Parties shall first attempt to mutually agree upon a mediator.

2. If the Parties fail to agree on a mediator within three(3) days of the declaration of impasse, the mediator shall be selected in accordance with the procedures of the Federal Mediation and Conciliation Services (FMCS).

3. If the mediator is not successful in resolving the impasse within ten(10) days a Factfinding Panel shall be selected. The Panel shall consist of the following: one member appointed by the Board and one member appointed by the Association, such appointments to be made within five (5) days. These two members shall within five (5) days appoint a third member to the Panel who shall serve as chairperson. If they cannot agree within five (5) days on the chairperson the FMCS shall be requested to submit to the Parties a list of three (3) persons qualified to serve as chairperson. The nominees must be available to begin serving within ten (10) days.

After receiving the list of nominees the Parties shall within five (5) days exchange the names of two (2) nominees they desire to scratch. If the Parties do not have a single choice for chairperson or if the Parties do not have the same second choice the chairperson shall be the person receiving one second choice vote.

4. The Factfinding Panel shall investigate, make findings of fact and recommend a solution. The written findings and recommendations of the Panel shall be presented to the Parties within ten (10) days from the time the chairperson is appointed; however, by mutual agreement the Parties may extend this time limit.
5. The Parties shall notify each other in writing within ten (10) days after the written findings and recommendations have been made as to whether they accept the advisory recommendations of the Factfinding Panel.

6. In the event either party does not accept the Factfinding Panel's recommendations such written notification shall include the specific findings and recommendations which the party disagrees with and the reason for such disagreement. If either party does not accept the recommendations, the Panel shall publicize its findings of fact and recommendations.

7. Any costs or expenses authorized by either party will be borne by that party. At such time as the procedure of the Factfinding Panel is invoked costs of this third member of the Panel will be borne equally by the Parties. Any costs or expenses of the mediator or any costs and expenses of the chairperson of the Panel shall be borne equally by the Parties.

Section B The Parties may mutually agree to reduce or increase the timelines in this article.

ARTICLE XXXII - PRINTING THE AGREEMENT

Copies of this Agreement shall be printed by the Employer and distributed to all employers now employed and hereafter employed. The Employer shall furnish a reasonable number of copies of the Agreement to the Association for its use.

ARTICLE XXXIII - SAVINGS CLAUSE

Should any Article, Section or Clause of this Agreement be declared illegal or contrary to federal or state regulations by a court of competent jurisdiction, it shall be automatically deleted from this Agreement to the extent that it violates the law or regulation. The remaining Articles, Sections and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or Clause.

ARTICLE XXXIV - DURATION

Section A This Agreement shall remain in full force and effect through June 30, 1988 with the exception of Compensation which expires June 30, 1986 and is subject to renegotiation for 1986-88.

Section B The Employer agrees to take such action as is necessary to give full force and effect to the provisions of this Agreement. The Employer shall make no change in past policy, rule or practice affecting employees wages, hours or working conditions without mutual agreement between the Employer and the Association. This Agreement shall supersede any rules,
regulations or practice of the Employer which shall be contrary to or inconsistent with its terms.

Section C Either party desiring changes, additions or deletions in the Agreement shall notify the other party in writing and request a conference which must be held within thirty (30) days. Changes, deletions, or additions will be negotiated only upon mutual consent of both parties.

Section D This Agreement is made and entered into on this 27th day of August, 1984 by and between the Jefferson County Board of Education and the Jefferson County Teachers Association.

Board of Education of Jefferson County, Kentucky

[Signatures]

Jefferson County Teachers Association

[Signatures]
JEFFERSON COUNTY BOARD OF EDUCATION NEGOTIATION TEAM

Claude Purvis, Chief Negotiator
Executive Director of Employee Relations

Frank Collesano, Executive Director
Planning and Budgeting Services

Geneva Hawkins, Principal
Western Middle School

William Craigmyle, Executive Director
Instruction

John Reschar, Principal
Fern Creek High School

Larry Foley, Principal
Coral Ridge Elementary School

Hughlyne Wilson, Assistant Superintendent
Personnel Services/Evaluations/Incentives

June Boyd, Secretary

JEFFERSON COUNTY TEACHERS ASSOCIATION NEGOTIATION TEAM

Stephen B. Neal, Chief Negotiator
Executive Director

Jane Charmali
Kenwood Elementary School

June Lee
Newburg Middle School

Bea Custred
Thomas Jefferson Middle School

Dorothy Ray
Thomas Jefferson Middle

Dean Hite
Carrihers Middle School

Paul Saho
President

George Kirchner
Jeffersontown Vocational School

Jack Swann
Pleasure Ridge Park High School
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Claude Purvis  
Executive Director of Employee Relations  
Jefferson County Public Schools  
3332 Newburg Road  
Louisville, KY 40218

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Jefferson County Ky Ed of Educ Teachers

WITH EDUCATION ASSOCIATION; NATIONAL
KENTUCKY

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

JANET L. NORWOOD
Commissioner

---

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved 5,087

2. Number and location of establishments covered by agreement 150 schools + other locations

3. Product, service, or type of business Public elementary and secondary education

4. If your agreement has been extended, indicate new expiration date June 30, 1988 (except for compensation which expires June 30, 1986)

Claude Purvis, Executive Director of Employee Relations (502) 456-3151

Your Name and Position

3332 Newburg Road, Louisville, KY 40218

Address

City/State/ZIP Code