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Metropolitan Nashville-Davidson County Board of Public Education and Metropolitan Nashville Education Association (1995)

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Comments
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NEGOTIATIONS COUNCIL

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>vii</td>
</tr>
<tr>
<td><strong>I. PLAN FOR THE NEGOTIATIONS COUNCIL</strong></td>
<td></td>
</tr>
<tr>
<td>A. Preamble</td>
<td>1</td>
</tr>
<tr>
<td>B. Recognition</td>
<td>1</td>
</tr>
<tr>
<td>C. Principles</td>
<td>1</td>
</tr>
<tr>
<td>D. Procedures</td>
<td>2</td>
</tr>
<tr>
<td>E. Persistent Disagreement</td>
<td>2</td>
</tr>
<tr>
<td>F. Savings Clause</td>
<td>3</td>
</tr>
<tr>
<td>G. Duration and Amendment</td>
<td>3</td>
</tr>
<tr>
<td>H. Dating New Entries</td>
<td>3</td>
</tr>
<tr>
<td>I. Printing of Agreement</td>
<td>3</td>
</tr>
<tr>
<td><strong>II. ASSOCIATION AND TEACHER RIGHTS</strong></td>
<td></td>
</tr>
<tr>
<td>A. Academic Freedom</td>
<td>4</td>
</tr>
<tr>
<td>B. Association Notification</td>
<td>4</td>
</tr>
<tr>
<td>C. Faculty Involvement in Decision-Making Process</td>
<td>4</td>
</tr>
<tr>
<td>D. Teacher Rights</td>
<td>5</td>
</tr>
<tr>
<td>E. Grading Procedures</td>
<td>5</td>
</tr>
<tr>
<td>F. Evaluation of Certified Personnel</td>
<td>5</td>
</tr>
<tr>
<td>G. Teacher Effectiveness/Support Program</td>
<td>5</td>
</tr>
<tr>
<td>H. Personnel Files and Information</td>
<td>6</td>
</tr>
<tr>
<td>I. Reduction in Professional Staff</td>
<td>6</td>
</tr>
<tr>
<td>J. Student Discipline</td>
<td>7</td>
</tr>
<tr>
<td>K. Payroll Deduction</td>
<td>8</td>
</tr>
<tr>
<td>L. Unabridged Policy Manual</td>
<td>8</td>
</tr>
<tr>
<td>M. Local School Policies and Procedures</td>
<td>8</td>
</tr>
<tr>
<td>N. Association Use of School Facilities</td>
<td>9</td>
</tr>
<tr>
<td>O. Communication to the Association</td>
<td>9</td>
</tr>
<tr>
<td>P. Office Space in Residence</td>
<td>9</td>
</tr>
<tr>
<td>Q. New Certification Requirements</td>
<td>10</td>
</tr>
<tr>
<td>R. Certification in Special Education</td>
<td>10</td>
</tr>
<tr>
<td><strong>III. EMPLOYMENT CONDITIONS</strong></td>
<td></td>
</tr>
<tr>
<td>A. Summer School</td>
<td>11</td>
</tr>
<tr>
<td>B. Summer Employment</td>
<td>11</td>
</tr>
<tr>
<td>C. Adult Education</td>
<td>12</td>
</tr>
<tr>
<td>D. Teacher Transfer — General Provisions</td>
<td>12</td>
</tr>
<tr>
<td>E. Teacher Initiated Transfer</td>
<td>13</td>
</tr>
<tr>
<td>F. Administrative Transfer</td>
<td>13</td>
</tr>
<tr>
<td>G. Resignation Procedures</td>
<td>14</td>
</tr>
<tr>
<td>H. Promotion Policy</td>
<td>14</td>
</tr>
<tr>
<td>I. Non-Discrimination</td>
<td>14</td>
</tr>
<tr>
<td>J. Affirmative Action</td>
<td>14</td>
</tr>
<tr>
<td>K. T-OSHA Report</td>
<td>14</td>
</tr>
</tbody>
</table>
III. EMPLOYMENT CONDITIONS (continued)

L. Professional Personnel Protection ................................................................. 15
M. Procedures for Handling Physical Assault Cases Involving School Personnel ...................... 16
N. Cost of Loss or Damage to Personal Property Resulting from Assault .................................. 16
O. Transportation of Students – Secondary Liability Coverage ........................................... 16
P. Vehicular Damage ........................................................................................................... 16
Q. Vacation .............................................................................................................................. 17
R. Work Year ............................................................................................................................ 17
S. Principal Designee .............................................................................................................. 17
T. Principal Interview ............................................................................................................... 17
U. Opportunities for Educational Advancement ...................................................................... 18
V. Work Year and Pay Schedule .............................................................................................. 18
W. Participatory Leadership ..................................................................................................... 18

IV. TEACHING CONDITIONS

A. Planning Times for Teachers ......................................................................................... 19
B. Partial Day Absence ............................................................................................................ 19
C. Duty-Free Lunch Period ...................................................................................................... 19
D. Supplement Paying Positions ............................................................................................ 19
E. Improved Procedures for Teaching Materials/Equipment .................................................... 19
F. Technology ............................................................................................................................ 20
G. Administrative Information Management System (AIMS) ................................................... 20
H. Instructional Materials and Supplies .................................................................................. 20
I. Teacher Facilities ................................................................................................................... 21
J. Elementary Physical Education Teachers .............................................................................. 21
K. New Program Implementation .............................................................................................. 21
L. Textbooks ............................................................................................................................... 21
M. In-System Teacher Exchange Program .............................................................................. 22
N. Publication of Staffing Ratios and Procedures .................................................................... 22
O. Itinerant Teachers .................................................................................................................. 22

V. COMPREHENSIVE STAFF DEVELOPMENT PROGRAM

A. Professional Growth ............................................................................................................ 23
B. Focus of Staff Development Activities .................................................................................. 23
C. Data Collection ...................................................................................................................... 23
D. Summary Form ....................................................................................................................... 23

VI. TEACHER WORKDAY, RESPONSIBILITIES AND DUTIES

A. Teacher Assignments and Non-Instructional Duties ............................................................ 24
B. Reporting of Absences ......................................................................................................... 24
C. Teacher Workday .................................................................................................................. 24
D. Arrival and Departure Time ................................................................................................. 24
E. Smoking Policy ....................................................................................................................... 24
1995-1996 Educational Agreement

ARTICLE VII. LEAVES OF ABSENCE

A. Sick Leave.................................................................25
B. Sick Leave Bank..........................................................26
C. Job Related Injury.......................................................26
D. Bereavement Leave......................................................26
E. Personal Leave............................................................27
F. Professional Leave.......................................................27
G. Parental Leave............................................................27
H. Military Leave............................................................29
I. Political Leave.............................................................29
J. Extended Professional Development Leave..................29
K. Association Leave.......................................................31
L. Religious Rite or Ordinance.........................................31
M. Association President................................................31
N. Association Office.....................................................32
O. Special Leave — Peace Corps or Similar Government Approved Educational Activity...32
P. Court Appearance Policy.............................................32
Q. Placing Teachers Returning from Leave........................32
R. Leave Without Pay.....................................................32
S. Accrued Benefits upon Returning from Leave................33

ARTICLE VIII. PROFESSIONAL COMPENSATION

A. Beginning of Year Payment..........................................34
B. Administrative Salaries................................................34
C. Long-Range Goals for Compensation.............................34
D. Confidentiality of Paychecks.........................................34
E. Terminal Pay at Retirement............................................34
F. Salary Schedule...........................................................35
G. Mileage........................................................................36
H. Salary Supplements.....................................................36
I. Annual Leave Payment Upon Death or Retirement..............36
J. Extra Compensation Payment.........................................36
K. Insurance Benefits.......................................................36
L. Wellness......................................................................36
M. Employee Assistance Program.....................................36

ARTICLE IX. GRIEVANCE PROCEDURE

Grievance Procedure........................................................37

ARTICLE X. COUNCILS AND COMMITTEES

A. Professional Council..................................................40
B. Curriculum Advisory Council......................................40
C. Faculty Advisory Committee........................................42
D. School Calendar Advisory Committee..........................43
1995-1996 Educational Agreement

ARTICLE

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X. COUNCILS AND COMMITTEES (continued)</td>
<td>43</td>
</tr>
<tr>
<td>E. Process Improvement Teams</td>
<td>43</td>
</tr>
<tr>
<td>F. Staff Development Governance Council</td>
<td>43</td>
</tr>
<tr>
<td>G. Joint Committees</td>
<td>44</td>
</tr>
<tr>
<td>XI. INSTRUCTIONAL PROGRAM</td>
<td>45</td>
</tr>
<tr>
<td>A. Literacy Standards for Students</td>
<td>45</td>
</tr>
<tr>
<td>B. Continuity of Instructional Program</td>
<td>45</td>
</tr>
<tr>
<td>C. Shared Evaluations</td>
<td>45</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>46</td>
</tr>
<tr>
<td>A. Salary Supplements</td>
<td>46</td>
</tr>
<tr>
<td>B. Employees Eligible for Mileage</td>
<td>47</td>
</tr>
<tr>
<td>C. Insurance ($500 Death Benefit)</td>
<td>47</td>
</tr>
<tr>
<td>D. Stipends for Cooperating Teachers</td>
<td>48</td>
</tr>
<tr>
<td>E. Maternity Leave (TCA)</td>
<td>48</td>
</tr>
<tr>
<td>F. Education Truth In Reporting (TCA)</td>
<td>49</td>
</tr>
<tr>
<td>G. Memorandum of Agreement of Safety and Security</td>
<td>51</td>
</tr>
<tr>
<td>H. Memorandum of Agreement on Itinerant Teachers</td>
<td>52</td>
</tr>
<tr>
<td>I. Memorandum of Agreement on Teacher Compensation</td>
<td>52</td>
</tr>
</tbody>
</table>

Index | 53 |
INTRODUCTION

The provisions included in this edition of the Educational Agreement represent the cumulative results of several years of negotiation between the Metro Nashville Education Association and the Board of Public Education of the Metropolitan Nashville Public Schools. As a group they represent a mutual agreement between the certificated employees and the Board of Public Education.

Each summer new provisions and/or modifications of earlier provisions are incorporated in the agreement based on negotiation sessions which take place the preceding spring. The representatives of the Metro Board of Public Education and MNEA are dedicated to fully implementing the policies in this agreement. Both parties recognize that these policies are imperfect and are committed to further improvements which will benefit teachers, the system and ultimately the students of Metro Nashville.

It is hoped that you will keep this booklet available for ready reference throughout the 1995-96 school year.
ARTICLE I

PLAN FOR THE NEGOTIATIONS COUNCIL

A. PREAMBLE

The Board of Public Education of Metropolitan Nashville-Davidson County hereinafter referred to as "Board" and the Metropolitan Nashville Education Association which represents a majority of the certificated employees, hereinafter referred to as "Association" do hereby agree that the welfare of the children of the Metro School System is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

B. RECOGNITION

1. The Association recognizes the Board as the legally appointed representative of the people of Nashville-Davidson County and as the employer of the certificated personnel of the Nashville-Davidson County School District.

2. The Board recognizes the Association as representative of the certificated personnel employed by the Board, provided, however, that nothing contained herein shall prohibit any employee from appearing before the Board on his or her own behalf.

3. The purpose of this recognition is the mutual agreement that the parties will cooperate with regard to all matters of common concern and use professional and educational channels in reaching agreements.

C. PRINCIPLES

1. Attainment of objectives of the educational program of the district requires mutual understanding and cooperation among the Board, the Director, his staff, and the professional teaching personnel. The Association recognizes and supports the principle of lay control of the educational program and that it is the duty and right of the Board of Education to determine policies governing the operation of the school system and that it is the responsibility of the Director to administer all policies. The Association and the Board both recognize that the development of policy is a mutual and joint responsibility.

2. It is recognized that teaching is a profession requiring specialized qualifications, and that the success of the educational program in the district depends upon the maximum utilization of the abilities of teachers in the development of policies and programs. It is recognized that the Association has responsibilities for maintaining and improving standards of professional preparation, practice and standing as well as participating in development of policy.

3. It is further recognized that teachers have the right to join, or not to join, any organization for their professional or economic improvement and that membership in any organization shall not be required as a condition of employment.

4. The Board and the Association recognize that the best interest of public education will be served by establishing procedures to provide an orderly method for the Board and representatives of the Association to reach mutual agreement and support of policies and programs adopted or modified by the Board. These policies would include such items as: the conditions of employment which will attract and retain a superior teaching force in the district such as salary schedules and their application, fringe benefits, inservice and professional growth programs, class size, teaching and classroom conditions, student teaching programs, reassignment, evaluation, discipline, promotion, grievances and other related personnel policies and other matters of concern of the professional personnel and the Board.
5. The Board and the Association agree to complete the economic issues in the negotiations process in time to be ratified and included in the school budget submitted to the mayor. (1993)

D. PROCEDURES

1. There is hereby established a Negotiations Council consisting of five (5) members representing the Board and five (5) representatives of the Association. The Chairman of the Board, or another member appointed by him, and the President of the Association, or a member of the Executive Board appointed by him, may attend meetings of the Council as observers.

2. Since the purpose of the Council is to bring about mutually supported policies and programs, proposals and counter-proposals may be freely presented and exchanged by representatives of the Board and the Association representatives. Meetings are to be held on call by either the Association or the Board, at which time the purpose of the meeting will be stated. Such meetings shall be held within fifteen (15) days of the request, unless mutually extended. Teacher members of the Negotiations Council, not to exceed seven (7), will be released from school duties without loss of salary to attend any meetings scheduled during school hours.

3. Each party shall have the right to utilize, jointly or separately, the services of consultants who may make reports directly to the Council.

4. The Board and the Director agree to furnish to the Association's representatives, in accordance with their reasonable requests, all available information concerning financial resources of the district, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate and constructive proposals on behalf of teachers, students, and educational program.

5. When the Board and Association representatives have reached a written proposed agreement, it shall be presented first to the Association and then to the Board for consideration.

6. If the Council is unable to agree on a proposal, the respective representatives should seek further instructions from their respective groups. All reasonable means, including expert guidance should be employed in an effort to reach agreement and a mutually supported recommendation by the members of the Council.

7. If forty-five (45) days prior to the end of the fiscal year, the Association or the Board representatives are of the opinion that the Council cannot reach a mutually supported recommendation to the Association and the Board, such failure shall be reported to the Executive Board of the Association and the Board of Public Education. The report shall be reduced to writing setting forth those matters agreed upon and those matters in conflict stating the reasons on each side for such conflict.

Upon the request of the Executive Board or the Board of Public Education, a joint conference to attempt to resolve the differences shall be called within fifteen (15) days, unless mutually extended.

8. Should no agreement ensue from the joint conference between the Executive Board of the Association and the Board of Public Education, dispute settlement procedures as follow may be invoked by either party.

E. PERSISTENT DISAGREEMENT

If thirty (30) days prior to the end of the fiscal year, the Board and the Association cannot come to a mutual understanding concerning matters before the NC, either party may request that the Federal Mediation and Conciliation Service appoint a mediator from its staff. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such steps as he may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. All costs for this service shall be shared equally by the Board and the Association.
If agreement cannot be reached through deliberation with a mediator, the Board shall have the responsibility for a final decision.

F. SAVING CLAUSE

Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this agreement to the extent that it violated the law. 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. The deleted article, section, or clause shall be rewritten within thirty (30) days unless extended by mutual agreement.

G. DURATION AND AMENDMENT

This plan shall be in full force and effect for a period of one (1) year from the effective date hereof. The plan will automatically continue in force unless either party requests termination thirty (30) days prior to the expiration date. It may be amended by mutual agreement at any time.

H. DATING NEW ENTRIES

As of July 1, 1993, any entries added to the Educational Agreement will indicate the year of approval. (1993)

I. PRINTING OF AGREEMENT

The costs of printing the Educational Agreement shall be borne equally by the Board and the Association. Both MNEA and the Board agree to work cooperatively to expedite the printing and distribution of the Educational Agreement.
ARTICLE II
ASSOCIATION AND TEACHER RIGHTS

A. ACADEMIC FREEDOM

The schools seek to educate people in the democratic tradition; to foster a recognition of individual freedom and social responsibility; to inspire meaningful awareness of, and respect for, the Constitution and the Bill of Rights; and to instill appreciation of the values of individual personality. It is recognized that these democratic 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 for teacher and student is encouraged.

Academic freedom shall be guaranteed to teachers in order to create in the classroom an atmosphere of freedom, which permits students to raise questions dealing with critical issues of the time and which maintains an atmosphere conducive to the study, investigation, presentation and interpretation of facts which stress the interplay of ideas. In addition, the teacher is responsible for exercising his/her judgment in selecting for discussion those relevant issues which he/she may deem appropriate to the maturity and understanding of the students involved.

Freedom of individual conscience, association and expression will be encouraged, and fairness in procedures will be observed both to safeguard the legitimate interest of the schools and to exhibit by appropriate examples the basic objectives of democratic society.

Teachers will be entitled to full rights of citizenship. No lawful religious or political activity of any teacher will be grounds for discipline or discrimination with respect to the professional employment of such teacher.

Professional educators should recognize that academic freedom is not an absolute, and it must be exercised within the basic ethical responsibilities of the teaching profession. As outlined in the NEA Code of Ethics dated July 3, 1970, these responsibilities include:

1. Commitment to the Student
2. Commitment to the Public
3. Commitment to the Profession
4. Commitment to Professional Employment Practices

B. ASSOCIATION NOTIFICATION

The Administration shall notify the Association through the Professional Council prior to recommending to the Board any policy affecting teachers.

C. FACULTY INVOLVEMENT IN DECISION-MAKING PROCESSES

Educators are held accountable for the success of the educational process. Therefore, the Metropolitan Nashville Board of Public Education and the Metropolitan Nashville Education Association recognize the necessity for involving faculties in the decision-making process. Teachers and principals will explore and discuss, when feasible in work-shops and local inservice, ways of organizing school for improved programs. Where applicable, local staffs will consider differentiated staffing, which would include identifying and describing various functions within the school setting that can be performed by para-professionals, team teaching, variable student grouping, etc., which might make possible the reconstruction of instructional staffs, instructional patterns, and school organization. When necessary, teachers will devote the necessary time beyond the normal school day in order to accomplish the above objective.
D. TEACHER RIGHTS

1. Reprimands and grievances shall be conducted in private. An affected teacher shall, however, have the right, in all such instances, to request the presence of a certificated employee organization representative at said interview and, when such a request is made, the interview will not proceed until the representative is in attendance.

2. Teachers shall be afforded due process to insure that any adverse action shall be for just cause and can be dealt with fairly and equitably.

3. Any professional recommended for suspension to the Director of Schools shall be granted a hearing on the question of suspension before the Director of Schools within ten (10) working days from the date of such recommendation. Prior to the hearing, and prior to the imposition of suspension by the Director of Schools, the professional shall remain in a full-pay status. The MNEA shall be notified immediately whenever a suspension is recommended to the Director.

4. Whenever possible, teachers called to the office for a conference concerning a student or parent shall be notified of the reason prior to the conference.

E. GRADING PROCEDURES

Approved procedures for the evaluation of student progress and the reporting of such shall be made available to principals for distribution to teachers. If the approved procedures provide for optional reporting forms, the local school principal and faculty, working cooperatively with the administration, shall be allowed to select those they find most appropriate.

Teachers shall have the right and responsibility to determine grades and student promotions. An administrative change in a teacher's decision on grade or promotion shall not be made without prior consultation with the teacher. A teacher may request that the decision of the principal or the results of the consultation be reviewed by the appropriate assistant superintendent or designee.

Grades shall be recorded on official school records including report cards and permanent student records in the manner prescribed by the central administration. Teachers may use percentage and/or letter grades for individual record keeping in grade books. If the teacher's individual method of record keeping varies from the method prescribed for the official recording, an explanation or key shall be filed with the building principal before the first grading period and shall also be affixed to the front page of the grade book.

F. EVALUATION OF CERTIFICATED PERSONNEL

Approved evaluation procedures for certificated personnel shall be made available upon request by the employee. Copies of the guidelines for conducting evaluations shall also be made available. All evaluations shall be conducted according to the approved procedures.

Teachers will be given a copy of any evaluation report and will discuss such report with the person preparing it before it is submitted to the teacher's permanent file. The teacher shall be requested to affix his/her signature to indicate that he/she is aware of the contents of the report. Such signature does not necessarily indicate agreement with the content of the report.

The Professional Council will hold discussions about the process for determining proposed changes.

G. TEACHER EFFECTIVENESS/SUPPORT PROGRAM

1. A Joint Committee on Teacher Evaluation will continue to operate through the 1995-96 school year. The Committee, in its development of a pilot evaluation program called the "Teacher Effectiveness/Support Program", shall be charged with:
a. The development of all forms necessary to implement the pilot program.

b. Providing information to all certificated personnel about the pilot process.

c. Periodically updating the Professional Council on its work, with an annual report to be submitted no later than May 1996.

2. The new "Teacher Effectiveness/Support Program" being development by the joint committee will be piloted during the 1995-96 school year. Faculties may voluntarily offer to participate in the pilot. The Professional Council will be responsible for identifying faculties to participate.

3. The Staff Development Governance Council will be charged with developing staff development offerings related to the new program for both principals and teachers. This training will be required for all staffs participating in the program pilot and, later, of all certificated staff prior to full implementation of the program. Additional annual staff development funds will be provided to the Council for this purpose.

4. No forms, information, or material gathered from either the "Mentoring" or the "Four Year Cycle" portions of the proposed program may be used during the "Intensive Assistance" portion of the proposed program.

H. PERSONNEL FILES & INFORMATION

1. Each teacher shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the Assistant Superintendent for Personnel or his designee.

2. Confidential recommendations and related personal references normally obtained in the process of evaluating the teacher for initial employment, promotion and/or re-employment shall be removed from the file prior to a review of the file by the teacher.

3. Except for the above provision, no material of derogatory nature will be placed in the permanent personnel file of a teacher without the teacher's prior knowledge of the content of the material and the date of placement in the file. Upon request by the teacher, a response may be attached to the material.

4. The assistant superintendents shall notify principals of the need to maintain confidentiality of personal information about staff members, which has not been made part of their official records, by not including it in any electronic system which may be transmitted throughout the school network. In order to make the information more readily available, the assistant superintendent shall place this in the Administrative Handbook.

5. Prior to use for evaluation or for making any record of permanence, all derogatory information that an administrator has relative to an employee must be shown to that employee upon request.

6. The Personnel Department will maintain a list of Certificated Personnel containing areas of certification and length of service for research purposes. Upon reasonable justification, employees may review this information.

I. REDUCTION IN PROFESSIONAL STAFF

When staff reductions among certificated personnel are necessitated by a decrease in enrollment, budgetary restrictions or phasing out of programs, consideration shall be given to length of service in the school system, racial balance and program needs by subject area or grade level.

All certificated personnel terminated for the reasons stated above shall be given preferred consideration for re-employment in order of length of service in the school system provided that racial balance and program needs by
subject area or grade level are met and that all these actions are consistent with the minimum requirements set forth in TCA 49-5-511.

J. STUDENT DISCIPLINE

1. System-wide discipline regulations, The Code of Student Conduct, shall be published and distributed to students each year. The Administration shall clearly indicate the intent of the Board to enforce these regulations and maintain an orderly learning environment in the schools. Teachers enforcing these regulations will have the support of the Board and Administration. The behavior of students will be in conformance with system-wide regulations. Failure to conform shall subject a student to disciplinary action.

2. The Board and the Association recognizes that effective classroom teaching and learning is dependent upon teacher management of the classroom and the absence of disruptive behavior on the part of the students. The Board hereby recognizes its responsibility to support teachers with respect to maintenance of control and discipline in the school within the framework of Board Policy.

3. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, the Administration will take positive steps to secure the appropriate services. In such cases, the teacher will immediately furnish the Principal or his/her designee with knowledge of the dismissal and as soon as possible, but no later than the conclusion of that school day, the full details of the incident leading to the dismissal and a concise written statement describing the disciplinary steps taken by the teacher before referral to the Principal or his/her designee. The teacher shall readmit the pupil upon the written authorization of the Principal or his/her designee. A concise written communication of the action taken by the Principal or his/her designee to assist the teacher and/or pupil shall be provided.

4. If a teacher in a school is concerned with the manner in which behavioral problems are being adjusted within that school, the matter will be discussed between the teacher and the principal. If the matter is not satisfactorily resolved at that level, the teacher and/or principal may use proper and established organizational channels for resolution of the difference. (1995)

5. Individual records on student discipline will be made available to teacher concerned as an aid for determining disciplinary recommendations concerning particular pupils. (1995)

6. The general purpose of this provision shall be to provide concise information for both teacher and principal to assist them in cooperatively maintaining the best possible learning environment. Maintenance of proper student behavior, generally, is the concern of the entire professional staff. Maintenance of proper student behavior in the classroom is primarily the responsibility of the teacher. However, a teacher may dismiss, by referring to the Principal or his/her designee, a pupil from his/her class when the seriousness of the behavior, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student unacceptable. (1995)

7. If, in the judgment of either the principal or his/her designee and/or the teacher, a conference is necessary, it will be held as soon as possible. The conference should include, as required, the teacher, principal and such other persons as may contribute to the resolution of the problem.

If satisfactory steps do not result from this conference, the principal may, after consultation with the teachers who serve the student, schedule another conference involving the appropriate administrator or designee and such other persons as may contribute to a solution of the problem.

8. The principal may suspend a student from attendance at school, including its sponsored activities, or from riding a school bus in accordance with the rules and regulations of the Board of Education and Tennessee Code Annotated. (1995)
A student may be excluded from further attendance in the Metropolitan Public Schools.

9. Corporal punishment may be administered in accordance with Board Policy.

10. Teachers are expected to exert their best efforts and professional judgment to maintain discipline in the school. If fights involving students do occur on school property, a teacher is expected to do what any reasonable person would do under the circumstances. If circumstances warrant and permit, a teacher may use physical restraint to stop the fight. If the teacher is unable to stop the fight, assistance should be requested immediately.

11. At the beginning of each school year, a systemwide commitment for establishing and maintaining orderly and effective classrooms and schools will be demonstrated by focusing on the behavioral expectations of students and empowering teachers to become active participants in the development and implementation of local school discipline plans. This objective will be achieved by:

a. Reserving a portion of one of the state-mandated inservice days for the purpose of addressing the issue of student discipline.

b. Providing time for the local school discipline committees to gather faculty input for an effective discipline plan or to re-examine with the faculty the plan in existence with regard to its effectiveness in addressing the schoolwide discipline concerns.

c. Prior to the end of the first six-weeks grading period, the faculty discipline committee shall have completed the development or re-examination of the local schoolwide discipline plan to assure that the desired expectations and outcomes for students and staff are effective. After strategies for improvement have been examined, the plan shall be submitted to the appropriate Administration and Curriculum Services Director. (1995)

K. PAYROLL DEDUCTIONS

Whenever duly authorized by any teacher on a form or forms appropriate for such purposes and consistent with regulations established by the Business Service Division, payroll deductions for membership dues of the Association shall be made in accordance with such form or forms. Payroll deductions for membership dues may be initiated in October and February, provided the Business Office receives the payroll deduction cards requesting deduction ten (10) days in advance. Authorization for payroll deduction for other purposes may be added by mutual agreement.

L. UNABRIDGED POLICY MANUAL

In addition to the school copy maintained by the principal, a complete and up-to-date copy of all Board of Public Education policies shall be placed in each Metropolitan Public School. The policy book shall be placed in an area frequented most often and/or convenient to teachers. As policies are changed or updated, supplements shall be mailed to the Association for distribution to each Representative.

M. LOCAL SCHOOL POLICIES AND PROCEDURES

1. Each certificated employee shall be given a written list of policies and procedures of his/her individual school at the time of his/her assignment to that school. In the development of local school policies and procedures, it is recognized that State policies and local Board policies and procedures supersede those of local schools.

2. The annual audit of the local school's financial receipts and disbursements shall be made available to the faculty within fifteen (15) days after the opening of school or within ten (10) days if the audit is received during the school year.
N. ASSOCIATION USE OF SCHOOL FACILITIES

Subject to the Board’s retention of the right of prior approval through the appropriate Administrative Office, duly authorized representatives of the MNEA may use school buildings for official organization business provided that payment for any direct costs are made and that such meetings do not interfere with the normal operation of the school and further provided no organization views on matters relating to teacher school or Board-organization relationships will be discussed in the presence of students.

1. The Monday of each month preceding the MNEA Representative Assembly shall be set aside for MNEA faculty meetings, if needed, or faculty meetings at which MNEA matters are first on the agenda. Attendance at a MNEA faculty meeting is voluntary. The MNEA Faculty Representative or his/her designee shall chair the meeting or the part of the meeting which has MNEA agenda items.

2. Meetings of the Association, whether in groups within a school or general meetings, shall be arranged for in advance through the office of the school where the meeting is to be held.

3. The Association shall have the right as a teacher organization to post notices of its activities of its activities and matters of organization concern on teacher bulletin boards. At least a portion of one (1) or more shall be provided in each school building.

4. Authorized representatives of the Association will assume responsibility for posting or distributing material for the Association.

5. An information copy of distributed notices and other materials shall be sent to the principal and Director of Schools at the time of posting of distribution.

6. The Association will have the right to use the regular inter-school mail delivery system to distribute official Association materials, including pickup from and delivery to MNEA office.

7. Any communication posted on a bulletin board or sent through school means of distribution or placed in employee mailboxes by the MNEA shall have proper identification of the MNEA.

8. Except for MNEA’s elections, political campaign literature shall not be posted on school bulletin boards or distributed through school mails by the MNEA or any of its members, unless approved by the Board and the Director of Schools.

O. COMMUNICATION TO THE ASSOCIATION

In order to provide for better communication between the MNEA and the various departments within the school system, all departments shall forward to the MNEA information copies of appropriate communications, including all materials provided to the Press.

P. OFFICE SPACE IN RESIDENCE

The Board recognizes that, in order for teachers to accomplish their jobs effectively, it will usually be necessary to have an office in part of their residences for the purpose of preparation, grading papers, storage of materials and other functions related to the practice of their profession. The Board of Public Education shall not be responsible for this office.

Q. NEW CERTIFICATION REQUIREMENTS
When the local school system is informed of new certification requirements by the State Department of Education, the Personnel Department will make a reasonable effort to provide information about the new requirements to affected personnel.

R. CERTIFICATION IN SPECIAL EDUCATION

When new certification standards are required in special education, the school system will provide information about the new requirements to affected personnel. The system shall attempt to facilitate the efforts of the individual teacher to meet and comply with the new certification standards by making an effort to provide notification of available opportunities in area colleges and universities.

The Director of Schools shall apply for a waiver within the context of State Department of Education and/or State Board of Education Rules and Regulations to assist an employee who has demonstrated a reasonable effort but is unable to meet the new certification standards.
ARTICLE III

EMPLOYMENT CONDITIONS

A. SUMMER SCHOOL

1. A statement of all subject area systemwide enrichment programs in grades 1-3 and credit and promotion offerings for summer school teachers shall be adequately publicized by the Director of Schools and shall be posted in each school building as early as possible. Teachers who have applied for such summer school positions shall be notified of the action taken regarding their applications as early as practicable and under normal circumstances not later than May 1. (1995)

2. All summer school positions and any offer of employment are contingent upon sufficient enrollment and ability to finance.

3. In filling summer school positions, priority placements will be given to career ladder teachers with assignments consistent with the system’s career ladder needs assessment. The school system will assign summer school personnel with respect to diversity of race and sex to each building where possible. (1995)

4. Positions in summer school classes will, to the extent possible, be filled by regularly appointed professional personnel in the Metropolitan Nashville Public Schools who plan to return to the system for the ensuing school year.

   a. Preference will be given to personnel who, during the regular school year, are classroom teachers having tenure in Metropolitan Nashville Public Schools and teaching in the area for which they are requesting summer school employment.

   b. Second choice shall go to non-tenure teachers in Metropolitan Nashville Public Schools who are teaching in the area for which they are requesting summer school employment.

   c. Third choice shall be from classroom teachers in Metropolitan Nashville Public Schools, certified but not presently teaching in the area for which they are making application.

   d. Fourth choice shall be from certified professional personnel who are not classroom teachers.

5. In areas where there are more qualified applicants for summer school than positions available, preference shall be given to applicants who have taught not more than two (2) summer sessions immediately preceding the current year.

6. All summer school teachers will be paid at the same hourly rate of pay. (The current Board approved rate is $15.04 per hour.) (1995)

B. SUMMER EMPLOYMENT

The Personnel Department shall announce possible classified summer employment available to teachers during April of each school year. A list of teachers interested in such employment shall be maintained by the Personnel Office.

Preference will be given to personnel who, during the regular school year, are employees of the Metropolitan Nashville Public School System.
C. ADULT EDUCATION

1. Classes in Adult Education are offered each fall and spring. Applications for teaching must be submitted to the Director of Adult Education at least three (3) months prior to the beginning of the next session. An application may be submitted for teaching a class normally taught in the regular program or one in which the applicant has a special interest and/or skill. Any offer of employment is contingent upon sufficient enrollment and ability to finance.

2. Positions in Adult Education will, to the extent possible, be filled by regularly appointed professional personnel in the Metropolitan Nashville Public Schools.
   a. Preference will be given to personnel having tenure and presently teaching in the area for which they are making application.
   b. Second choice shall go to non-tenure teachers.
   c. Third choice shall go to professional personnel who are not presently teaching in the area for which they are making application.
   d. Fourth choice shall go to those who are not regularly appointed professional personnel in the Metropolitan Nashville Public Schools.

3. In filling Adult Education positions, consideration will be given to maintaining a racial balance consistent with that of the regular school program, and making appointments with no discrimination based on sex.

D. TEACHER TRANSFER—GENERAL PROVISIONS

1. Transfers may be made at the request of the teacher, principal, or may be initiated by the Director of Schools and his staff for any purpose which in the judgment of the Director of Schools is for the welfare of the teacher or the schools. The approval of the Director or his designee is required for any transfer.

2. The principal criterion for consideration of a request for transfer is whether or not the request will result in the best educational program for the school system.

The Board and the MNEA recognize that educational programs are facilitated by the selection of school faculties which are well-balanced in terms of the teachers' training, experience, special qualifications and interests, sex, race, age, and length of service. Careful consideration will be given to each of the above when filling vacancies in order to achieve a proper balance of teachers on any local school faculty.

3. There shall be no discrimination in the filling of positions, administrative or classroom, because of race, creed, religion, or sex.

4. The Board and MNEA shall continue their efforts to achieve and maintain integration and racial balance of school faculties and no portion of the transfer procedures shall be interpreted in such a manner as to hinder their efforts.

5. When a teacher is newly assigned or is transferred between schools, grade levels, and/or subject matter areas, every effort will be made to provide necessary materials for that subject or grade to set up the classroom.

6. Before new teachers are employed and assigned, continuing teachers presently teaching outside their area(s) of certification shall be placed in vacancies in their area(s) of certification. Exceptions must be in accordance with State regulations.
E. TEACHER INITIATED TRANSFERS

1. Not later than April 15 of each school year, the Assistant Superintendent for Personnel shall have posted in the office of each school a list of the known vacancies by location and certification for the ensuing school year. Such a list shall include all vacancies in positions of administration, counselors, teachers of exceptional children, other special teaching areas, as well as regular teaching assignments. A copy of the current transfer form will be attached to each list of vacancies. The building principal shall call special attention to vacancies in the local school so that consideration may be given to teachers in that local school for filling such vacancies. The Association recognizes that some vacancies will be in doubt even though a teacher is known to be resigning, because programs and budgets will be subject to change.

2. Teachers who desire a transfer shall obtain from the principal or the Personnel Office a set of Request for Transfer forms and send one (1) copy of the request to the Personnel Office, 2601 Bransford Avenue, by May 1 of each year. Transfer requests may include, but not be limited to, the posted vacancies.

3. If a teacher does not wish to be considered for vacancies which occur in the summer, the teacher must cancel the request for transfer in writing. All requests for transfer on file in the Assistant Superintendent for Personnel's office shall be destroyed on October 31 of each school year. Teachers desiring transfers for the following school year shall renew their transfer request on the appropriate forms. Nothing in this article shall prevent any teacher from requesting, or prevent the Director of Schools and his staff from initiating a transfer at any time.

4. Teachers and administrators who are to be transferred shall be notified in writing as soon as practicable and, under normal circumstances, not later than July 1 of each year. If a transfer is requested but not granted, the teacher may request a conference in the Personnel Department to discuss the reason(s) the transfer request was not granted. After the conference, upon request of the teacher involved, the Personnel Department shall provide a written statement concerning the denial of the request for transfer.

5. In evaluating a request for transfer, consideration shall be given to training, experience, race, sex, age, special qualifications and length of service, and in addition the convenience and wishes of the individual teacher including distance traveled to post of duty. If more than one teacher has applied for the same position, be it an administrative or classroom position, the teacher best qualified for that position shall be appointed.

6. A current register of vacancies in all certificated positions shall be readily accessible to teachers in the Personnel Office.

F. ADMINISTRATIVE TRANSFERS

1. Teachers who are to be transferred by administrative request shall be notified as soon as practicable. Time will be provided for the teacher being transferred for closing out and/or moving and preparing for the new assignment. This will apply to both inter-school and intra-school transfers. When necessary, substitute teachers shall be made available to facilitate this released time.

2. A transfer will be made only after the teacher has been personally contacted by the Assistant Superintendent for Personnel or his designee. The reason or reasons for the proposed transfer shall be set forth in writing and presented to the teacher if the teacher so desires. In the event that the teacher objects to the transfer, if the teacher so desires he/she may immediately notify the MNEA. The Assistant Superintendent for Personnel or his designee will then meet with the teacher and the MNEA representative to discuss the matter.

3. There shall be no discrimination against a teacher who uses the grievance procedure to challenge an involuntary transfer.
4. When transfers are made necessary by change in enrollment, the principal will consider the program needs of the school and determine where reductions can best be made. The principal and the Personnel Office will then seek voluntary transfers. To the extent possible, all volunteers shall be transferred, after which transfers will be made according to the following guidelines: effect on the instructional program, teacher balance, professional qualifications, and length of service in the school system. The teacher with the least length of service within a building when all other considerations are equal will be transferred first.

5. When the enrollment of a school necessitates a teacher transfer, the teacher transferred will be given priority consideration for returning to the former school, should an appropriate vacancy occur for the next school year.

6. When the enrollment of a school necessitates a teacher transfer, the teacher recommended for transfer shall be notified as soon as recommended by the principal and approved by the Personnel Department.

7. When a choice of positions is available, teachers may indicate an order of preference for appropriate consideration.

G. RESIGNATION PROCEDURES

In order to provide for optimum teacher placement and to facilitate the following transfer procedures, it is recognized that, except in unusual circumstances, teachers have a professional responsibility to give notice to the Personnel Department before March 15, if they do not intend to remain in the Metropolitan Schools the following school year. If a teacher has notified the Personnel Department of an intent not to remain in the system and the circumstances contributing to that decision change, the Department has a professional responsibility to consider these new factors and developments and to reinstate the teacher in his or her original position if it is available, or in another position for which the teacher is qualified when the first such vacancy occurs.

H. PROMOTION POLICY

When an opening in an administrative or supervisory position occurs, it is the desire and policy of the Board of Public Education to employ the applicant best qualified whether he/she is currently employed within or without the school system. Other things being equal, first consideration will be given to employees currently employed in the school system; therefore, to the extent administratively reasonable, effort shall be made to inform employees of promotional vacancies. However, during the period June 15 through August 15, any position changes or vacancies during the course of and as a result of the reorganization/reassignment process may not allow time for formal announcing or posting.

I. NON-DISCRIMINATION

There shall be no discrimination in the filling of positions, administrative or classroom, or extracurricular, because of race, creed, religion or sex. Nor shall an applicant for a position be discriminated against because of grade level taught where that experience is not requisite to the desired qualifications.

J. AFFIRMATIVE ACTION

The major objective of the Affirmative Action Plan is to have appropriate minority and female representation in the various departments of the Metropolitan School System.

K. T-OSHA REPORT

In February of each year, a copy of the report submitted to the Tennessee Department of Labor to comply with the Tennessee Occupational Safety and Health Act (T-OSHA) shall be made available to the Association.
1. Any teacher who has suffered or inflicted any assault in connection with his/her employment while acting within the scope of his/her duties shall immediately make a written report of the circumstances thereof to his/her principal. The principal shall forward a copy of this report to the Assistant Superintendent for Personnel and to the Executive Director of the MNEA. The Assistant Superintendent for Personnel shall acknowledge receipt of such report and shall bring the matter to the attention of the Metropolitan Department of Law and seek advice as to what action, if any, should be taken.

2. Said report will be forwarded to the Board through the Assistant Superintendent for Personnel acting under the direction of the Director of Schools, and, in the event civil or criminal proceedings are brought against the teacher, the Board will comply with any reasonable prior request by the teacher for information in its possession relating to the incident or the persons involved.

3. If criminal or civil proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment while acting within the scope of his/her duties, such teacher may request, through the Personnel Department, approved by the Director of Schools, from the Department of Law, any legal advice or special counsel to which such teacher may be entitled under the law or under the Metropolitan Charter, Chapter 8.602, sub-sections A and B. A copy of any request for legal aid will be forwarded to the MNEA Office.

4. Whenever a teacher is temporarily absent from school and temporarily unable to perform his/her duties as a result of personal injury caused by an assault occurring within the scope and course of his/her employment, and not the result of his/her own negligence, he/she will be paid his/her full salary, less the amount of any award made for temporary disability due to said injury, for period of such temporary absence for a total of six (6) months from the date of such injury or the remainder of the school year, whichever is longer. No part of such absence will be charged against the teacher's sick leave. Personal insurance money received by the individual teacher shall not be affected under the terms of this Agreement.

5. The Board shall have the right to have the teacher examined by the Metropolitan Public Health Department and/or a panel of three (3) doctors designated by the Board for the purpose of establishing the length of time during which the teacher is temporarily disabled from performing his/her duties, and the opinion of the Metropolitan Public Health Department and/or the panel of three (3) physicians as to said period shall control.

6. Any teacher who is injured by accident or assault arising out of and in the course of his/her employment shall be entitled to emergency treatment at the nearest or most available doctor's office, hospital, or clinic at the expense of the Metropolitan Government. Any further treatment, in addition to emergency treatment herein provided for, shall be furnished the teacher free of charge by doctors, nurses, etc. in the employment of the Board of Hospitals. In the event it is determined that specialized treatment not available at a Metropolitan hospital should be made available to such teacher, then the same shall be made available at the nearest point or place where such specialized treatment is available, which treatment shall be paid for by the Metropolitan Government.

7. No complaint by a parent or student made against the teacher shall be placed in the teacher's personnel file unless the matter is first reported to the teacher in writing by the administrator handling the complaint.

8. The Board and Administration will continue to support teachers in cases of an assault upon a teacher acting within the scope of Board policy. If prosecution is warranted, the teacher shall be assisted in the prosecution. The determination as to whether prosecution is warranted will be made by the principal after consultation with the Board's legal counsel.

9. The Board agrees to provide a $50,000 death benefit to the named beneficiary, or to the estate if no beneficiary be named, of an employee killed in the line of duty by violence directed toward his/her person not stemming from any personal relationship or interaction or any other non job related activity. This policy shall be strictly construed. For clarification, accidental deaths, including those due to automobile accidents, are specifically excluded.
M. PROCEDURES FOR HANDLING PHYSICAL ASSAULT CASE INVOLVING SCHOOL PERSONNEL

1. When a physical assault occurs, the employee, while acting within the scope of his/her duties, has the right to defend himself/herself and/or obtain assistance.

2. The principal should be immediately notified to call parents, the Director of Schools, his designee, and if appropriate under the circumstances, the police.

3. The Board shall fully support the school employee assaulted as outlined in the Board's Professional Personnel Protection Policy.

4. A student who physically assaults a staff member will be immediately suspended by the principal, pending full investigation. Upon recommendation of the Director of Schools, the Board may expel the student.

N. COST OF LOSS OR DAMAGE TO PERSONAL PROPERTY RESULTING FROM ASSAULT

Upon submission to the Director of Schools of adequate proof of the existence of, and damage to personal property of a teacher as a result of an unaggravated assault while the teacher is on duty on school property, the Board shall reimburse said teacher for such damage or destruction, not to exceed five hundred dollars ($500). A teacher's term of duty is determined by the exact arrival and departure for assigned responsibilities.

Written notice of damage or destruction of personal property incurred as a result of unaggravated assault shall be filed with the Director of Schools within ten (10) days after the alleged incident, if the teacher intends to make claim to the Board under the provisions of this policy.

O. TRANSPORTATION OF STUDENTS – SECONDARY LIABILITY COVERAGE

In the fall of each year, the Board will communicate the provisions for secondary liability coverage which are contained in the existing fleet insurance policy. Such communication shall also be provided the Professional Council in the fall.

For additional information about liability for transporting students, employees should consult Tennessee Code Annotated (TCA) 29-20-101 et seq (Governmental Tort Liability Act), a copy of which shall be made available in each local school.

P. VEHICULAR DAMAGE

Each year, the Board agrees to contribute one dollar and fifty cents ($1.50) per certificated employee to reimburse a teacher on assigned duty whose vehicle, parked at the site of his/her assigned responsibility, is damaged without fault of the teacher as a result of malicious acts related to professional responsibilities, provided the following stipulations are applicable:

1. No reimbursement shall be made for loss or damage resulting from collision, and no loss reimbursed for theft or damage resulting from theft, except that theft of such parts of a vehicle as are essential to its functioning may be considered.

2. Any uninsured loss which qualifies under the plan for reimbursement shall be covered up to an amount of $250.00. On a funds available basis, losses above $250.00 will be reimbursed. (1995)

3. Any funds that remain available in a fiscal year from this allocation, after #1 and #2 have been paid, may be used to reimburse for damage to the paint or finish of a vehicle, based on criteria established by the joint committee that is described. (1995)
A joint committee consisting of two representatives from the Association and two representatives from the Administration shall administer the fund. Claims shall be filed within fifteen (15) days of the loss unless there are extenuating circumstances which would have prevented making a report. The committee shall meet to process the claims within two weeks after the closing of school. Available funds shall be distributed proportionately to the loss prior to the end of the fiscal year.

Q. VACATION

1. **10 Month Employees.** Professional employees elected on a ten (10) months' school year basis shall be entitled to vacation during the Christmas holidays as follows:

   a. A teacher will earn one (1) day of vacation for each scholastic month* he/she is employed.

   b. A teacher serving less than ten (10) months will be paid as follows:

      (1) A teacher on the payroll prior to the Christmas holidays will receive pay for the ten (10) days, with the understanding that the last paycheck will be adjusted in accordance with the policy governing earned vacation.

      (2) A teacher employed after the Christmas holidays will receive the amount due for earned vacation on the last paycheck of the school year (or last check if he/she resigns prior to the close of the school year).

      (3) A teacher leaving prior to the Christmas holidays will receive the amount due for earned vacation on his/her last paycheck.

   *Must be on the payroll for at least eleven (11) of the twenty (20) days (must receive pay for these days).

2. **12 Month Employees.** Professional employees on twelve (12) months' contracts earn one and two-thirds (1-2/3) days per month of service, to a total of twenty (20) per fiscal year. Professional employees elected on a school year basis shall be entitled to a vacation period during the Christmas holidays on the same basis as the calendar of activities provided for classroom teachers.

R. WORK YEAR

All administrative and instructional personnel will be paid at the rate of seventy percent (70%) of the regular salary for any work required of them beyond the individual's normal contract year.

S. PRINCIPAL DESIGNEE

A principal designee shall be named in each elementary school to serve as acting principal each time the regularly assigned principal should be absent. The principal designee shall be released of his/her classes and a substitute provided, if the length of the principal's absence seems to require so.

After a principal designee has served in the capacity of Acting Principal for a regular principal who is temporarily absent for twenty (20) consecutive school days, he/she shall be entitled to the appropriate supplement according to school classification, training, and experience from the date of the original placement.

T. PRINCIPAL INTERVIEW

Prospective teacher candidates and/or teachers to be transferred may, to the extent possible, be interviewed by the building principal prior to assignment.
U. OPPORTUNITIES FOR EDUCATIONAL ADVANCEMENT

The Department of Program and Staff Development shall provide teachers with a periodic listing of grants and other opportunities for further education. This will be made available to teachers through their building principal and shall be posted for teacher information.

V. WORK YEAR AND PAY SCHEDULE

Paydays for teachers shall be on an uninterrupted schedule from the beginning of school provided, however, that in the event of days being made up due to adverse weather or related conditions, the last check will be issued on the last day worked.

When payday falls on a holiday, checks will be issued on the work day immediately preceding the holiday. In the event of school closing on paydays because of inclement weather or other acts of God, reasonable effort will be made to make paychecks available to employees.

W. PARTICIPATORY LEADERSHIP

Both Parties to this agreement endorse participatory leadership at the local school level for the purpose of improving the quality of instruction. This is an opportunity for all employees to have shared decision making in the school at which they work. For the program to be productive, a mutual commitment to success by all affected parties is essential.

To assure acceptability of participatory leadership at the school level, the Parties agree to the following:

1. The parties agree to provide training in the area of participatory leadership. Because training is essential for both initial and continued success of the program, the training component shall comprise part of the salary compensation package agreed to and shall be ongoing from year to year, and shall involve all affected employees. The first year of the program shall be devoted primarily to training.

2. The purpose of participatory leadership shall be to improve student learning. Items in the Educational Agreement and Board Policy which safeguard the rights of employees in such matters as employment, evaluation, assignment, lay off, recall, transfer, grievances, dismissal, program considerations, association representation and other similar items shall not be deviated from in the implementation of participatory leadership.

3. Before entering the process, a faculty shall participate in an informational session on participatory leadership, which includes a balanced overview and an opportunity for questions and answers.

4. For the year 1995-96, two thirds of the certificated employees in a building and the principal must vote by written ballot to participate in the participatory leadership decision making process. The building principal and association representative shall jointly conduct the election and certify the results.

5. If a participatory leadership decision requires a deviation from this Agreement, the decision making process shall include an opportunity for all affected certificated employees to share their opinions. Such a decision shall be for one year only and may not be implemented in any school year without at least two thirds concurrence of affected certificated employees.

6. Certificated employees that serve on participatory leadership committees shall be selected by the certificated employees.
ARTICLE IV

TEACHING CONDITIONS

A. PLANNING TIME FOR TEACHERS

The Board and Association agree that there should be greater utilization of the local school staff and more flexible scheduling which would enable individual school administrators to provide planning time and duty-free lunch periods for teachers because of the importance of planning in promoting effective teaching.

Secondary school teachers, middle school and senior high, shall have a planning period which shall be free of student responsibilities except for emergencies. This duty-free period shall be used for the purpose of preparation, grading papers, contacting parents or any other items connected with the professional duties of the classroom teacher.

Elementary school teachers shall have such planning time, including time before and after the school day, as may be possible within the local organizational framework of the elementary school day.

B. PARTIAL DAY ABSENCE

The principal or administrator to whom the teacher is directly responsible may excuse a teacher for minor fractions of a day in cases where a substitute is not required.

C. DUTY-FREE LUNCH PERIOD

All teachers shall be entitled to a duty-free lunch period of at least thirty (30) minutes except in emergency situations. In order to facilitate the implementation of this policy in elementary schools, lunchroom attendants shall be employed. The number assigned to a school will depend upon need, availability of qualified attendants, and ability to finance.

D. SUPPLEMENT PAYING POSITIONS

A master list of all supplement paying positions in the local school shall be maintained and shall be available from the Assistant Superintendent for Personnel. An attempt will be made to broadly distribute supplement paying positions among the members of a given faculty.

E. IMPROVED PROCEDURES FOR TEACHING MATERIALS/EQUIPMENT

The principal or his/her designee shall provide new staff members information about instructional equipment and its use and shall seek ways to provide all faculty members information relative to the use of new equipment requiring explanation or special training.

All faculty members, including itinerant teachers, should have access to a copying machine. The degree of access shall be determined jointly by the administration and the FAC or another committee representative of the faculty. (1993)

Subject to the availability of funds, the Board agrees to provide service for all machines used in the instructional operation of the school which were originally purchased by the Board.
F. TECHNOLOGY

A broad-based process improvement team will develop a system-wide technology plan and a plan to provide funding both for instruction and support. The process improvement team will be appointed jointly by MNEA and the Board within thirty days of ratification of the contract. (1993)

G. ADMINISTRATIVE INFORMATION MANAGEMENT SYSTEM (AIMS)

By the 1994-95 school year, the Board intends to employ classified personnel to operate the AIMS network within each local school. Until such time, a temporary stipend shall be provided to compensate individuals for accomplishing AIMS tasks which are not already a part of their regular job assignment. Certificated personnel will not be scheduled for AIMS responsibilities during the instructional day. (1993)

The stipend shall be calculated at a rate of $500 per school with an additional $0.50 per student for those schools issuing report cards through the AIMS network. (1993)

H. INSTRUCTIONAL MATERIALS AND SUPPLIES

The Board will make available to the individual school, an appropriation in the 2320 account based on the enrollment in the individual school. All local funds allocated for instructional materials and supplies (2320) and that portion of special state funds not designated to the individual teacher will be distributed as determined jointly by the administration and the FAC or another committee representative of the faculty. Correspondence concerning instructional material and supply funds (2320) and state funds will be distributed to the building principals, FAC Chair and the MNEA. (1993) The plan for ordering and distributing supplies and materials from the 2320 fund shall be included in the written policies of the local school.

The Board agrees to provide an amount equal to the special state funds to each itinerant teacher, librarian and guidance counselor. Expenditures from the division's fund will be determined jointly by the administration and the FAC or another committee representative of the division. Funds will be distributed as described in the above paragraph. (1993)

1. Requisitions. Requisitions for supplies and materials may be initiated by teachers for forwarding to the principal. Forms for this purpose shall be provided by the Board. A copy of the purchase order or delivery ticket indicating the disposition of the request shall be returned to the building principal as soon as possible.

2. Monthly Summary and Printout. A monthly summary of the local school's instructional materials and supplies (2320) fund allocations and remaining balances by divisions within the school shall be posted for teachers' information. The monthly printout of transactions shall be available to teachers upon request.

3. Kindergarten Materials. The Board recognizes that the school system's kindergarten program is a vital part of the system's total educational offering. Kindergarten classrooms shall be provided, to the extent that funds are available, with appropriate supplies and materials for effective program implementation consistent with other primary grade programs.

4. Quality of Supplies. The Board and the Association agree to establish a standards specification review committee to evaluate the quality of supplies and materials. The committee will be representative of all users within system-wide departments. MNEA will be informed of meetings and outcomes of meetings held by this committee. (1993)

5. Basic and Necessary Supplies. The Board, in collaboration with the Association, agrees to provide each new teacher to the system with a kit of basic supplies. Such kits shall include tape, adult scissors, a box of chalk, a dozen pencils, a dozen pens, a ruler, masking tape, a set of magic markers, correction fluid, self-adhering notes,
tape dispenser, chalkboard eraser, glue stick, one ream of blank paper, one ream of ruled paper, paper clips, staple remover, staples and a stapler. (1993)

6. For the 1995-96 school year, the Board agrees to reimburse each regular and special education classroom teacher, librarian, guidance counselor, and itinerant personnel in the operation budget $50 for purchase of instructional materials and supplies. New teachers on the 0 step of the salary schedule will be reimbursed an additional $200 for the purchase of instructional materials and supplies. (1994)

L. TEACHER FACILITIES

The Board shall strive to make available in each school as funds and space permit: a work area for teachers containing equipment and supplies to aid in the preparation of instructional materials; adequate lunchroom space; restroom and lavatory facilities exclusively for teacher use; space and facilities for teachers to conduct their business and store necessary equipment, supplies, and personal belongings; and a faculty lounge. As new buildings are planned, consideration shall be given to providing these facilities in the initial construction.

J. ELEMENTARY PHYSICAL EDUCATION TEACHERS

When available, within budgetary limitations, certificated physical education majors who are qualified for elementary physical education work will be placed in each elementary school. Adjustments will be made for large and small elementary schools.

K. NEW PROGRAM IMPLEMENTATION

When new programs are to be implemented, the principal and staff shall be involved in the development of strategies for implementation. Every effort will be made to provide the appropriate supplies and materials for program implementation.

L. TEXTBOOKS

1. The recommendations of the Textbook Process Improvement Team shall be shared with the central office staff and the MNEA Representative Assembly. Feedback shall be solicited from both groups. (1993)

2. Teachers and other appropriate personnel shall be added to the Textbook Improvement Team. MNEA will have an opportunity to appoint a representative to the Textbook Improvement Team. MNEA will be informed of meetings and outcomes of meetings held by the Team. (1993)

3. The system textbook coordinator will serve as the troubleshooter for textbook problems. (1993)

4. The options generated through the negotiations process shall be referred to the Textbook Process Improvement Team for consideration. The options shall include refining the process for providing special education textbooks. (1993)

5. If at any time there are problems regarding textbooks, teachers should report them to the local school textbook coordinator and/or the faculty representative. The textbook coordinator shall communicate problems to the textbook troubleshooter, who shall report it to the appropriate person, as soon as possible. (1993)

6. The guidelines/process for reporting suggestions, improvements and problems around textbooks shall be clearly communicated to all affected system personnel. (1993)

7. Individual teachers and local schools shall be permitted to retain out-of-date textbooks for curriculum enrichment and individualization of instruction.
M. IN-SYSTEM TEACHER EXCHANGE PROGRAM

For the 1995-96 school year, a voluntary teacher exchange program shall be made available on a trial basis. The program will allow teachers with seven (7) or more years of service in the system holding similar assignments the opportunity to change places for one school year. Teachers interested in participating in the in-system teacher exchange program shall initiate a request which details the proposed exchange. The request will be developed in cooperation with the principals.

The purpose of the program shall be to provide opportunities for professional enhancement and variety in teaching assignment. For purposes of seniority, transfer, and other employment-related matters, the teachers shall be considered assigned to their original respective schools. This policy is not intended to provide additional opportunities for permanent transfer to some teachers nor lessened chances to others.

The program shall be subject to the following guidelines:

1. The teacher assignments shall be similar.
2. Provisions shall be made so that extracurricular assignments of both teachers are fulfilled.
3. A determination shall be made by the Personnel Office that racial balance and other employment-related matters are not impacted negatively.
4. The program shall be evaluated by the administration and a report made to the Professional Council.
5. There shall be no more than five (5) exchanges this year and application should be made by August 1.

N. PUBLICATION OF STAFFING RATIOS AND PROCEDURES

Each year after fall reorganization, the Assistant Superintendent for Personnel, upon request, shall present to the Professional Council a status report on staffing ratios used for the year.

O. ITINERANT PERSONNEL

The Board and MNEA agree that the services provided by itinerant teachers are vital to the success of all students. Both itinerant teachers and their students require conditions that meet established standards for the services provided. These conditions include adequate space, supplies, equipment and access to telephones and copy machines.

Therefore, the Board agrees to provide appropriate, designated spaces for both work and locked storage in every building. When appropriate space is not available, a space audit will be conducted by the administration. (1993)
ARTICLE V

COMPREHENSIVE STAFF DEVELOPMENT PROGRAM

A. PROFESSIONAL GROWTH

The Board and MNEA agree that staff development is an important part of professional growth for all personnel. Research indicates that teachers historically participate in learning activities that support the vision and goals of the school systems as well as enhance their professional growth and development. (1995)

B. FOCUS OF STAFF DEVELOPMENT ACTIVITIES

Staff development activities should focus on personal, school and/or district goals. Workshops, conferences, seminars and other activities sponsored by an educational institution, professional organization, or community agency are viable examples of staff development. (1995)

C. DATA COLLECTION

During the 1995-96 school year, the Board and MNEA agree to collect and analyze the data from the individual staff summary sheets of the certificated employees for the purpose of determining the level of participation. Findings will be reported to the Board by the end of the fiscal year. (1995)

D. SUMMARY FORM

Individual employees will submit a summary form indicating all of their staff development activities for the 1995-96 school year. Employees who do not submit a summary form indicating participation will incur a salary deduction of $100. (1995)
ARTICLE VI

TEACHER WORKDAY, RESPONSIBILITIES AND DUTIES

A. TEACHER ASSIGNMENTS AND NON-INSTRUCTIONAL DUTIES.

The teacher shall be directly responsible to the principal. In general, the functions of the teacher are two-fold: (a) to direct the growth and development of the children and (b) to assist the principal in the conduct and management of the school. In applying the above Board Policy to athletic events, teachers shall exercise general supervision of pupils enrolled in the school where the teacher is a member of the faculty. All teachers shall be admitted without charge to regular seasonal athletic contests involving their schools, both at home and away. During tournament play, any principal who assigns definite duties and responsibilities to a member of his/her faculty at the tournament site, shall provide a ticket of admission for that particular session.

B. REPORTING OF ABSENCES

When a teacher is unable to be in school, he/she can report the absence through the Automated Substitute Teacher Management System 24 hours a day. The absence shall be reported directly into the system by calling 271-1742, unless otherwise instructed by the local building administrator. The automated system requires that teachers give a beginning and ending date of the absence. RELEASES OF SUBSTITUTE TEACHERS BY THE PRINCIPAL ARE NO LONGER NECESSARY. In the event that the teacher reports to school earlier than the date entered in the system computer and the substitute reports for work also because of the stated length of the absence, the teacher loses the amount paid the substitute.

C. TEACHER WORKDAY

Both elementary and secondary teachers shall be present at their respective schools seven and one-half (7 1/2) hours each school day.

D. ARRIVAL AND DEPARTURE TIMES

The Board recognizes that teachers employed by the Metropolitan Public School System are members of a profession. The Board further recognizes that, as such, payment of services is not based upon the time the teacher arrives or departs from his/her school or location. The decision as to the arrival and departure time of teachers and accounting of such shall be a matter of discussion and planning by the Faculty Advisory Committee and the building principal. However, the final decision rests with the principal. It is understood that problems of chronic lateness shall be handled professionally between the educator and his/her immediate supervisor. The accepted and desirable teaching load for secondary school teachers shall include classes in not more than two subject areas nor more than three teaching preparations except in cases where unusual circumstances require other provisions.

E. SMOKING POLICY

All buildings and vehicles owned by the Metropolitan Board of Public Education shall be smoke free. Outdoor smoking shall be located so that non-smoking employees are not exposed to involuntary smoke. Smoking cessation clinics shall be provided by the Board by all employees. (1994)
ARTICLE VII

LEAVES OF ABSENCE

As provided in Tennessee Code Annotated, teachers taking leave for less than 12 months may return to the same position. If the leave exceeds 12 months, the teacher shall be placed in the same or comparable position.

Unless the position held by the teacher prior to leave has been altered by Board action, comparable shall be defined as (1) At a salary level specified for the position had the teacher retained it; (2) No change in level of assignment; (3) No change in length of contract.

A. SICK LEAVE

1. **Definition.** "Sick Leave" shall mean leave of absence from post of duty one-half (1/2) day or more because of illness of a teacher due to natural causes or accident, or illness or death of a member of the immediate family of a teacher. ("Immediate family" shall include only the following: wife, husband, parents, parents-in-law, children, children-in-law, grandchildren, brother, sister, grandparents, brother-in-law, sister-in-law and also any other person living in the home of the teacher as a member of the family at that time.)

2. **Allocation.** Sick leave for teachers shall be granted with full pay at the rate of one (1) day for each month a teacher has been on the payroll not to exceed twelve (12) days per year, and shall be cumulative throughout his/her employment. For the purposes of allocation of sick leave, the Presidency of the Association shall be considered a post of duty.

Note: As per Article VII, Section E, #7, fully paid personal leave days which remain unused at the end of the work year shall be credited to accumulated sick leave.

When a teacher reports for duty, sick leaves allowed for a year shall be available immediately except that whatever portion is used shall be charged to his/her annual sick leave.

3. **Uncompensated Sick Leave.** Any permanent teacher whose personal illness (or illness of spouse, parent or child) shall have exceeded his/her accumulative sick leave, but whose illness does not justify retirement, shall retain his/her permanent status without pay provided that at four-week intervals such illness shall be attested to by the attending physician and approved by the Director of Schools.

4. **Reinstatement of Sick Leave.** The Board of Public Education shall grant to any teacher employed or re-employed within two (2) years after termination from any Tennessee school system, sick leave which the teacher had accumulated during previous employment in that system as provided in Tennessee Code Annotated 49-5-710.

5. **Certification of Illness.** A physician's statement shall be filed with the Business Office at the end of each period of illness if said period is of six (6) or more consecutive school days duration. The Assistant Superintendent for Personnel may require a physician's statement for any number of days under six (6), which statement may be reviewed by the Director of the Metropolitan Board of Health or other designated personnel. Should the absence period for personal illness extend for twenty (20) or more consecutive school days, the teacher is required, before returning to his/her duty, to file with the Assistant Superintendent for Personnel a statement from the Director of Public Health or other designated person, certifying that he/she is able to resume his/her duties.

6. **Quarantine.** Quarantine within the home of the teacher by legally constituted authority, provided the teacher cannot take up residence elsewhere, shall constitute grounds for absence from school without loss of pay and without loss of leave time allowed for any other purpose.
7. **Use of Bereavement.** Death of any relative not a member of the immediate family to the fourth degree of consanguinity or affinity shall entitle the teacher to one (1) day's absence chargeable to sick leave.

8. **Use for Maternity.** Accrued sick leave or uncompensated sick leave may be granted for absences due to temporary disability of an employee caused by or attributed to pregnancy, miscarriage, childbirth, and recovery provided the cause of such temporary disability is certified by the attending physician.

*Note: If sick leave is to be used for maternity or preceding maternity leave, the sick leave policy shall be used. If maternity leave is to be used rather than sick leave, see Article VII, Section G, page 27.*

**B. SICK LEAVE BANK**

The Board and the MNEA agree to establish a Sick Leave Bank consistent with TCA 49-5-801 et seq.

**C. JOB RELATED INJURY**

1. A teacher who is temporarily absent from school and temporarily unable to perform his/her duties as a result of personal injury incurred in the scope and course of his/her employment and not the result of his/her own negligence, shall be paid his/her full salary for the period of such absence provided the injury is reported to the principal within twenty-four (24) hours.

The principal shall report the injury to the Assistant Superintendent for Personnel. The total amount so paid shall not exceed the full pay such employee would have received for such period at his/her regular rate of pay. Personal insurance money received by the individual teacher shall not be affected under the terms of this policy.

2. The teacher shall make a written report to the principal describing the circumstances of the injury as soon as possible and no later than ten (10) days after said injury. The principal shall forward a copy of the report to the Assistant Superintendent for Personnel.

3. The absence shall extend for such time as the teacher is unable to perform his/her duties, but all absences shall be verified by a statement from the attending physician or the Metropolitan Department of Health.

4. All absences which extend beyond six (6) days shall be approved by the Assistant Superintendent for Personnel. If the absence is extended beyond three (3) months, such extension shall be reviewed and acted upon by the Board of Public Education at the end of each three (3) months or more often if recommended by the Assistant Superintendent for Personnel.

5. Said absences shall not be charged against a teacher's accumulated sick leave provided the aforementioned conditions of this leave are met.

**D. BEREAVEMENT LEAVE**

When death occurs in the immediate family, teachers shall be allowed a maximum of four (4) days Bereavement Leave without loss of pay. If more days for bereavement purposes are needed, they shall be taken from accumulated sick days. Bereavement Leave is not cumulative.

For the purpose of this item, immediate family is defined to include wife, husband, parents, parents-in-law, children, children-in-law, grandchildren, brother, sister, grandparents, brother-in-law, sister-in-law and also any other person living in the home of the teacher as a member of the family at the time of death.

Death of any relative not a member of the immediate family to the fourth degree of consanguinity or affinity shall entitle the teacher to one (1) day's absence chargeable to sick leave. Where travel distance is a factor, two (2) days of an employee's sick leave may be designated for the death of an aunt, uncle, niece or nephew.
E. PERSONAL LEAVE

Personal Leave shall be available to teachers under the following conditions:

1. All regular employees shall be eligible for up to two (2) Personal Leave days in each school year without loss of salary. Employees with less than ten (10) years of service shall be eligible for one (1) additional day with loss of the prevailing substitute’s pay. Employees with ten (10) years of service or more shall be eligible for three (3) additional days with loss of the prevailing substitute’s pay.

2. During the first two (2) weeks and the last two (2) weeks of each semester, on the day prior to or immediately following holidays, and on scheduled inservice days, this privilege shall not be allowed unless recommended by the principal and approved by the appropriate administrator. Personal Leave during the time indicated above will not be granted except for an emergency or more unusual circumstances.

3. Personal Leave may be taken for the purpose of transacting or attending to personal business or legal business, household or family matters which require absence during school hours. Personal Leave shall not be used for extending a holiday or vacation period, seeking other employment, rendering services for pay or for recreational activities. Unless an individual has used all accumulated sick leave to which he/she is entitled, illness, as defined by Board Policy, shall not be charged to Personal Leave. It is intended that leave under this article shall be available for reasons of hardship or other pressing need.

4. The reason for requesting Personal Leave shall be identified by general categories as listed above. No detailed explanation shall be required.

5. No more than one (1) professional staff member or five percent (5%) of the teaching staff of an Administrative unit, whichever is greater, may take Personal Leave at one time. If the number requesting leave exceeds five percent (5%), but the granting of such leave will not interfere with the school’s program, the teacher shall have the right to take the leave within the provisions of this policy.

6. Application for Personal Leave shall be made with the principal at least three (3) days in advance, except in cases of emergency.

7. Fully paid personal leave days which remain unused at the end of the work year shall be credited to accumulated sick leave.

F. PROFESSIONAL LEAVE

Without loss of pay, a certificated employee upon approval of the principal or immediate supervisor shall be allowed five (5) days absence in any school year to attend educational meetings provided that only such meetings shall be considered "educational meetings" as shall be approved by the Director of Schools, and provided further that a teacher shall be an elected delegate, an official of the organization meeting, a committee member with responsibilities at said meeting, or an invited participant on the official program. Notification of such absence shall be filed with the principal or immediate supervisor not less than five (5) days prior to such meeting.

Absence for professional reasons other than those specified above (for visiting schools, attending educational conventions or other similar purposes) shall be allowed without loss of pay to the extent of five (5) days in any school year, provided such absence is recommended in writing by the principal and approved by the appropriate Assistant Superintendent.

G. PARENTAL LEAVE

Accrued sick leave or uncompensated sick leave may be granted for the absence of an employee due to the temporary disability of the employee or the employee's spouse caused by or attributed to pregnancy, miscarriage, childbirth and recovery, provided the cause of such temporary disability is certified by the attending physician.
Note: If sick leave is to be used for maternity or preceding maternity leave, the sick leave policies shall be used. (See last paragraph under Sick Leave, Article VII, Section A, page 25). If maternity leave is to be requested rather than sick leave, the following procedures will apply.

General Policy Statement

The Board of Public Education will grant a leave of absence for maternity, without pay, for a period not exceeding two (2) calendar years, to any staff member. Adoption of a child constitutes a valid reason for requesting a leave under the procedures of this policy. In the event of miscarriage after taking leave, the employee shall be reinstated under the procedures governing return from leave.

Procedure

1. As soon as practical and no later than thirty (30) days prior to the estimated date of delivery, the employee is responsible for giving written notice to the principal or immediate supervisor along with a doctor's statement, stating the estimated date of delivery, the desired effective date of commencement of leave, and the length of the leave request.

In the case of adoption, notice shall be given as soon as practical or as soon as the date of receipt of the child is known if less than thirty (30) days. The employee shall give written notice to the principal or immediate supervisor, along with written notice from the adoption agency stating the estimated date of adoption, the desired effective date of commencement of leave, and the length of the leave request.

2. In the case of maternity leave, the Assistant Superintendent for Personnel shall consult with the employee, the appropriate officials and consider the physician's statements before recommending the beginning leave date and the length of the initial leave.

3. During the summer months, when school is not in session, the employee shall give written notice to the Assistant Superintendent for Personnel stating the estimated date of delivery or adoption, the date on which leave is desired to begin, and the length of the leave request.

Criteria for Determining the Commencement Date of Leave

1. The health and welfare of the employee.
2. The employee's consistent ability to perform in a professional capacity and in the best interest of the instructional program of the students involved.
3. The opinions of the attending physician where appropriate and the immediate supervisor or principal.

Other items which should be kept in mind when planning the commencement date of leave are: (1) The availability of a suitable replacement; (2) The necessity for completing certain phases of the program for which the employee is responsible; (3) The school's reporting period.

Duration of Leave

1. An employee is responsible for notifying the Personnel Office thirty (30) days prior to the expiration of the leave, when applicable, as to desire to return to work or desire to have the parental leave extended (total leave not to exceed two (2) calendar years).

Return from Leave

After the birth of the child and with the approval of the Assistant Superintendent for Personnel, the employee may return from leave, provided a health certificate from the attending physician is submitted attesting to the physical fitness of the employee to perform duties. The employee shall have preference over any new applicant to the system.
and will be reassigned when there is a vacant position for which qualified, occurring after the termination of leave and after the application for reinstatement is made in writing to the Assistant Superintendent for Personnel.

**Failure to Apply for Reinstatement**

If the employee fails to make a written application for reinstatement accompanied by the appropriate statement of physical fitness, thirty (30) days prior to the expiration of the leave, and an effort has been made to contact the employee, including a registered letter to the last known address, the continued employment of any such employee shall be automatically terminated.

**Effect Upon Salary and Pension**

Time spent on parental leave shall not be counted for pension purposes nor as years of service in placing the employee on the salary schedule.

**H. MILITARY LEAVE**

A teacher shall be granted leave of absence for military service for whatever period may be required. Time spent on leave of absence because of military service shall not be counted as part of the probationary period.

Military leave for required service, not to exceed five (5) years of enlistment, shall be granted to any teacher in the Metropolitan School System who may enter the armed services of the country.

Within ninety (90) days after the expiration of his/her term of service and subsequent separation from the armed services, the teacher shall notify the Director of Schools that he/she is ready to resume his/her duties as a teacher in the Metropolitan School System. All time spent in the armed services during the leave of absence shall be credited to the teacher in salary placement and retirement benefits as if he/she had been on active duty as a teacher.

*Note: For short term military leave refer to Tennessee Code Annotated 8-33-109, a copy of which is in the principal's office.*

**L. POLITICAL LEAVE**

Leaves of absence for tenure teachers elected to legislative posts at the local, state or federal level may be arranged without pay, in the framework of the following roles:

1. Leave of absence shall be requested in writing.
2. Leave of absence may be arranged for less than a school semester.
3. School employees engaged in political activity shall make it clear that their political statements and actions are theirs individually and do not represent those of the school system.

**J. EXTENDED PROFESSIONAL DEVELOPMENT LEAVE**

Extended Professional Development Leave for the development of knowledge and skills through further study and other planned professional experience shall be available to the certified staff. The Professional Development Commission is responsible for developing and disseminating the criteria for awarding Extended Professional Development Leaves based upon the quality of the individual proposal, the assessed needs of the school system and the professional development needs of the teacher, as well as procedures for evaluating the proposals.

Each September, the Professional Council shall develop a list of educational needs in the Metro School System to be forwarded to the Director for consideration prior to submission of the final list to the Professional Development Commission.
These basic terms and provisions for awarding leaves in Options 1 and 2 shall be followed:

1. **Option 1:**

Certificated personnel who have completed four (4) years of service in the Metro School System shall be eligible for Professional Development Leave at fifty percent (50%) of the salary to which they would be entitled if employed. Teachers receiving this leave shall return to the Metro School System for a period of two (2) years. Persons granted this leave shall be limited to ten (10).

2. **Option 2:**

Certificated personnel who have completed six (6) years of service in the Metro School System shall be eligible for Professional Development Leave at seventy-five percent (75%) of the salary to which they would be entitled if employed. Teachers receiving this leave shall return to the Metro School System for a period of three (3) years. Persons receiving this leave shall be limited to five (5).

3. In the event two or more proposals for a leave category are evaluated as equal in meeting the established criteria for Professional Development Leaves, length of service of the applicant in either Nashville, Davidson County, and/or Metropolitan School System shall be the determining factor in the selection of the recipients.

4. The Director of Schools shall have the discretion to identify and approve additional certificated personnel for Staff Development purposes beyond the total maximum number of participants specified for Options 1 and 2.

5. A teacher returning from Extended Professional Development Leave shall be given a comparable position upon return.

6. Any persons who have taken leave in any of the above categories must remain with the Metro School System the required number of years. No person shall be eligible to receive any Professional Development Leave more than one time.

7. In the absence of unusual circumstances which the Board deems sufficient to justify an exception, applications for Extended Professional Development Leave should be presented to the Director of Schools at least three (3) months before the beginning date for which leave is requested.

8. Applicants shall be required to execute an APPLICATION FOR EXTENDED PROFESSIONAL DEVELOPMENT LEAVE FORM and the EXTENDED PROFESSIONAL DEVELOPMENT LEAVE AGREEMENT FORM.

9. The applicant for leave for further academic study shall submit to the Board of Public Education through the Director of Schools a prospectus of the courses to be taken. The amount of work required by the academic study or planned professional experience shall be the equivalent of a full-time load required for regular classification if college were attended.

10. The applicant for any Professional Development leave shall present a statement to the Director of Schools which contains a detailed justification for the proposed professional experience with clear evidence of benefit to the instructional program and teaching assignment.

11. Upon termination of leave, the teacher shall present to the Director of Schools a transcript of the credits received, or, in case of other planned professional experiences, a report of values derived.

12. The salary allowed to the teacher on leave shall be paid at the regular pay periods and shall be subject to all deductions required of teachers.
13. All time spent under this approved leave shall be credited to the teacher in salary placement and retirement benefits as if the teacher has been on active duty.

14. The teacher on leave shall be required to furnish to the Director of Schools such periodic reports as may be required.

15. Failure on the part of any teacher granted leave to comply with the conditions shall cause the Board of Public Education to terminate such leave. Furthermore, the entire sum paid to the teacher while on leave by the Board of Public Education will be returnable and all future payments shall cease.

16. Professional Development Commission. The Professional Development Commission, a joint commission of the Administration and the MNEA, shall evaluate applications for Extended Professional Development Leave. The Professional Development Commission will consider all requests in order to make a recommendation to the Director of Schools. If the Commission makes a positive evaluation of the request, the application will be sent to the Director of Schools for further consideration. If the Commission makes a negative evaluation of an application when it is submitted, the Commission will write the applicant giving the reason for not recommending favorable action on the request. The applicant may appeal that recommendation to the Director of Schools or his designee. The Professional Development Commission shall submit its list of recommendations and the rationale for each person nominated to the Director of Schools. If the leave applicants are approved by the Director of Schools, those names shall be presented at the earliest appropriate meeting. If the Professional Development Commission has recommended approval of an application, but it is subsequently denied by the Director, the applicant and the Commission will be so advised with a statement of reason for the negative action.

17. No member of the Commission or any spouse, child, parent, or sibling of a commission member shall receive a leave during the commission member's term.

18. In the event of severe budgetary limitations the Professional Council will determine any necessary limitations imposed on the Extended Professional Development Leave Program.

K. ASSOCIATION LEAVE

When the need arises, officers, committee chairpersons and other association leaders may attend essential local, state and national meetings without loss of pay. This leave shall be in addition to other leave provisions provided by the Board of Public Education.

The President of the MNEA shall initiate each request for such professional leave and submit the request to the Director of Schools or his designee at least one (1) week in advance.

The Director either approves the request and forwards a copy to the teacher's principal and the President of the MNEA or notifies the President of the MNEA that he is not approving the leave, giving the reason (or reasons) for the non-approval.

L. RELIGIOUS RITE OR ORDINANCE

A maximum of two (2) day's absence without loss of pay shall be allowed for the observance of an established religious rite or ordinance within any one (1) school year.

M. ASSOCIATION PRESIDENT

1. The President of the Association representing a majority of the teachers may be granted a leave for one (1) year with pay during his/her term in office. The Association shall reimburse the Board for one-half (1/2) the President's salary and benefits. Upon his/her return he/she shall be assigned to the same position which he/she held at the time said leave commenced, if existent, or, if not, to a substantially equivalent position.
2. The President and/or his/her authorized designees, provided that this shall not interfere with or interrupt normal school operations, shall be allowed to visit schools. On arrival at the school he/she shall stop at the office to report his/her presence in the building to the principal or acting administrator.

N. ASSOCIATION OFFICE

Special leave without pay for one (1) year shall be granted to any certificated employee of the Metropolitan Board of Public Education to serve full time as an officer of any state or national professional organization.

Contingent upon a mutually acceptable contract, the Board agrees to be the conveyor of any compensation awarded to the officer by the state or national organization, for a period not to exceed one (1) year.

O. SPECIAL LEAVE – PEACE CORPS OR SIMILAR GOVERNMENT APPROVED EDUCATIONAL ACTIVITY

Special leave of absence shall be granted for one (1) year or two (2) years without pay to teachers volunteering and accepted for service in the Peace Corps or similar government approved educational activity. This leave (provision) shall include non-tenure teachers, with satisfactory evaluations.

P. COURT APPEARANCE POLICY

When a teacher is required to appear in court he/she shall be granted a leave of absence with pay for the time required for such court appearance. Reasons for court appearance shall be:

1. Defendant in a criminal or civil case 2. Plaintiff in a criminal or civil case
3. Either grand or petit jury duty 4. Witness in a case
5. Court consultant

Should a teacher defendant in a criminal case be found guilty, or be held in contempt of Court he/she shall forfeit his/her right to the above leave pay.

Evidence of required Court appearance shall be filed with the Payroll Department. Any fees resulting from Court service (not to exceed the employee daily rate of pay) shall be paid to the Board by those receiving leave pay.

Q. PLACING TEACHERS RETURNING FROM LEAVE

Known vacancies in the school system will be made available to all teachers who are returning from authorized leaves of absence. In the determination of assignments for teachers who are returning from authorized leaves of absence, the convenience and wishes of the teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils.

R. LEAVE WITHOUT PAY

1. Educational. Certificated employees may request, for a period not to exceed one (1) year, leave without pay for further education and professional development subject to the approval of the Director of Schools. Other full time employment is not permissible under this position.

2. Other. Certificated employees with five (5) years or more of service may apply for a personal leave without pay for one (1) year. Application shall be made before than August 1.
The application will be forwarded to the Director of Schools for consideration if the Assistant Superintendent for Personnel has made a finding that such absence shall not adversely affect the staffing or instructional programs of the school system. This leave shall in no way change a teacher's status for reduction-in-force procedures.

In the event of a serious family illness documented by medical records occurs after the school year begins, an employee with five (5) years or more of service may request an unpaid leave. If granted, the leave must be taken for the remainder of the semester. The application for this one semester unit shall be forwarded to the Director of Schools for approval or rejection if the Assistant Superintendent for Personnel Services approves the leave.

S. ACCRUED BENEFITS UPON RETURNING FROM LEAVE

Upon returning from approved leave, the Board shall grant all benefits to which a teacher was entitled at the time of his/her approved leave of absence, provided he/she returns under the conditions stipulated in the leave grant and provided such benefits are still provided by the Board.
ARTICLE VIII

PROFESSIONAL COMPENSATION

A. BEGINNING OF YEAR PAYMENT

As long as certificated personnel receive a biweekly payroll, a check for five (5) days will be issued to all instructional personnel on the teachers' payroll at the end of the first two (2) weeks of school.

In the event of reversion to a monthly distribution, three hundred dollars ($300 no deductions) will be paid to all instructional personnel on the teachers' payroll at the end of the first two (2) weeks of school with the balance of the first month's check to be paid at the regular pay period.

B. ADMINISTRATIVE SALARIES

The index for a principal's salary will be determined by the organizational pattern of the school, and the ADM of the school, as certified for state purposes, at the end of the first attendance month of the current school year. Any adjustments up or down in salary from the preceding school year due to change in enrollment will be reflected in the principal's salary following the first attendance period. All administrative salaries will be based on the teachers' salary schedule for the current year.

C. LONG-RANGE GOALS FOR COMPENSATION

The Board and MNEA agree to establish long-range goals for compensation with a specific target and time line. The plan will include, but not be limited to, discussion regarding unpaid holidays and additional forms of compensation. The first year of implementation of the plan will be 1994-95. (1993)

D. CONFIDENTIALITY OF PAYCHECKS

The building principal shall be responsible for distributing paychecks and other sensitive documents of a personal nature in such a manner so as to protect the privacy of the employee.

E. TERMINAL PAY AT RETIREMENT

Certificated employees who die while in service or retire under any of the Board-approved retirement plans shall be paid for accrued sick leave at the rate of fifty dollars ($50) per day for the number of days for which they qualify under the following schedule: (1994)

<table>
<thead>
<tr>
<th>Years of Service in the Nashville-Davidson County Schools</th>
<th>Percent of Accrued Days to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 years or more or age 60</td>
<td>100%</td>
</tr>
<tr>
<td>19 years or age 59</td>
<td>75%</td>
</tr>
<tr>
<td>18 years or age 58</td>
<td>65%</td>
</tr>
<tr>
<td>17 years or age 57</td>
<td>55%</td>
</tr>
<tr>
<td>16 years or age 56</td>
<td>45%</td>
</tr>
<tr>
<td>15 years or age 55</td>
<td>35%</td>
</tr>
</tbody>
</table>

Eligibility for employees who die while in service shall have local experience calculated as follows:
1995-1996 Educational Agreement

1. Not more than ten (10) months of experience may be counted during any one fiscal year.

2. The total number of months computed shall then be divided by ten (10). Should there remain a fraction of five (5) or more months (100 days), such fraction shall be counted as a full year's teaching experience.

The rate and number of days for which they qualify shall be determined in accordance with the schedule above.

3. In addition, teachers who notify the Personnel Department no later than March 15 of their plans to retire upon the completion of their current fiscal year assignment shall receive a five-hundred-dollar ($500) early notification incentive. (1994)

F. SALARY SCHEDULE 1995-96*

<table>
<thead>
<tr>
<th>Step</th>
<th>Bachelor's Index</th>
<th>Master's Index</th>
<th>Master's Plus 30 Index</th>
<th>Doctorate Index</th>
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<tr>
<td>0</td>
<td>1.00</td>
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<td>1.76</td>
<td>1.92</td>
<td>2.08</td>
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</tbody>
</table>

* .0025 should be added at BA25, MA16, MA25 and MA+17

Ed.S.: The Board of Public Education shall provide holders of the Educational Specialist Degrees with the additional remuneration which the State salary schedule provides beyond the MA+30 lane.

Within the salary were the following:

1. A mutual commitment and full cooperation of all certificated employees in the development of school and department improvement plans. When necessary, at the discretion of the principal, teachers will devote time beyond the normal school day to accomplish these objectives.

2. A commitment of all certificated employees to staff development activities. (1995)
1995-1996 Educational Agreement

G.  MILEAGE

Any certificated employee who is required, by reason of his/her regular contract assignment, to travel from one
place of responsibility to another within the school district during the regular contract day, shall be reimbursed for
mileage at the minimum rate of twenty-five (25) cents per mile for actual miles driven provided he/she does not
receive a fixed amount for mileage.

Mileage for trips outside the system shall be paid at seventeen (17) cents per mile for actual miles driven.

Note: See Appendix B, page 47, for employees eligible for mileage.

H.  SALARY SUPPLEMENTS

See Appendix A.

I.  ANNUAL LEAVE PAYMENT UPON DEATH OR RETIREMENT

When a certificated employee retires or dies while in service, the Board shall pay the employee or beneficiary/estate
for earned vacation, not to exceed 20 days at the employee's current applicable daily rate.

J.  EXTRA COMPENSATION PAYMENT

In an effort to facilitate payment of teachers employed for any work beyond the regular contract obligation on a full
and part-time basis, the Administration will monitor and encourage greater efficiency in payroll reporting. An
effort will be made to insure payment on regularly scheduled school system paydays as services are performed.

K.  INSURANCE BENEFITS

1.  The Board of Education agrees to pay 60% of premium costs for the approved group insurance package
    program for certificated employees.

2.  The Board and MNEA agree to request the Insurance Trust to conduct a feasibility study regarding
    securing group discounts for orthodontics. (1993)

3.  The Board agrees, upon recommendation of the Insurance Trust, to provide a vision care program. (1993)

L.  WELLNESS

The Board and the Association agree to establish a joint committee to investigate possible wellness programs such
as:

(1) smoking cessation
(2) weight control
(3) exercise programs and
(4) stress management. (1993)

M.  EMPLOYEE ASSISTANCE PROGRAM

The Board agrees to fund an employee assistance program for the 1995-96 year. (1993)
ARTICLE IX

GRIEVANCE PROCEDURE

Grievance Defined:

A teacher claim that there has been violation, misinterpretation or misapplication of pertinent state and federal law or policies of the Board of Public Education.

Parties Defined:

The term teacher used in the agreement is intended to mean also supervisor, principal, director or other certificated personnel of the Metropolitan Board of Public Education.

General Policies:

1. Testimony during proceedings is "confidential" and does not become part of the individual's personnel record on file at the Board of Public Education.

2. Generally, processing grievances will be done at times that do not interfere with the teacher's assigned duties. When the aggrieved person, the MNEA and the Board mutually agree to have proceedings during the regularly assigned working hours, the involved teachers shall be released from duties without reduction in salary.

3. Parties to the grievance may be represented by legal counsel at their expense.

4. It is the mutual intent of the MNEA, Board of Public Education, and School Administration to resolve all grievances at the earliest possible steps in the grievance procedure.

Informal Procedure:

If a teacher feels that he/she has a grievance, he/she shall first discuss the matter with his/her principal or other appropriate administrator, personally or accompanied by an MNEA representative, in an effort to resolve the problem informally. The parties shall seek to adjust the difficulty at the point of origin by obtaining advice from any appropriate division of the Central Office, and/or professional organization representative. If the problem is not resolved informally, then either party may declare that a grievance exists and the formal procedure invoked.

Formal Procedure:

(1) Level One:

(a) If an aggrieved person is not satisfied with the outcome of the informal procedure, he/she may present his/her alleged grievance formally in writing to the principal or other appropriate administrator and if so requested, a copy may be forwarded to the MNEA. A written grievance shall contain the following information: Name and position of grievant; a statement of the grievance and the facts involved, including relevant dates; a reference to the applicable provisions of the Board policy, if any; the corrective action requested; signature of the grievant.

(b) The aggrieved person, or the principal or other appropriate administrator, may request a conference prior to the rendering of the decision. The conference shall be scheduled within three (3) school days following the receipt of the grievance. If he/she so desires, any person involved in the grievance may request the presence of an MNEA representative.
(c) The principal, or other appropriate administrator, within six (6) school days after the receipt of the grievance or the conference with the aggrieved person, shall render a written decision to the aggrieved person and if the aggrieved so desires, a copy shall be forwarded to the MNEA office.

(2) Level Two:

(a) If the grievance is not resolved at Level One, the aggrieved teacher may appeal in writing, within five (5) school days after the decision at Level One, to the appropriate administrator.

(b) The aggrieved person, or the administrator or his/her designee, may request a conference prior to the rendering of the decision. The conference shall be scheduled within five (5) school days following the receipt of the grievance. If he/she so desires any person involved in the grievance may request the presence of an MNEA representative.

(c) The administrator or his/her designee, within six (6) school days after the receipt of the grievance or the conference with the aggrieved person shall render a written decision and if the aggrieved so desires, a copy shall be forwarded to the MNEA office.

(3) Level Three:

(a) If the grievance is not satisfactorily resolved at Level Two, the aggrieved teacher may appeal to the Director of Schools within five (5) school days after the decision at Level Two.

(b) Within ten (10) school days after the receipt of the written grievance by the Director of Schools or his designee, the Director of Schools or his designee, shall meet with the aggrieved person and if so requested, a representative of the MNEA, in an effort to resolve it.

(c) Within five (5) school days after the conference with the aggrieved person, the Director of Schools or his designee shall report his findings and written decision and if the aggrieved person so desires, a copy shall be forwarded to the MNEA office.

(4) Level Four:

(a) If the aggrieved person and the Director of Schools or his designee cannot agree upon the disposition of the grievance and an impasse exists, then the grievance shall be submitted to the Board in writing by the Director of Schools and the MNEA within ten (10) school days. This report shall include the aggrieved person's statement of complaints as submitted at all earlier levels and other materials as requested by the aggrieved person, his/her representative or the Director of Schools. A copy of all materials submitted to the Board by either party shall be forwarded simultaneously to the other party and to the representative of the aggrieved person if he/she so desires.

(b) The Board of Public Education, upon receipt of the written report from the Director of Schools and the MNEA, shall schedule a hearing within fifteen (15) school days. At the time of the hearing, any party in interest shall have the right to appear before the Board and be heard.

(5) Level Five:

If resolution of the grievance is not reached at Level Four, upon written request of either party within twenty (20) school days, an advisory panel shall be named to aid in the resolution of the grievance. Such advisory panel shall contain three (3) persons: One (1) to be appointed by the MNEA and a second by the Board of Public Education within five (5) school days and a third member of the advisory panel to be selected by the other two within ten (10) school days from the date of said request. If the third is not chosen within ten (10) school days, either the Board or the Association may make a written request to the American Arbitration Association (AAA) to assign a third member. Notice of this request shall be served on the opposite party.
The advisory panel selected shall meet with the parties to aid in the resolution of differences. If the matter is not otherwise resolved, the panel shall make a written report and recommendations within ten (10) school days after the selection/designation of the third panel member. Copies of such reports shall be sent to representatives of both the Board and Association. However, neither the advisory panel nor the parties shall release said reports to the public until five (5) school days after submittal to the two parties, unless mutually extended.

After reviewing the recommendations of the advisory panel, the legal responsibility for making a decision rests with the Board. All costs of this activity shall be divided equally between the Board and Association.

Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record.

2. Failure by the aggrieved person or group at any level to appeal a grievance to the next level within the specified time limit herein shall be deemed to be acceptance of the decision rendered at that level.

3. No grievance shall be recognized by the Board of Public Education or the MNEA unless it shall have been presented to the appropriate level in writing within forty (40) school days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based and if not so presented, the grievance shall be considered as waived.

4. Nothing in this document should be construed as denying to any teacher the opportunity to consult with any supervisory or administrative officer in the school system.

5. At any level, time limits in this agreement may be mutually extended. However, the intent of this policy is to expedite the processing of all grievances.

6. No reprisals shall be invoked against any employee for processing a grievance or participating in any way in the grievance procedure.

7. When a grievance involves more than one teacher, the group of teachers, with the assistance of the MNEA, may submit a collective grievance at the appropriate level.
ARTICLE X

COUNCILS AND COMMITTEES

A. PROFESSIONAL COUNCIL

1. A Professional Council shall be formed to study, discuss and make recommendations concerning matters related to the education of students, teacher welfare, and mutually agreeable subject areas related to education.

2. The Director of Schools shall appoint five (5) members of the Administrative Staff to serve with him as members of the above Council. The President of the Association and five (5) of its members shall be designated by the Association to serve on the Council. Elementary Principals shall select one (1) representative to serve on the Professional Council. Middle School Principals shall select one (1) representative to serve on the Professional Council. Secondary Principals shall select one (1) representative to serve on the Professional Council.

3. Recommendations from the Council needing action by either the Association or the Board shall be made in writing to the Director and the President of the Association. It is expected that the determination of most matters of mutual concern will not necessitate formal action by either the Board or the Association.

4. The Council shall meet as predetermined but not less than once each month during the school year. Either the President of the Association or the Director may request, by stating the reason for such request in writing to the other, a special meeting of Council. A mutually agreed upon meeting date shall follow the request.

5. The Director and the President of the Association shall serve as co-chairpersons of the Council, and shall together prepare an agenda for any meeting, regular or special.

6. The Professional Council is empowered to appoint ad hoc committees composed of teachers and administrators to study mutually agreed upon subject. On completion of its study and report and/or recommendations on the subject assigned, each committee shall be considered dissolved and once dissolved, no committee shall be reactivated except by consent of a majority of the Professional Council.

7. The clerical expenses of the Professional Council and its subcommittees shall be paid by the Board.

8. Whenever it is necessary for members of the Professional Council to meet during the school day, they shall do so without loss of salary. Members of the ad hoc committees may also be excused without loss of salary under the same condition.

9. The Professional Council in no way shall diminish the prerogatives of the Board, the Association, the President of the Association, or of the Director of Schools.

B. CURRICULUM ADVISORY COUNCIL

Preface

To provide for the systematic implementation of an instructional program to accomplish the educational objectives of the Metropolitan Public Schools, the Metropolitan Board of Public Education expects the administration of the school system to develop, initiate, and operate a formal system for the identification and development of the school system's instructional programs, defined in terms of the basic learning expectations, outcomes or results which will provide the most viable program possible for the students of Nashville-Davidson County, Tennessee. The development and implementation of such a system is a continuous process that must be related to the constantly changing needs of the community and students served by the school system by means of continuing efforts to improve the total educational program of the schools.
Responsibility

Primary responsibility for the curriculum development and improvement procedures is assigned to the Director of Schools.

Direct responsibility for procedures of development, improvement, and operation of curriculum and instruction is assigned to the appropriate assistant superintendents.

The Curriculum Advisory Council has responsibility for facilitating curriculum development and improvement procedures by advising the appropriate assistant superintendents and the Director of Schools.

Objectives

The objectives to be directly fulfilled by those persons assigned to curriculum and instructional divisions and/or departments of the Metropolitan Public Schools are:

1. To identify the objectives and structural framework of existing instructional programs in the school system.

2. To establish and operate a system-wide program for curriculum development and implementation; to include learning objective, content structure, media selection, and related inservice education.

3. To formulate instructional systems which can provide for continuous development, assessment, and restructuring of system-wide instructional programs.

The best mode for curriculum study and improvement is active participation of an optimal number of the staff of the school system with leadership being judged on its ability to provide feasible suggestions for curricular improvement. The Metropolitan Curriculum Advisory Council provides a means of wider involvement of staff members within the school system.

Duties and Responsibilities of the Metropolitan Curriculum Advisory Council

The Advisory Council members are to consider basic instructional policy questions and organizational arrangements to implement curriculum improvement. The Council is an advisory and initiation body for the following functions:

1. To identify common needs and problems in the curriculum of the Metropolitan Public Schools.

2. To utilize various evaluative procedures to determine needs of redirection of curriculum development.

3. To present findings as advice to the Director of Schools.

4. To recommend procedures for meeting the curriculum and instructional needs of the Metropolitan Public Schools.

5. To recommend the organization of various committees, task forces or other groups for various subjects, grades, and special areas which require the attention of the school system for improvement.

6. To keep teachers, administrators, members of the Board and others informed of all projects underway through bulletins and minutes of meetings.

7. To monitor the impact of new system wide programs introduced in the 1992-93 school year.
Appointment of Members

The Metropolitan Curriculum Advisory Council will consist of twenty-one (21) members. Three (3) teachers from each level of vertical school organization, i.e., elementary, middle school and senior high, and one (1) elementary principal and one (1) secondary principal will be appointed by the MNEA. Two (2) elementary principals will be appointed by the Elementary Principals' Association. Two (2) secondary principals will be appointed by the Secondary Principals' Association. The names of those appointed will be submitted to the appropriate assistant superintendent. The Director of Schools will appoint one (1) representative from the Department of Pupil Personnel Services, two (2) subject area supervisors, one (1) Director of Elementary Education, one (1) Director of Secondary Education, and one (1) faculty member of an institution of higher education in the Nashville area. The Inter-High Council shall appoint one (1) student.

The term of office of all appointees will be two (2) years. Members may be reappointed once. Vacancies which occur during the school term shall be filled for the balance of the term in the same manner as specified above.

Organization of the Advisory Council

Chairperson: A chairperson shall be selected by the Council members to provide leadership and guidance for the group. He/she will work in close communication with the assistant superintendent. The chairperson will be elected at the first meeting of the Council in September.

Vice Chairperson: The vice chairperson shall serve as chairperson in the absence of the chairperson and shall be elected at the same time as the chairperson.

The terms of the chairperson and vice chairperson shall be one (1) year, and they shall be eligible for reelection for one (1) additional term.

Secretary: A secretary will be provided by the Instructional Department to meet with the Council and to provide necessary secretarial services.

Executive Secretary: The appropriate assistant superintendent or his/her designee shall serve as the Executive Secretary of the Metropolitan Curriculum Advisory Council.

Routine Operations

The Council shall act as one group and not as individuals. All action must be the decision of the group. A simple majority of the total group must be present to constitute a quorum.

C. FACULTY ADVISORY COMMITTEE

1. Establishment: A Faculty Advisory Committee shall be established in each school through the mutual cooperation of the faculty and the principal.

2. Purpose: The basic purpose of the Faculty Advisory Committee is to establish and maintain positive relationships and communications among the faculty and staff. The committee shall also serve as the vehicle by which proposed changes in existing policies and practices, including curriculum changes for each school, may be considered. These changes may be subject to discussion at any meeting between the FAC and the principal.

3. Composition: In schools having ten (10) or fewer teachers, the committee shall consist of the faculty; schools with eleven (11) to fifty (50) faculty members shall have a committee of not less than six (6) members; if more than fifty (50) faculty members are in a school, the committee shall consist of not less than seven (7) members.

All faculty members within the school are eligible to vote for and hold membership on the committee.
The elementary school committee shall have at least one (1) member from each of the primary, intermediate, upper and specialized teaching areas. The ballot shall be constructed to achieve the above representation.

There shall be no more than two (2) members from any one (1) secondary school department as members of the committee.

4. **Election and Term** The faculty shall elect a three (3) member nominating committee for the purpose of nominating prospective members for the committee. The Nominating Committee shall propose a slate containing the number of positions available, plus three (3).

The Nominating Committee shall report at a meeting called jointly by the principal and the Faculty Representative. At that meeting, additional nominations shall be allowed from the floor. Members of the Nominating Committee shall be eligible for election to the FAC.

Voting shall be by secret ballot within the next three (3) days. Ballots shall be returned to and tabulated by the Nominating Committee.

The committee shall have been elected by September 15 and will organize by October 1 of the school year. At the first meeting, a chairperson, vice-chairperson, and a secretary shall be elected.

5. **Meetings** The committee shall meet when it is deemed necessary by the chairperson or by a majority of the committee members or by a request of 20% of the faculty. The chairperson of the committee shall set the agendas based on suggestions from the faculty, principal and other committee members. Accurate minutes of the meetings including recommendations shall be kept by the secretary and copies issued to the faculty within three (3) days after the meeting.

6. **Involvement of Other Personnel** Officers or staff of the Association and administrative or supervisory personnel may be invited to attend meetings at the principal's or committee's request. Each party shall inform the other in advance when outside personnel have been invited.

**D. SCHOOL CALENDAR ADVISORY COMMITTEE**

Each year prior to the adoption of the school calendar the Board will consider recommendations from all interested parties. In order to obtain input from the teachers, a committee comprised of members appointed by the MNEA and members designated by the Director shall meet and present their findings to the Director. If a change in the Board approved calendar becomes necessary, the above committee shall meet and present their findings to the Director.

This item in no way diminishes the Board's authority and responsibility to establish the school calendar.

**E. PROCESS IMPROVEMENT TEAMS**

The Board and MNEA agree to establish system-wide Process Improvement Teams when necessary. The teams will study and improve processes related to the functions of the school system. Personnel impacted by the process under consideration will be appointed as members of the teams. MNEA will have an opportunity to appoint representatives to Process Improvement Teams and will be informed of meetings and outcomes of meetings. (1993)

**F. STAFF DEVELOPMENT GOVERNANCE COUNCIL**

The Board and MNEA believe in a comprehensive staff development program that addresses system-wide initiatives and/or local school improvement plans. (1993)
1. The Board and MNEA agree to establish a Staff Development Governance Council. Its purposes shall include, but not be limited to:
   (a) analysis of a regularly scheduled needs assessment,
   (b) development of guidelines,
   (c) identification of appropriate activities,
   (d) amelioration of difficulties,
   (e) assessment of effectiveness based on feedback,
   (f) continuous improvement of the staff development processes, and
   (g) developing and monitoring an annual staff development budget (1993)

2. The Governance Council shall consist of:
   (a) three (3) members appointed by the Director to include persons responsible for planning/implementing staff development,
   (b) three (3) members representing classified employees,
   (c) three (3) members appointed by MNEA, and
   (d) the staff development coordinator who shall be an ex officio member of the Governance Council and will serve as the communications liaison between the Governance Council and the employees. (1993)

3. Appointments shall be for three (3) year terms with one administrator, one classified and one Association appointee rotating off the council each year. Initial appointees may be reappointed once. (1993)

4. The Board shall employ a full-time coordinator and additional personnel as needed to implement the staff development program and work directly with the Governance Council. (1993)

5. This council shall operate as a problem-solving team with the assistance of the Staff Development Coordinator to accomplish its purposes. (1993)

6. At the discretion of the Director of Schools, a portion of the state-mandated inservice requirement may be reserved for addressing system-wide goals. The message shall be uniform in content. (1993)

G. JOINT COMMITTEES

The President of the Association and the Director of Schools shall indicate in the charge letters to joint committees that co-chairpersons shall provide notice of meetings to their respective appointing authority. Failure to provide such notice shall in no way affect the work or outcome of the committees.
ARTICLE XI

INSTRUCTIONAL PROGRAM

A. LITERACY STANDARDS FOR STUDENTS

The Board and Association recognize that public confidence in the school system is essential to our system of public education. Further, the Board and Association agree that those students enrolled in the Metropolitan Public Schools should maintain a progressive level of achievement in basic skills areas.

The Board and Association shall attempt, through the appointment of a joint committee, to define minimum standards of educational progress for the K-12 programs. The report of the joint committee shall be filed with the Curriculum Advisory Council for review and recommendation to the Professional Council.

B. CONTINUITY OF INSTRUCTIONAL PROGRAM

Due to the large number of intra-system student transfers annually, the Board and Association are committed to continuity of the instructional program among the administrative subdivisions of the school system.

C. SHARED EVALUATIONS

Existing evaluations of programs shall be shared with the Curriculum Advisory Council upon request.

Approved by

Edward T. Kindall, Chairman
Metropolitan Board of Public Education

A. Brent Hurst, President
Metropolitan Nashville Education Association
APPENDIX D

STIPENDS FOR COOPERATING TEACHERS

The following schedule represents stipends paid cooperating teachers. The schedule was recommended by the Metro Council for Teacher Education and approved by the Board.

7 to 10 weeks student teaching experience — $50
11 to 13 weeks student teaching experience — $75
14 weeks and longer student teaching experience — $100

APPENDIX E

MATERNITY LEAVE

TCA 4-21-408. Maternity Leave.

(a) A female employee who has been employed by the same employer for at least twelve (12) consecutive months as a full-time employee, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for pregnancy, childbirth, and nursing the infant, where applicable (such period to be hereinafter referred to as "maternity leave").

(b)(1) A female employee who gives at least three (3) months' advance notice to her employer of her anticipated date of departure for maternity leave, her length of maternity leave, and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of her leave.

(b)(2) A female employee who is prevented from giving three (3) months' advance notice because of a medical emergency which necessitates that maternity leave begin earlier than originally anticipated shall not forfeit her rights and benefits under this section solely because of her failure to give three (3) months' advance notice.

(c)(1) Maternity leave may be with or without pay at the discretion of the employer. Maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other benefits or rights of her employment incident to her employment position; provided, that the employer need not provide for the cost of any benefits, plans, or programs during the period of maternity leave unless such employer so provides for all employees on leaves of absence.

(c)(2) If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of her maternity leave period.

(c)(3) The purpose of this section is to provide leave time to female employees for pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the female employee has utilized the period of maternity leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of maternity leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of her maternity leave.
1995-1996 Educational Agreement

Sponsors, Senior High:
- Choral Music: 3%
- Cheerleader: 3%
- Forensic: 5%
- Newspaper: 5%
- Student Council: 3%
- Yearbook: 5%

Sponsors, Middle School:
- Cheerleader: 1 1/2%
- Newspaper: 2 1/2%
- Yearbook: 2 1/2%

*Not applicable to persons assigned after 7/1/75.

All percentages are computed on the individual's base teacher pay.

Pending the recommendation of the Joint Committee on Salary Supplements to the Negotiations Council, the Board and MNEA agree that, for 1995-96, assistant soccer and volleyball coaches will be supplemented at 5% and 3 1/2%, respectively. The Joint Committee shall submit its report by February 2, 1996. (1995)

APPENDIX B

EMPLOYEES ELIGIBLE FOR MILEAGE

Attendance Teachers
Central Office Employees
Coordinators of Cooperative Education
Itinerant Teachers (Includes Roving Music, Roving Physical Education, Special Education)
Social Workers

APPENDIX C

INSURANCE

$500 Death Benefit

Each teacher and employee of the Board of Public Education shall be covered by a $500 death benefit under provisions of the Metropolitan Charter.
## APPENDIX A

### SALARY SUPPLEMENTS

An annual supplement is paid to certain teachers as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Business Manager</td>
<td>6%</td>
</tr>
<tr>
<td>Band Director</td>
<td>10%</td>
</tr>
<tr>
<td>Assistant Band Director</td>
<td>5%</td>
</tr>
<tr>
<td>Chairman — Speech and Hearing</td>
<td>$330.00</td>
</tr>
<tr>
<td>Coach, Senior High:</td>
<td></td>
</tr>
<tr>
<td>Intramural Director, Comprehensive High School</td>
<td>10%</td>
</tr>
<tr>
<td>Head Football</td>
<td>10%</td>
</tr>
<tr>
<td>Assistant Football</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Head Boys Basketball</td>
<td>10%</td>
</tr>
<tr>
<td>Assistant Boys Basketball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Head Girls Basketball</td>
<td>10%</td>
</tr>
<tr>
<td>Assistant Girls Basketball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Head Baseball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Assistant Baseball</td>
<td>5%</td>
</tr>
<tr>
<td>Head Girls Softball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Assistant Girls Softball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Head Track</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Assistant Track</td>
<td>5%</td>
</tr>
<tr>
<td>Girls Track</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Head Wrestling</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Assistant Wrestling</td>
<td>5%</td>
</tr>
<tr>
<td>Tennis</td>
<td>5%</td>
</tr>
<tr>
<td>Golf</td>
<td>5%</td>
</tr>
<tr>
<td>Golf (2 teams)</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Cross Country</td>
<td>5%</td>
</tr>
<tr>
<td>Cross Country (2 teams)</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>5%</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Coach, Middle School:</td>
<td></td>
</tr>
<tr>
<td>Head Football</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Assistant Football</td>
<td>5%</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>7 1/2%</td>
</tr>
<tr>
<td>Boys Track</td>
<td>5%</td>
</tr>
<tr>
<td>Girls Track</td>
<td>5%</td>
</tr>
<tr>
<td>Wrestling</td>
<td>5%</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>3%</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>5%</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>5%</td>
</tr>
</tbody>
</table>

*Consultant Teacher (Elementary)                             | $500.00    |
*Guidance Counselor (must serve for 2 periods or more per day) | $150.00    |
*Psychological Service Worker                                | $500.00    |
*Psychometrist                                               | $300.00    |
*Special Education                                           | $165.00    |
(c)(4) Whenever the employer shall determine that the employee will not be reinstated at the end of her maternity leave because her position cannot be filled temporarily or because she has used maternity leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

(c)(d) Nothing contained within the provisions of this section shall be construed:

(c)(1) To affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section;

(c)(2) To require any employer to provide maternity leave to male employees; or

(c)(3) To apply to any employer who employs fewer than one hundred (100) fulltime employees on a permanent basis at the job site or location.

(c)(e) [Deleted by 1988 amendment.]

(c)(f) The provisions of this section shall be included in the next employee handbook published by the employer after passage of this section. [Acts 1987, ch. 373, § 1, T.C.A., § 50-1-501 § 50-1-505, Acts 1988, ch. 607 § 1-3.] Accurate records pertaining to the operation of a local education agency shall knowingly and willfully make or cause to be made any false statement in any detail of statistical or financial data, reports, board minutes or other information requested or required by law enforcement agencies, the judiciary or any member or employee of a law enforcement agency or the judiciary. [Acts 1989, ch. 444, § 5.]

APPENDIX F

EDUCATION TRUTH IN REPORTING

TCA 49-50-1401. Short title.—This part shall be known and may be cited as the “Education Truth in Reporting and Employee Protection Act of 1989.” [Acts 1989, ch. 444, § 1.]

49-50-1402. Purpose.—(a) The purpose of this part is to discourage persons, whether employed, elected or appointed, who are required to furnish statistical data, reports or other information to local or state departments, agencies, or legislative bodies, from knowingly and willfully making or causing to be made any false or inaccurate compilation of statistical data, reports or information related to the operation of a local education agency as defined in § 49-1-103. It is the intent of the general assembly to reduce the waste and mismanagement of public education funds, to reduce abuses in governmental authority and to prevent illegal and unethical practices. (b) To help achieve these objectives, the general assembly declares that public education employees should be encouraged to disclose information on actions of local education agencies that are not in the public interest and that legislation is needed to ensure that any employee making such disclosures shall not be subject to disciplinary measures, discrimination or harassment by any public official. [Acts 1989, ch. 444, § 2.]

49-50-1403. Definitions.—As used in this part, unless the context otherwise requires:

(1) “Disciplinary action” means any direct or indirect form of discipline or penalty, including, but not limited to, dismissal, demotion, transfer, reassignment, suspension, reprimand, admonishment, reduction in force, withholding of work, unsatisfactory or below standard performance evaluation, or the threat of such discipline or penalty;

(2) “Disclosure of information” means the written provision of evidence to any person, the department of education, a legislator, or individual employee of the department or general assembly, or testimony before any
committee of the general assembly, regarding any action, policy, regulation, practice or procedure, including, but not limited to, the waste of public education funds, mismanagement, falsification of state required reports, inaccurate compilation of statistical data or reports, or abuse of authority by locally employed, elected or appointed officials or employees of a local education agency; and (3) "Person" or "persons" includes members of the local board of education, the superintendent or director of the school system, supervisors, principals and other individual school system employees. [Acts 1989, ch. 444, § 3]

49-50-1404. False statements to state or government employees, officials or entities.— No person or persons required by state law, or rules or regulations promulgated pursuant to such laws, to collect, manage, review and maintain accurate records pertaining to the operation of a local education agency shall knowingly and willfully make or cause to be made any false statement in any detail of statistical or financial data, reports or other information requested or required by a state official, employee, agency, department, board, commission, or other body in the executive branch of state government, or any board, commission, committee, member or employee of the legislative branch of state government. [Acts 1989, ch. 444, § 4.]

49-50-1405. False statements to law enforcement agencies or the judiciary.— No person or persons required by state law, or rules or regulations promulgated pursuant to such laws, to collect, manage, review and maintain accurate records pertaining to the operation of a local education agency shall knowingly and willfully make or cause to be made any false statement in any detail of statistical or financial data, reports, board minutes or other information requested or required by law enforcement agencies, the judiciary or any member or employee of a law enforcement agency or the judiciary. [Acts 1989, ch. 444, § 5.]

49-50-1406. Penalties.— Should any person be found guilty of knowingly and willfully making or causing to be made any false statement or report, or otherwise violating the requirements of §§ 49-50-1404 and 49-50-1405, he shall forfeit all pay and compensation for the position held for a period not to exceed one (1) year, be subject to dismissal, removal or ouster from such office or position, and be ineligible for election or appointment for the same or a similar position for five (5) years. [Acts 1989, ch. 444, § 6.]

49-50-1407. Liability to agency or department.— Any person found to have personally profited from any violation of §§ 49-50-1404 and 49-50-1405 shall be liable to the affected local education agency or state department or agency in an amount not to exceed actual money expended or lost and not administratively recoverable, plus the costs of any legal proceedings initiated by the affected local education agency or state department or agency. [Acts 1989, ch. 444, § 7.]

49-50-1408. Reports of alleged falsification, waste or mismanagement.—
(a) Any person having knowledge of a knowing or willful falsification within the meaning of § 49-50-1404 or 49-50-1405, and the waste or mismanagement of public education funds, may report or disclose such falsification, waste or mismanagement to the department of education or committee of the general assembly, or individual official, member or employee of the department or committee.
(b) The department of education shall make a thorough investigation of any written report of falsification, waste or mismanagement. No investigation of anonymous reports shall be required by this part. Reports of alleged falsification, waste or mismanagement shall be confidential only to the extent the person reporting requests that his name not be revealed.
(c) No penalty shall attach to the failure to report and a person reporting shall be presumed to be acting in good faith and shall thereby be immune from any liability, civil or criminal, that might otherwise be incurred or imposed for such reporting. [Acts 1989, ch. 444, § 8.]

49-50-1409. Civil action against party causing disciplinary action against reporting person.—
(a) Any person reporting under the provisions of this part shall have a civil cause of action against any person or employer who causes a disciplinary action or threat of disciplinary action against the reporting person. An action commenced pursuant to this part may seek appropriate injunctive relief or damages for each violation of this section.
(b) A court, in rendering a judgment over a disciplinary action against a person reporting pursuant to this part, shall order, as the court considers appropriate, reinstatement, payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the complainant all or a portion of the costs of litigation, including reasonable attorney fees. [Acts 1989, ch. 444, § 9]

49-50-1410. Collective bargaining agreements and other statutes.—
(a) This part shall not be construed to diminish or impair the rights of a person under any collective bargaining agreement, or as repealing any law now in force making it illegal for public employees or officials, elected or appointed, to violate certain statutes and providing a punishment for the violation.
(b) Proceedings under this part shall not be a bar to proceedings under any criminal, removal or ouster statute now in force or which may be in force. [Acts 1989, ch. 444, § 10]

49-50-1411. Notice—Local education agencies shall post notices and use other appropriate means to keep employees informed of their protections and rights under this part. [Acts 1989, ch. 444, § 11]

Its continued placement there shall be a year by year decision of the Negotiations Council.

APPENDIX G

MEMORANDUM OF AGREEMENT ON SAFETY AND SECURITY

The Board and MNEA agree that a safe and secure environment for employees and students is fundamental in providing for effective and positive learning. The Board agrees to annually review, approve and distribute The Code of Student Conduct to all students and appropriate staff. The Board agrees to plan and implement a safety awareness campaign to include:

1. a statement to employees and the community,
2. school safety audits and
3. a comprehensive staff development program on safety and security to include, but not be limited to: fight intervention, conflict resolution, crisis intervention, interpersonal relationships, self-discipline, substance abuse, potential hazards, self-defense and conflict prevention intervention training.

During the 1993-94 school year, the Board agrees to:

1. implement a mandatory tracking system for itinerant employees and other personnel required to make home visits,
2. provide secured space for employees' personal belongings and
3. develop a visitor and staff ID program

The Board and MNEA agree to develop an implementation schedule for the following:

4. a student ID program beginning with senior high schools
5. security systems for portable classrooms
6. communication devices for building administrators
7. emergency communication equipment from classrooms to the office and
8. correction of deficiencies identified through ongoing safety audits that are conducted as part of the school of department improvement plans. (1993)
APPENDIX H

MEMORANDUM OF AGREEMENT ON ITINERANT TEACHERS

The Board and MNEA agree to establish a joint task force to explore itinerant teacher issues including, but not limited to, alternative work spaces, the use of portable and state-of-the-art technology, extended contracts, increasing the efficiency of service delivery and the use and evaluation of contracted services. The membership of the task force shall include a representative from each itinerant service group. Recommendations shall be forwarded to the Negotiations Council. (1993)

The Board and MNEA agree to reconvene the Task Force on Itinerant Teachers as a Joint Committee. The committee shall continue to explore itinerant teacher issues and report recommendations and findings to the Professional Council by March 1996. (1995)

Memo to principal group heads from the Negotiations Council. The memo will also be distributed to Association Representatives and itinerant teachers.

The Board and MNEA agree that communication between itinerant teachers and local school personnel should be improved. The following have been suggested:

1. involving itinerant personnel in faculty decisions, where appropriate,
2. providing local building personnel with the schedules of and services provided by itinerant teachers and
3. providing itinerants with operational and policy information including teacher schedules for each school they serve.

APPENDIX I

Memorandum of Agreement on Teacher Compensation

The Board and MNEA share an interest in attracting, retaining and developing well-qualified teachers. As a result, during the 1995-1996 school year, the Board and MNEA agree to study various means of compensating certificated employees. (1995)
# INDEX

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Freedom</td>
<td>4</td>
</tr>
<tr>
<td>Accrued Benefits upon Returning from Leave</td>
<td>33</td>
</tr>
<tr>
<td>Administrative Information Management System (AIMS)</td>
<td>20</td>
</tr>
<tr>
<td>Administrative Salaries</td>
<td>34</td>
</tr>
<tr>
<td>Administrative Transfers</td>
<td>13</td>
</tr>
<tr>
<td>Adult Education</td>
<td>12</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>14</td>
</tr>
<tr>
<td>AIMS (Administrative Information Management System)</td>
<td>20</td>
</tr>
<tr>
<td>Amendment</td>
<td>3</td>
</tr>
<tr>
<td>Annual Leave Payment Upon Death or Retirement</td>
<td>36</td>
</tr>
<tr>
<td>Arrival and Departure Times</td>
<td>24</td>
</tr>
<tr>
<td>Assualts on School Personnel</td>
<td>15, 16</td>
</tr>
<tr>
<td>Association Leave</td>
<td>31</td>
</tr>
<tr>
<td>Association Notification</td>
<td>4</td>
</tr>
<tr>
<td>Association Office</td>
<td>32</td>
</tr>
<tr>
<td>Association President</td>
<td>31</td>
</tr>
<tr>
<td>Association Recognition</td>
<td>1</td>
</tr>
<tr>
<td>Association Use of School Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Association Use of School Mail Service</td>
<td>9</td>
</tr>
<tr>
<td>Audits of School Financial Receipts and Disbursements</td>
<td>8</td>
</tr>
<tr>
<td>Automobile, Damage to</td>
<td>16</td>
</tr>
<tr>
<td>Beginning of Year Payment</td>
<td>34</td>
</tr>
<tr>
<td>Benefits</td>
<td>See &quot;Fringe Benefits&quot;</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>26</td>
</tr>
<tr>
<td>Board Recognition</td>
<td>1</td>
</tr>
<tr>
<td>Calendar Committee</td>
<td>43</td>
</tr>
<tr>
<td>Campaign Material, Political</td>
<td>9</td>
</tr>
<tr>
<td>Certification in Special Education</td>
<td>10</td>
</tr>
<tr>
<td>Certification Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Coaching Supplements</td>
<td>19, 36, 46</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>7, 51</td>
</tr>
<tr>
<td>Communication to the Association</td>
<td>9</td>
</tr>
<tr>
<td>Compensation</td>
<td>8, 11, 19, 34, 36, 46, 47, 48, 51, 52</td>
</tr>
<tr>
<td>Compensation, Long-Range Study</td>
<td>34</td>
</tr>
<tr>
<td>Confidentiality of Paychecks</td>
<td>34</td>
</tr>
<tr>
<td>Confidentiality of Personal References</td>
<td>6</td>
</tr>
<tr>
<td>Continuity of Instructional Program</td>
<td>45</td>
</tr>
<tr>
<td>Cooperating Teachers, Stipends for</td>
<td>48</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>9</td>
</tr>
<tr>
<td>Court Appearance Policy</td>
<td>32</td>
</tr>
<tr>
<td>Curriculum Advisory Council</td>
<td>40</td>
</tr>
<tr>
<td>Damage to Automobiles</td>
<td>16</td>
</tr>
<tr>
<td>Damage to Personal Property Resulting from Assault</td>
<td>16</td>
</tr>
<tr>
<td>Dating Entries</td>
<td>3</td>
</tr>
<tr>
<td>Death Benefit, $500</td>
<td>47</td>
</tr>
<tr>
<td>Death Payment, Annual Leave</td>
<td>36</td>
</tr>
<tr>
<td>Decision Making</td>
<td>4, 18, 42</td>
</tr>
<tr>
<td>Departure Time</td>
<td>24</td>
</tr>
</tbody>
</table>
1995-1996 Educational Agreement

Discipline ......................................................................................................................................................................7, 51
Due Process ...................................................................................................................................................................5
Duration .......................................................................................................................................................................3
Duties of a Teacher ..........................................................................................................................................................24
Duty-Free Lunch Period ..............................................................................................................................................19
Educational Advancement, Opportunities for ...........................................................................................................18
Education Truth In Reporting—TCA ...........................................................................................................................49
Elementary Physical Education Teachers ..............................................................................................................21
Employee Assistance Program ....................................................................................................................................36
Employees Eligible for Mileage ..................................................................................................................................47
Employment in Adult Education ..................................................................................................................................12
Equipment, Teaching ...................................................................................................................................................19, 21
Ethics, Code of ..............................................................................................................................................................4
Evaluation of Certificated Personnel ..........................................................................................................................5
Extended Professional Development Leave ..................................................................................................................29
Extra Compensation Payment .....................................................................................................................................36
Faculty Advisory Committee (FAC) ..............................................................................................................................42
Faculty Involvement in Decision-Making Process ......................................................................................................4
Financial Reports (School Audits) ..................................................................................................................................8
Fringe Benefits, Death Benefit—$500 ...........................................................................................................................47
Fringe Benefits, Early Notification of Retirement ........................................................................................................35
Fringe Benefits, Insurance ..........................................................................................................................................36
Fringe Benefits, Leave Provisions ...............................................................................................................................25-32
Fringe Benefits, Pay of Annual Leave at Death/Retirement ......................................................................................35
Fringe Benefits, Returning from Leave ..........................................................................................................................33
Fringe Benefits, Sick Leave Bank ..................................................................................................................................26
Fringe Benefits, Terminal Pay at Retirement ..................................................................................................................34
Fringe Benefits, Vacation ..............................................................................................................................................17
Grading Procedures .......................................................................................................................................................5
Grievances ......................................................................................................................................................................5, 13, 38
In-System Teacher Exchange Program ......................................................................................................................22
Index (Salary Schedule) ...............................................................................................................................................35
Instructional Materials and Supplies ..............................................................................................................................20
Instructional Equipment ..................................................................................................................................................19, 21
Insurance ($500 Death Benefit) ....................................................................................................................................47
Insurance Benefits ..........................................................................................................................................................36
Interview by Principal Prior to Transfer ......................................................................................................................18
Introduction ..................................................................................................................................................................vii
Involuntary Transfers ....................................................................................................................................................13
Itinerant Teachers ...........................................................................................................................................................22, 52
Itinerant Teachers, Memorandum of Agreement .........................................................................................................52
Job Related Injury ..........................................................................................................................................................15, 26
Joint Committees ............................................................................................................................................................5, 16, 17, 36, 44, 45, 47, 52
Joint Committees, Charge of ..........................................................................................................................................44
Kindergarten Materials ...................................................................................................................................................20
Leave for Court Appearance ..........................................................................................................................................32
Leave Without Pay ............................................................................................................................................................32
Leave, Association ...........................................................................................................................................................31
Leave, Association Office ...............................................................................................................................................32
Leave, Association President .........................................................................................................................................31
Leave, Bereavement ..........................................................................................................................................................26
Leave, Extended Professional Development ..................................................................................................................29
Leave, Military ..................................................................................................................................................................29
Leave, On the Job Injury ..................................................................................................................................................14
Leave, Parental ......................................................................................................... 27
Leave, Partial Day Absence .................................................................................... 19
Leave, Peace Corps or Similar Government Approved Educational Activity........... 32
Leave, Personal ....................................................................................................... 27
Leave, Placing Teachers Return from ................................................................... 32
Leave, Political ........................................................................................................ 29
Leave, Professional ................................................................................................. 27
Leave, Religious ...................................................................................................... 31
Leave, Returning from .......................................................................................... 32, 33
Leave, Sick ............................................................................................................... 25
Liability Coverage for Transporting Students ....................................................... 16
Literacy Standards for Students ............................................................................ 45
Local School Policies and Procedures .................................................................. 8
Long-Range Goals for Compensation .................................................................. 34
Mail, Inter-School .................................................................................................. 9
Maternity Leave (Also see, "Parental Leave") ..................................................... 48
Memorandum of Agreement of Safety and Security .............................................. 51
Mileage .................................................................................................................. 36, 47
Military Leave ....................................................................................................... 29
Negotiating Procedures ......................................................................................... 2
Negotiations Council .............................................................................................. 2
Non-Discrimination ............................................................................................... 14
Non-Instructional Duties ....................................................................................... 24
Office, Call of Teacher to ..................................................................................... 5
Office Space in Residence .................................................................................... 9
On the Job Injury ................................................................................................... 15, 26
OSHA (T-OSHA Report) ...................................................................................... 14
Parental Leave ....................................................................................................... 26, 27
Partial Day Absences ............................................................................................ 19
Participatory Leadership ....................................................................................... 18
Pay ......................................................................................................................... 8, 11, 19, 34, 36, 46, 47, 48, 51, 52
Paychecks (Also see, "Compensation") ................................................................. 34
Payday Schedule .................................................................................................. 18
Payment at Beginning of Year .............................................................................. 51
Payroll Deduction ................................................................................................. 8
Persistent Disagreement ......................................................................................... 2
Personal Leave ....................................................................................................... 27
Personnel Files ....................................................................................................... 6
Physical Assaults on School Personnel .................................................................. 15, 16
Physical Education Teachers in Elementary ....................................................... 21
Placing Teachers Returning from Leave ............................................................. 32
Planning Time for Teachers .................................................................................. 18
Policies and Procedures, Local School ................................................................. 8
Policy Manual ....................................................................................................... 8
Political Campaign Material ............................................................................... 9
Political Leave ....................................................................................................... 29
Preamble ............................................................................................................... 1
Principal Designee ................................................................................................. 17
Principal Interview .............................................................................................. 17
Principles ............................................................................................................... 1
Printing of Agreement .......................................................................................... 3
Process Improvement Teams .................................................................................. 43
Professional Council ............................................................................................. 40
Professional Development Commission ............................................................... 31
1995-1996 Educational Agreement

Teacher (Defined) ..............................................................................................................................................................37
Teacher Assignments .........................................................................................................................................................24
Teacher Called to Office .....................................................................................................................................................5
Teacher Compensation ......................................................................................................................................................57
Teacher Compensation, Memorandum of Agreement .................................................................................................52
Teacher Effectiveness/Support Program ............................................................................................................................5
Teacher Evaluations ..........................................................................................................................................................5
Teacher Facilities ...............................................................................................................................................................21
Teacher Initiated Transfers .............................................................................................................................................13
Teacher Responsibilities ....................................................................................................................................................24
Teacher Rights ..................................................................................................................................................................5
Teacher Transfers, General Provisions ............................................................................................................................12
Teacher Workday ..............................................................................................................................................................24
Teaching Materials and Equipment ..................................................................................................................................19, 20
Technology ........................................................................................................................................................................20
Terminal Pay at Retirement .................................................................................................................................................34
Textbooks ............................................................................................................................................................................21
Transfers (Also see, "Promotion Policy") ..........................................................................................................................12, 13
Transportation of Students, Liability Coverage ................................................................................................................16
Use of Schools by Association ............................................................................................................................................9
Vacation ...............................................................................................................................................................................17
Vehicular Damage ...............................................................................................................................................................16
Voluntary Transfers ...........................................................................................................................................................13
Wellness ...............................................................................................................................................................................36
Work Beyond the Normal School Day ..............................................................................................................................4, 13
Work Beyond the Normal School Year .............................................................................................................................17, 36
Workday ..............................................................................................................................................................................24