

# 2019-2020 Tentative Agreement Between Del Norte Teachers Association (DNTA) and Del Norte County Office of Education (DNCOE)

## 1.8 COPIES OF THE PROFESSIONAL AGREEMENT

~~Normally,~~ Within forty-five (45) business days of ratification of the Professional Agreement by both parties herein, the District shall post the updated Professional Agreement to the District's website for easy access to the unit members, and within fifty-five (55) business days ~~400~~ 20 copies will be prepared and delivered to the Association for distribution to the unit members. Every three years when the entire contract has been negotiated, 100 copies will be provided to the Association. Ratified contract revisions, Side letters, Memoranda of Understanding will be posted to the District's website within forty-five (45) business days. *APPROVED 10:14 4/15/19 and needs to be sunshined*

1.8.1 Every new unit member will receive the option of receiving a printed copy of the current contract from the District.

## 3.4 ENROLLMENT REPORTS, CALCULATION & PAYMENT DATES

3.4.1 For informational purposes only, the District shall provide monthly a copy of the District Enrollment Report by ~~grade~~ teacher and class for K-8 and by ~~grade~~ teacher and class period for secondary classes to the Association President and any Faculty Representatives at each school who request it. Such copies shall be available within one week of the ending of each school month whenever possible.

## 3.8 BALANCING OF CLASSES

~~When organizing classes, the Principal is urged to use all data available to attempt to provide classes which are balanced with reference to total size and special needs of students.~~ When organizing classes, the principal and affected teachers will use all available data to create classes which are balanced with reference to total size and special needs of students. Organization of classes can be reevaluated as requested by affected teachers. Any safety or other concerns by DNTA or the District on class loading shall be referred to the Leadership Team consult meetings.

## 10.6 Faculty Meetings

Notice of regular faculty meetings, including the topics to be discussed, shall precede each meeting by at least twenty-four (24) hours, except that notice for Monday meetings will be by Friday before the end of the duty day. Faculty meetings shall not be scheduled to exceed 60 minutes. Faculty meetings should not exceed 3 per month, and no more than a total of 26 per school year. Attendance at faculty meetings is required for the duration of the meeting unless the unit member has made prior arrangements with the principal. Professional development within faculty meetings is agreed to be acceptable when it does not completely or consistently pre-empt the day-to-day school business.

## **10.9 Preparation or Planning Period**

10.9.6 For district-mandated professional development release days, while students are in session, the observed duty day will be from 8:00am-3:30pm. The professional development will be 6 hours long with an additional 30 minute duty-free lunch. A continuous hour of preparation time will be guaranteed within that duty day.

If the district-mandated release is a half day, the 30 minute duty-free mandated lunch will not be impaired. If the member loses their contractual prep time during half day release days, they will be compensated at the hourly rate.

## **11.11 Personal Illness or Injury Leave**

### **11.11.1 Conditions**

The District will provide annual Personal Illness or Injury Leave allowance of twelve (12) days for full-time unit member, which will be accumulative.

11.11.1.1 Personal Illness or injury leave may be used for a unit member or the care of a unit member's Spouse, Parent, or Child (as those are defined from CFRA) or any person the unit member can informally verify has filled the role of one of the above, with the approval of the Superintendent or designee.

11.11.1.2 Personal Illness or injury leave may be used as a donation to the *Employee Donated Sick Leave Program* referred to in Article 11.16.

### **11.11.2 Definition of Immediate Family**

Members of the immediate family include the following relatives of the unit member:

- 11.2.2.1 Parent
- 11.2.2.2 Parent-in-Law
- 11.2.2.3 Spouse (Domestic Partner)
- 11.2.2.4 Child
- 11.2.2.5 Child-in-Law
- 11.2.2.6 Sibling
- 11.2.2.7 Sibling-in-Law
- 11.2.2.8 Grandparent
- 11.2.2.9 Grandparent-in-Law
- 11.2.2.10 Grandchildren
- 11.2.2.11 Any relative living in the immediate household of the unit member.
- 11.2.2.12 Any person the unit member can informally verify has filled the role of one of the above, with the approval of the Superintendent or designee.

### **11.16 Donated Sick Leave**

Employees who have exhausted all fully paid leaves may use donated sick leave (DSL) under the following provisions:

11.61.1 Donated Sick Leave shall begin only after all other personal accumulated sick leave and other fully paid time-off has been exhausted.

11.16.2 If the incident that Donated Sick Leave is being collected for spans more than one school year, the employee must exhaust all newly accumulated sick leave before redeeming any Donated Sick Leave.

11.16.3 To request donated sick leave, the unit member or his/her designee will submit a request in writing, on forms provided by and approved by the District, to the Director of Human Resources or designee, stating the facts which require a need for donated leave.

11.16.4 Donated Sick Leave can be used to care for an immediate family member (Article 11.11.2) with a serious health condition or the employee's own serious health condition. Serious health conditions shall have the same meaning as in CFRA.

11.16.5 For the purpose of this donated sick leave provision, a member of the employee's immediate family shall be defined as the unit member or unit member's Spouse, Parent, or Child (as those are defined from CFRA) or any person the unit member can informally verify has filled the role of one of the above, with the approval of the Superintendent.

11.16.6 Donors must maintain twelve (12) days of accumulated sick leave for their own needs.

11.16.6.1 The donating member will provide a leave summary report to DNTA to verify the accumulated sick leave account.

11.16.6.2 DNTA will be responsible for maintaining the affidavits for any donated sick leave that is not turned in to the Business Office.

11.16.7 All reasonable efforts will be made to keep the donors anonymous.

11.16.8 DNTA will provide the Business Office with the appropriate number of affidavits that equates to the number of donated days by the 20th of the month. If the affidavits are not received by the 20th, or the working day immediately preceding the 20th, if the 20th is a non work day, the donated leave will not be applied to the sick leave of the qualifying employee, resulting in pay docks. All pay docks will be refunded when the appropriate number of affidavits are submitted to the business office.

11.16.9 This provision will sunset on August 31, 2021 unless extended by mutual agreement.

**Article 20 Salary**

2% increase to the salary schedule effective July 1, 2019

Increase the health and welfare cap to \$11,700

A one-time .5% off schedule supplemental payment based on annual salary

2% on flat-dollar stipends

Salary only retroactive.

*Coleen Parker*

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Coleen Parker, District Lead Negotiator Date

*Paige Thompson*

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Paige Thompson, DNTA Lead Negotiator Date

*Jeff Harris*

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Jeff Harris, District/County Superintendent Date