

# **COLLECTIVE BARGAINING AGREEMENT**

Between

MONTANA SCHOOL FOR THE DEAF AND BLIND  
FEDERATION OF TEACHERS  
LOCAL #4027, MEA-MFT, AFT, AFL-CIO

And

THE STATE OF MONTANA,  
BOARD OF PUBLIC EDUCATION  
MONTANA STATE SCHOOL FOR THE DEAF AND BLIND

JULY 1, 2013, THROUGH JUNE 30, 2015

**MONTANA SCHOOL FOR THE DEAF AND BLIND  
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**MONTANA SCHOOL FOR THE DEAF AND BLIND  
COLLECTIVE BARGAINING AGREEMENT**

**PREAMBLE**

**This Agreement** is made and entered into this 18 day of December, 2013 between the State of Montana, Board of Public Education, Montana State School for the Deaf and Blind, hereinafter referred to as the "Employer" and Montana State School for the Deaf and Blind Federation of Teachers Local #4027, MEA-MFT, AFT, AFL-CIO, hereinafter referred to as the "Federation." It is the intent and purpose of this Agreement to assure sound and mutually beneficial working relationships between the Employer, its employees and the Federation and to record mutually established terms and conditions of employment.

**ARTICLE 1**  
**RECOGNITION**

Section 1. The Employer recognizes the Federation as the exclusive representative of all state employees at the Montana School for the Deaf and Blind for purposes of collective bargaining who are titled Teacher, Live-in Houseparent, Counselor, Activities Director, Teacher Assistant, Licensed Practical Nurse I, Interpreter-Tutor, Librarian, Librarian-aide, Brailist, Communications Technician, Itinerant Resource Consultant, and Guidance Counselor

Section 2. It is recognized that the Federation is required both under law and under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Federation. Inasmuch as the terms of this Agreement have been made for all employees in the bargaining unit, it is fair that each employee in the bargaining unit assume his/her fair share of the obligation along with the grant of equal benefits contained in this Agreement.

**ARTICLE 2**  
**MANAGEMENT RIGHTS**

Section 1. It is understood and agreed that any of the rights, powers, or authority the Employer had prior to the signing of this Agreement are retained by the Employer except those specifically abridged, granted, or modified by this Agreement. The Federation and bargaining unit members recognize the prerogative of the Employer to operate and manage its affairs in such areas as, but not limited to:

- A. direct employees;
- B. hire, promote, transfer, assign and retain employees;
- C. relieve employees from duties because of lack of work or funds or under conditions where continuation of such work is inefficient and non-productive;

- D. maintain the efficiency of government operations;
- E. determine the methods, means, job classification, personnel by which government operations are to be conducted;
- F. take whatever actions may be necessary to carry out the missions of the School in situations of emergency;
- G. establish the methods and processes by which work is performed.

### **ARTICLE 3** **FEDERATION RIGHTS**

**Section 1. Spokesperson.** The Federation shall designate a member employee(s) to act in the capacity of official spokesperson for the Federation on any matter. Such a designation shall be made in writing and shall specify the period covered by the designation.

**Section 2.** The internal business of the Federation shall not be conducted by employees during work time. Such business may be conducted during regular breaks, lunch period, and before and after work.

**Section 3. Consultation.** The staff of the Federation shall be permitted to confer with bargaining unit members during school hours as long as such visitations do not disrupt school and comply with Montana School for the Deaf and Blind visitor policies.

**Section 4. Meeting Rooms.** The Federation shall be permitted to use meeting rooms within the school as long as there is no conflict with previously scheduled activities and enough notice is given to the Employer for scheduling purposes.

**Section 5. Bulletin Boards.** The Federation may utilize a reasonable amount of space on bulletin boards currently used for employee notices. Material posted should inform staff in a professional manner.

**Section 6. Arbitration Hearings.** Upon Management approval the chairperson of the Federation Grievance Committee may be permitted to attend a grievance arbitration hearing without loss of pay provided the chairperson has an integral role in such proceedings.

**Section 7. Leave for Union business.** The Federation president, or his/her designee, shall be allowed to use, in minimum increments of one hour, two days per school year for union business without loss of regular pay upon prior approval of the immediate supervisor. The Federation shall be allowed to use up to 64 hours per school year of non-duty time for union business without loss of regular pay upon prior approval of the immediate supervisor.

Section 8. The official board agenda for each Board of Public Education meeting shall be provided to the Federation.

Section 9. Leave for BPE meetings. Federation officers may use personal leave as provided for in this Agreement to attend regularly scheduled meetings of the Board of Public Education. Upon request, an interpreter shall be provided for up to two one-day meetings per biennium in order to facilitate participation by hearing and/or speech-impaired employees.

Section 10. Board Agenda. Representatives of the Federation shall be permitted to submit agenda items to the Board in accordance with its regular procedures.

Section 11. Disciplinary Representation. Whenever an employee is subject to a disciplinary interview, which may result in punitive disciplinary action being taken against the employee, such employee shall have the right to have a Federation representative present during the interview. When such an interview involves termination proceedings, the employee shall receive 24 hours prior notice except under circumstances where the health, safety, and welfare of the students or other employees is immediately threatened by the employee's continued presence on the job.

Section 12. Interpreter/Disciplinary Session. During disciplinary sessions involving the hearing and/or speech impaired, the Employer shall insure communication is facilitated by providing an interpreter when necessary.

Section 13. In-Service plan. The school administration and a committee of bargaining unit members shall meet annually to develop an in-service plan for academic staff.

Section 14. Nothing in this Article shall be construed to deny or restrict the rights accorded employees covered by this Agreement under Montana or Federal law unless specifically provided for otherwise.

#### ARTICLE 4 FEDERATION SECURITY

Section 1. Within 15 working days of the execution of this Agreement the Employer shall furnish the Federation a list of all employees within the bargaining unit. Said list shall be updated on an annual basis and provided to the treasurer of the local Federation.

Section 2. Upon written authorization from a member of the bargaining unit, the employer shall deduct from the pay of that employee the monthly amount of dues as certified by the secretary of the union and shall deliver those dues to the treasurer of the union. The union has an annual "window period" during which employees may revoke the aforementioned written payroll deduction dues authorization. In situations where net pay after taxes and other deductions is not enough to fund dues deductions, no deduction will be taken. In order for a deduction to be deducted for a given month, the employer's business manager must receive the authorization form no later than the

last day of the previous month. Changes in the dues rate shall be certified to the Employer in writing over the signature of the authorized officer of the Federation at least two payroll periods in advance of such change.

Section 3. Effective upon ratification of this Agreement and as may be permitted by Section 39-31-401 MCA, the Employer will deduct a representation fee from the pay of each newly hired member of the bargaining unit following that employee's fourth payroll. The union shall determine the amount of the representation fee to be deducted and inform the Employer accordingly. Any dispute as to the amount, propriety, or use of this representation fee shall be strictly between the employee and the union. Changes in the representation fee rate shall be certified to the Employer in writing over the signature of the authorized officer of the Federation at least two payroll periods in advance of such change. The grievance procedure contained within this Agreement shall not be used to address any dispute regarding representation fee. In situations where net pay after taxes and other deductions is not enough to fund representation fee deductions, no deduction will be taken.

Section 4. The Federation will indemnify, defend and hold the Employer harmless against any claims, demands, suits, or other forms of liability, including the cost of defense, that shall arise out of or as a result from any action taken by the Employer for the purpose of complying with this Article.

## ARTICLE 5 MANAGEMENT SECURITY

Section 1. There shall be no strikes or lockouts of any kind during the term of this Agreement except that unit members shall have the right to strike over economic matters during the 61<sup>st</sup> Legislative session.

Section 2. In the event of any strike, including those authorized in Section 1 above, the Employer is free to take any recourse that may be available in law or in equity.

## ARTICLE 6 LEAVES OF ABSENCE

Section 1. Sick leave. Sick leave will be granted on a pro rata basis in accordance with M.C.A. 2-18-618. The Employer may require written substantiation of sick leave usage in the form of a physician's certificate.

Section 2. Professional Leave. Teachers shall be granted two days per school year of approved professional leave, without loss of salary, to attend the annual teachers' convention or other professional meetings. The School shall work to access the Great Falls Public School staff development opportunities and workshops throughout the school year. Teachers who do not use leave for attendance of approved professional meetings or the annual teachers convention shall forfeit such leave.

**Section 3. Study Leave Without Pay.** Leave of absence for up to 12 months without pay may be granted by the superintendent at the recommendation of the principal to those teachers who are seriously planning on returning to employment with the School.

- A. Any faculty member who has been employed as a faculty member at Montana School for the Deaf and Blind for at least five school years, may apply for, and the superintendent and Board of Public Education may grant, a leave of absence without pay for up to one calendar year for the purpose of taking study leave.
- B. The study leave must be taken for the purpose of pursuing studies in an area related to the faculty member's work at Montana School for the Deaf and Blind. The determination as to whether the proposed subject area for study is so related, falls within the discretion of the superintendent.
- C. The faculty member will not receive increment credit for time spent on leave granted for study.
- D. Only one study leave may be granted for each five years employed as a faculty member at Montana School for the Deaf and Blind.
- E. In no case shall the leave exceed one calendar year.
- F. Application for such leave should be made not less than three months prior to the effective date.
- G. Teachers on study leave without pay shall be reassigned to the same or equivalent position as when the leave commenced. Returning teachers shall receive the same salary they received prior to the study leave plus applicable pay adjustments and appropriate lane changes.. The returning teacher will be given preference for any equivalent position which is open. If the teacher opts not to take the open position, the leave without pay shall terminate.
- H. A teacher on study leave without pay may have insurance benefits continued for the duration of the leave by self-payment of the insurance premium. Arrangements may be made through the business office.

**Section 4. Prolonged illness.** If an employee is ill and has exhausted all accrued sick leave, the Employer may permit the employee to be placed on a leave without pay status in accordance with state policy and the Family Medical Leave Act. Eligible Employees will be allowed to participate in the State Employees Sick Leave Fund as established in state policy 3-0311. A copy of state policy and the Family Medical Leave Act will be on file in the superintendent's office.

**Section 5. Personal Leave.** Full time bargaining unit employees shall earn two days and with prior Administrative approval, employees may use up to six personal leave days during the school year subject to the following rules:

- A. Two personal leave days shall be credited to each full time employee each school year. Personal leave will be credited to part-time/part-year employees on a prorated basis. Two unused personal leave days per year may be carried over to the next school years to a maximum accumulation and usage of six personal days. Employees wishing to carry over a personal leave day must notify the business office prior to the last day of school. Leave days not taken or carried over by the end of the school year shall be compensated at the rate of \$19.00 per hour for teachers, \$14.00 per hour for interpreters and \$9.00 per hour for aides. All personal leave accumulation in excess of one day will be cashed out or compensated at the foregoing rate at the end of each fiscal or school year.

Section 6. Bargaining unit members may request leave to attend functions or fulfill appointments related to the teaching of the deaf and blind. All other participation in functions or organizations to which an employee may receive an appointment shall be voluntary and, while beneficial to the school, shall be subject to other leave as defined in this Agreement.

Section 7. Staff is encouraged to avoid absences or leave during PIR days or the first and last week of any semester. Leave requests for PIR days or the first and last week of any semester will be considered on a case by case basis and will be granted only when the administration, in its discretion, is convinced that the merits of a specific leave request justify a staff member's absence.

## ARTICLE 7 EMPLOYMENT SECURITY

Section 1. Seniority. Seniority shall be determined by an employee's length of service at the Montana School for the Deaf and Blind from date of hire. Class seniority shall be determined by an employee's length of service in each job title listed in Article 1, Recognition.

- A. Seniority shall be considered unbroken for:
1. Lay-offs not exceeding 12 months.
  2. Voluntary quits for five days or less.
  3. Authorized paid or unpaid leaves of absence.
- B. Within 30 days of the execution of this Agreement, the Employer shall prepare a roster listing bargaining unit employees. The roster shall list employees' most recent date of hire, current job title, and dates of appointment to present job. Such roster shall be made available to the Federation and shall be updated no later than each October 1<sup>st</sup>. Bargaining unit employees and Local #4027 shall have 30 calendar days in which to identify roster errors.

**Section 2. Probationary Period.** Employees hired at the start of an academic year shall serve a nine month probationary period. Employees hired during an academic year shall serve a 12 month probationary period. Probationary employees may not be discharged for reasons of illegal discrimination. Employees on probation who are dismissed shall be notified in writing. No employee who has successfully completed his/her probationary period may be disciplined or discharged without just cause.

**Section 3. Discharge of Teacher Under Contract:** Unless terminated for cause, teaching personnel who have been elected by the offer and acceptance of a contract for the fourth consecutive year of employment by the Board of Public Education in a position requiring teacher certification, except superintendent, shall be considered reelected from year to year thereafter in the manner of tenured teachers at the same a salary, excluding stipends for non-teaching duties, extra duty days, etc., and in the same or a comparable position of employment as that provided by the last executed contract with such teacher. A teacher under contract with the Board of Public Education may be discharged before the expiration of his/her employment contract for cause.

**Section 4. Reduction in Force.** Whenever it becomes necessary to decrease the number of employees for reasons such as pupil population or expiration of any state or federal funds the following shall prevail:

- A. In selecting employees within each program or specialty area within each program to be terminated as a result of a reduction in force, when qualifications and experience are equivalent, class seniority shall be the determining factor.
- B. Recall from layoff shall be in inverse order in accordance with the considerations outlined in "A" above. Employees shall be eligible for reinstatement for up to 12 months after the reduction in force.
- C. Employees with permanent status and satisfactory job performance who are subject to layoff and are qualified to fill a vacancy shall be given first consideration for the vacant position. Such vacancies shall be exempt from any posting requirement.
- D. Employees shall receive written notice (by registered mail) of their reinstatement. If the employee fails to give the employer written notice of his/her intention to return to work within two weeks of receipt of such notice, such employee shall be considered as having forfeited his/her right to reinstatement.
- E. No new permanent appointments may be made while there are bargaining unit employees in a lay-off status who are available and qualified to fill vacancies. An employee may secure other employment during the period he/she is laid off.

Prior to any reduction in force of bargaining unit members, the employer will notify Local #4027.

**Section 5. Personnel Files.** An employee's official personnel file shall be established and maintained in the administration office. The file shall contain all personnel related documents pertaining to the employee. Employees shall have the right to inspect their personnel files and to receive a copy of any of the contents therein. Accredited Federation representatives shall also have the right to inspect an employee's personnel file after receiving written permission from the employee to do so and only in cases involving an official dispute between the employee and the Employer.

- A. If the employee desires to submit a brief written statement in explanation or mitigation of any entry in their permanent personnel file, the statement shall be attached to the entry and included in the personnel file. An employee may enter awards of recognition or achievement into their permanent personnel file.
- B. An employee may request the Employer to remove letters of warning or reprimand which have remained in their personnel file for more than three years. Such requests shall be granted unless such items are pertinent to any disciplinary or legal action still pending or arising from more recent employee actions or behavior patterns.

## **ARTICLE 8** **TRANSFERS**

**Section 1.** A list of known vacancies and new positions for the coming school year shall be posted no later than May 1st of each year. Requests for transfers shall be submitted in writing to the superintendent not later than May 15th, unless stated otherwise on the posted notice. Such requests will be considered prior to any outside advertising.

**Section 2.** In the filling of bargaining unit vacancies via transfer, where experience, qualifications, and ability are equal, MSDB seniority shall prevail.

**Section 3.** Bargaining unit vacancies shall be posted internally in a place designated for job opening notices at least five working days prior to public advertisement of the vacancy. A notice of such vacancies shall also be sent directly to the president of the Federation. Promotional positions, i.e., superintendent, principals, and business manager, shall be posted for a minimum of five working days. Federation representatives may be invited to and participate in staffing decisions.

**Section 4.** Job posting notices shall include the minimum qualifications of the position and the cutoff date for application submittal.

**Section 5.** Employees who are unsuccessful applicants shall be notified in writing upon the completion of the selection process.

**Section 6.** When involuntary transfers occur between program areas (school for the deaf, school for the blind, or student services) they shall be based on seniority within the program area provided the employee has the proper qualifications and certification.

## ARTICLE 9 COMPENSATION

Section 1. The compensation in Addendum A-1, A-2, A-3, and A-4 represents the total compensation due staff members covered by those pay matrices.

- A. **Full time bargaining unit employees** shall be compensated pursuant to the appropriate addendum attached hereto. Initial placement of any new employee shall be at entry level for the appropriate education and degree. In addition, management may credit experience to a level on the appropriate addendum so long as that does not result in a new employee being compensated at a rate of pay higher than that of an existing employee in a similar position requiring matching skills or training with the same number of years of experience and educational qualifications.
- B. **Teacher's Assistants.** Any new (hired after 8/1/99) bargaining unit employees titled Teacher's Assistant, Librarian Aide, and Brailist shall be compensated in accordance with Addendum A-2.
- C. **Live-in House Parents** will be compensated at no less than 70% of the teacher minimum salary identified in Addendum A-1 and Addendum B Section 4.
- D. **Interpreter/Tutor.** Bargaining unit employees titled Interpreter/Tutor shall be compensated in accordance with the salary schedules, attached as Addendum A-3, and will be placed on that schedule in accordance with their years of experience as granted by Montana School for the Deaf and Blind.

Subsection 1. Interpreting and tutoring time will normally not exceed 40 hours per week. Any authorized time beyond 40 hours per week or eight hours in a day will be compensated at the rate of one and one-half times the employee's true hourly rate.

- E. **Other covered employees.** Full time bargaining unit employees not included in the specific negotiated salary schedules in the contract shall be compensated in accordance with the state pay plan rules. (MOM)
- F. **LPNs** will receive two hours of compensatory time for each eight-hour shift they are placed on-call. If actually called in to work, LPNs will receive a minimum of two hours pay.
- G. **Compensatory Time:** Many Montana School for the Deaf and Blind employees are exempted by one or more of the overtime exemptions delineated in the Fair Labor Standards Act. Certain other Montana School for the Deaf and Blind employees are not exempt from the overtime requirements of the Fair Labor Standards Act. For each pay period, Fair Labor Standards Act non-exempt employees shall designate on a form to be developed by the business office

whether they wish to be paid overtime at one and one-half times their normal hourly rate for each hour worked over 40 hours per week or earn compensatory time at a rate of one and one-half hours for each hour worked over 40 hours per week. An employee must have administration approval prior to working overtime. The Employer and the employee shall arrange for the use of compensatory time by mutual agreement and in accordance with School policy. Compensatory time earned and when used will be recorded in no less than one-half hour increments. Compensatory time may be accumulated to a maximum of 40 hours. Unused non-exempt compensatory time at the end of a school year will be carried over to the next school year.

Section 2. The State contribution for group benefits shall be in accordance with the provisions of state law. School year employees may choose to have the employee share of the insurance premium for the summer months deducted from their paychecks over the pay periods between February and the end of the school term. School year employees choosing not to use payroll deductions to pay the employee share of summer months' insurance premiums must submit payment prior to payroll dates.

Section 3. A year of experience shall be recognized for purposes of any salary increases based upon longevity or length of service only if the employee was actually on the job for at least 70% of the total number of days normally contracted for the position in question, and received satisfactory performance appraisal evaluation(s) for that year, unless mutually agreed to otherwise by the parties to this collective bargaining agreement.

## **ARTICLE 10** **EXTRACURRICULAR COMPENSATION**

Section 1. Extracurricular compensation shall be in accordance with Addendum A-4 attached.

## **ARTICLE 11** **TRAVELS, MEALS, LODGING**

Section 1. Employees covered by this Agreement shall be subject to Montana statute regarding reimbursement for travel, meals, and lodging.

Section 2. Employees covered by this Agreement may receive travel advances for approved reimbursable expenses in excess of \$50 by making written request to the employer at least two weeks prior to the travel date or upon notification of assignment.

**ARTICLE 12**  
**EVALUATION PROCEDURES**

Section 1. The Montana School for the Deaf and Blind will establish an Evaluation Procedure and Instrument Advisory Committee. One half of the committee's membership will be members of the bargaining unit as determined by the union. This committee will review relevant state and school policies, accreditation standards, relevant research and other data to recommend evaluation instruments and procedures to management. This committee shall meet at times mutually agreeable to the parties.

Section 2. All written evaluation reports will be placed in the employee's personnel file. The evaluation reports will be discussed between the employee and administration. The employee shall have the opportunity to sign the evaluation, acknowledging its receipt before it is placed in the file. The employee shall be provided the opportunity to write a rebuttal to the evaluation that will be attached to the evaluation report.

Section 3. Each employee shall be evaluated by his/her immediate supervisor in accordance with Board policy. An employee who is dissatisfied with the results of his/her evaluation can request a second evaluation and can write a rebuttal to be included in their personnel file. In the case of evaluations that include a formal observation as part of the evaluation process, any employee requested second evaluation will include a formal observation by a different evaluator.

**ARTICLE 13**  
**MISCELLANEOUS PROVISIONS**

Section 1. All mail addressed to staff member(s) and marked "Confidential" or "Personal" shall be placed in the individual's mailbox unopened. Employees, may not, however, receive personal mail at school on a regular basis.

Section 2. Applicable materials received concerning fellowships, grants, travel, research, or related educational opportunities for teachers, counseling staff, and professional employees will be posted by the administration.

Section 3. Letter of Reference. If any teacher or professional employee requests a letter of reference from the superintendent or any other supervisory employee, and the superintendent or other supervisory employee agrees to write one, the employee shall receive a copy of said letter of reference.

**ARTICLE 14**  
**LABOR-MANAGEMENT COMMITTEE**

Section 1. A Labor-Management Committee shall be formed which shall consist of no more than three bargaining unit representatives. Meetings may be called by either party and, upon notice and agreement of agenda items to be discussed, shall be held at mutually acceptable times and places. This Committee shall not take the place of the grievance procedure, but shall be used to discuss items, including schedules, which are

of a group rather than individual interest and cannot be easily solved or answered through established supervisory channels. The Committee shall meet once a quarter with agenda items solicited and established in advance of the meeting. The superintendent shall confer with the union president to establish meeting dates.

Section 2. Disposition of matters covered in the Labor-Management Meetings shall not contradict, add to, or otherwise modify the terms and conditions of this Agreement.

## **ARTICLE 15** **GRIEVANCE PROCEDURE**

### Section 1. Definitions:

- A. A grievance shall mean a complaint by an employee that there has been a violation of one or more specific provisions of this Agreement.
- B. As used in this article, the term "employee" shall mean:
  - (1) one employee;
  - (2) a group of employees having the same grievance; or
  - (3) the Montana School for the Deaf and Blind Federation #4027.

### Section 2. Purpose.

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to any grievance(s), which may arise.
- B. Nothing herein contained will be construed as limiting the right of any employee of the bargaining unit to discuss any matter informally with the appropriate member of the administration.

### Section 3. Grievance Procedure.

STEP 1: Within 10 working days after a grievance occurs or could likely have been discovered, the aggrieved employee(s) or the Federation representative(s) shall discuss the grievance with the appropriate school supervisor. It shall be discussed verbally and if settled, no further action will be taken.

STEP 2: If such grievance cannot be settled, it may be submitted in writing as a formal grievance to the school superintendent within 10 working days of Step 1. (See Addendum C - Grievance Form.) The school superintendent shall respond in writing within 10 working days. The superintendent may, at his/her discretion hold a hearing on the grievance.

STEP 3: If no settlement can be reached at Step 2, the grievance may be presented in writing to the Chairman of the Board of Public Education within 10 working days of Step 2. The Chairman, the Deaf and Blind Committee of the Board of Public Education or its/his/her designee/representative shall meet with Federation representative(s) to discuss the grievance, or in the alternative, the

Chairman of the Board shall respond in writing within 30 days.

STEP 4: Should the aggrieved employee or employees and the Federation consider the decision of the Board to be unsatisfactory, the Federation shall, within 10 calendar days of receipt of such decision, notify the Chief, State Office of Labor Relations and the Board of Public Education in writing, of its intention to have such grievance referred to arbitration.

STEP 5: Within 15 calendar days after such written notice of intention to arbitrate the Federation shall submit a written request to the Federal Mediation and Conciliation Service to provide a list of five arbitrators with a contemporaneous copy of that request supplied to the State Office of Labor Relations Chief.

The list of arbitrators may be requested from the Board of Personnel Appeals if mutual agreement exists. The decision of the arbitrator shall be final and binding on both parties.

#### Section 4. Rules of Grievance Processing.

- A. A grievance presented at Step 2 shall be dated and signed by the aggrieved employee presenting it.
- B. The time limits at any stage of the grievance procedure may be extended by mutual agreement of the parties at that step.
- C. A grievance presented in writing shall contain a complete statement of the facts on which the grievance is based, a citation of the specific contract language violated, and the remedy or correction requested.
- D. An employee shall have the right to be represented by Federation counsel or representative as necessary at any step of this procedure and shall so notify the Employer.
- E. Those employees choosing to use alternative procedures may not pursue the same complaint under the provisions of this contractual procedure. Similarly, an employee pursuing a grievance under the provisions of this contract may not pursue the same grievance under another procedure.

#### Section 5. Arbitration Procedure.

- A. Each party shall be entitled to strike two names from the list in alternate order and the name so remaining shall be the arbitrator.
- B. Each party shall share equally the cost of the impartial arbitrator. In the event one of the parties wants a transcript from the proceedings of the arbitration, the party requesting the transcript shall pay all costs.

- C. No arbitrator has the power to add to, detract from or modify the terms of this Agreement.
- D. Any failure or refusal to abide by the terms of this grievance or arbitration procedure shall constitute a waiver by the party who breaches the agreement of the rights and constraints contained therein.

## **ARTICLE 16** **NOTIFICATION**

Section 1. The Employer shall ensure the Federation and each employee covered by this Agreement reasonable access to an employee handbook and state policy manual of rules, regulations and policies on employment related matters that apply to bargaining unit members. The Federation shall be given written notification of any proposed changes or additions to such personnel rules, regulations and policies.

## **ARTICLE 17** **SEVERABILITY**

Section 1. In the event that any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such decision does not invalidate the entire Agreement, it being the expressed intention of the parties that all other provisions not declared invalid or unenforceable shall remain in full force and effect.

Section 2. When a provision is invalidated, as described above, the parties agree to submit the matter to negotiations should it be the desire of either party to renegotiate the matter.

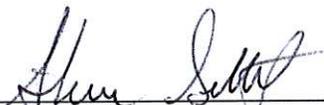
## **ARTICLE 18** **TERM**

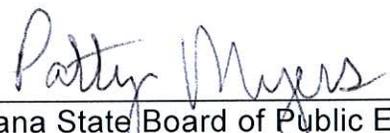
Section 1. This Agreement shall be effective on July 1, 2013, and shall remain in full force through June 30, 2015. (It is understood that for pay purposes the new contract rates become effective as noted in the Addendums.)

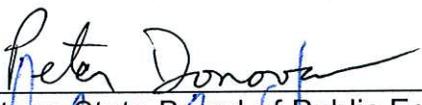
Section 2. Should either party seek to modify this Agreement, it shall give written notice of such intent no earlier than 120 days, nor later than 90 days prior to the expiration date of this Agreement. The parties agree to meet no later than February 1, 2015 to negotiate in good faith, economic issues of this Agreement before budget finalization. If the parties reach a tentative pre-budgeted agreement, such agreement shall be subject to legislative concurrence and funding.

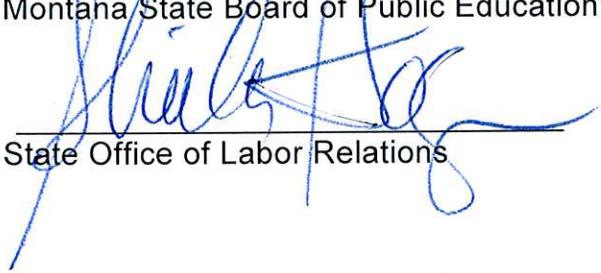
Executed this 18 day of December, 2013

FOR: THE EMPLOYER, MONTANA  
SCHOOL FOR THE DEAF AND BLIND,  
BOARD OF PUBLIC EDUCATION,

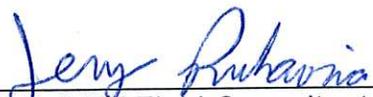
  
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Montana State School for the Deaf  
And Blind

  
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Montana State Board of Public Education

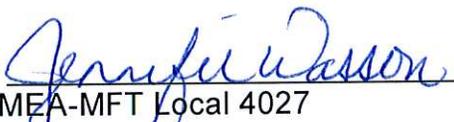
  
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Montana State Board of Public Education

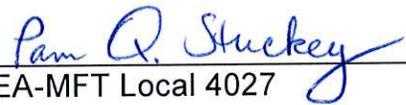
  
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State Office of Labor Relations

FOR: MONTANA SCHOOL FOR THE  
DEAF AND BLIND FEDERATION OF  
TEACHERS, LOCAL #4027, MEA-MFT,  
AFT, AFL-CIO

  
\_\_\_\_\_  
MEA-MFT Field Consultant

  
\_\_\_\_\_  
MEA-MFT Local 4027

  
\_\_\_\_\_  
MEA-MFT Local 4027

  
\_\_\_\_\_  
MEA-MFT Local 4027

**ADDENDUM A-1**  
**TEACHERS' SALARIES**  
 July 2013-June 2015

	<u>BA</u>	<u>BA+15QCH</u>	<u>BA+30QCH</u>	<u>MA</u>	<u>MA+15QCH</u>	<u>MA+30QCH</u>	<u>MA+45QCH</u>	<u>Ph.D</u>
		<u>BA+10SCH<sup>2</sup></u>	<u>BA+20SCH</u>	<u>MA</u>	<u>MA+10SCH</u>	<u>MA+20SCH</u>	<u>MA+30SCH</u>	
Min 2013-14	\$29,181	\$30,056	\$30,568	\$31,887	\$32,843	\$33,829	\$34,843	\$35,888
Min 2014-15	\$30,640	\$31,559	\$32,097	\$33,481	\$34,485	\$35,521	\$36,585	\$37,683
AMD <sup>1</sup> 2013-14				\$34,977	\$35,933	36,919	\$37,933	\$38,978
AMD <sup>1</sup> 2014-15				\$36,726	\$37,729	38,765	\$39,829	\$40,927

**Note:** Placement on the above pay schedules is governed by the pay plan rules contained in Addendum B.  
**2013-2014** salary figures are effective the pay period encompassing July 1, 2013.  
**2014-2015** salary figures are effective the pay period encompassing November 15, 2014.

**ADDENDUM A-2**  
**TEACHER'S ASSISTANT AND LIBRARY AIDE WAGES**  
 July 2013-June 2015

Minimum 2013-2014: \$9.27/hour  
 Minimum 2014-2015: \$9.73/hour

**Note:** Any employee covered by this wage schedule who is hired after August 1, 1995 shall be entitled to a longevity increase of 1.5% of their base rate for each five years of service in excess of 10 years.  
**2013-2014** salary figures are effective the pay period encompassing July 1, 2013.  
**2014-2015** salary figures are effective the pay period encompassing November 15, 2014.

**ADDENDUM A-3**  
**INTERPRETER/TUTOR SALARIES**  
 July 2013-June 2015

	<u>ENTRY</u>	<u>COMPLETION OF INTERPRETER TRAINING PROGRAM</u>	<u>RID ED K-12 CERTIFIED<sup>1</sup></u>
Min 2013-14	\$21,966	\$22,605	\$23,672
Min 2014-15	\$23,064	\$23,736	\$24,856

**Training:** Interpreter/Tutors may advance to the "GRADUATE OF INTERPRETER TRAINING PROGRAM" column upon completion of an Administration approved course of training. Employees must have prior approval from the Administration.  
**2013-2014** salary figures are effective the pay period encompassing July 1, 2013.  
**2014-2015** salary figures are effective the pay period encompassing November 15, 2014.

<sup>1</sup> Those interpreters holding National Interpreter Certification (NIC) shall receive a \$750 Annual Stipend

## ADDENDUM A-4 EXTRACURRICULAR COMPENSATION

Section 1. Employees having extracurricular coaching assignments will be compensated as below:

Girls Class C Basketball .....	Head Coach.....	\$2,500.00
	Assistant Coach ..	\$1,200.00
Girls Class C Volleyball.....	Head Coach.....	\$2,500.00
	Assistant Coach ..	\$1,200.00
Middle School Girls Basketball.....	Head Coach.....	\$600.00
Youth Sports Programs	Girls.....	\$400.00
	Boys .....	\$400.00
Boys Class C Basketball .....	Head Coach.....	\$2,500.00
	Assistant Coach..	\$1,200.00
Middle School Boys Basketball .....	Head Coach.....	\$600.00
Boys and Girls Class C Track.....	Head Coach.....	\$1,500.00
	Assistant Coach..	\$1,200.00
Middle School Boys Track .....	Head Coach.....	\$600.00
Middle School Girls Track .....	Head Coach.....	\$600.00
Boys and Girls Class C Cross Country .....	Head Coach.....	\$2,000.00
	Assistant Coach ...	\$750.00
Goal Ball .....	Head Coach.....	\$1,000.00
	Assistant Coach ...	\$500.00

Section 2. Employees sponsoring selected extracurricular activities will be compensated as follows: \*

Cheerleader Sponsor .....	\$1,000.00
Class Sponsor (9 to 12 - each grade)	
Freshman class.....	\$300.00
Sophomore class.....	\$500.00
Junior class.....	\$700.00
Senior class .....	\$900.00
Junior N.A.D. ....	\$500.00
Cane Club**** .....	\$1,000.00
Newsletter .....	\$1,000.00
Year Book Coordinator** .....	\$1,400.00
Expressions of Silence, Director*** .....	\$3,000.00
Visually Impaired Performers, Director*** .....	\$500.00
Academic Bowl, Sponsor*** .....	\$500.00
Close-Up, Sponsor*** .....	\$500.00

**\*If two or more employees sponsor an activity, the compensation will be divided accordingly.**

**\*\*Effective for successor to incumbent Year Book Coordinator who shall continue to receive \$2,400.00 established in 2003-2005 agreement.**

**\*\*\*Up to two directors (sponsors) may each be compensated at the rate indicated.**

**\*\*\*\*\$1,000 shall be the rate of compensation for MSDB's Cane Club Directors. Directors shall split this compensation equally among themselves.**

**ADDENDUM A-5**  
**FEE STIPEND FOR ORIENTATION AND MOBILITY SPECIALISTS,  
BRAILLE TRANSCRIPTIONISTS, INTERPRETERS AND LICENSED  
PRACTICAL NURSES**

Section 1. Upon proper and sufficient documentation<sup>3</sup>, the employer will reimburse the cost of the initial examination fees up to \$500 (one time only) for:

1. Orientation Mobility Specialists seeking Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) certification,
2. Certified Braille Transcriptionists seeking certification training in accordance with 10.55.717, ARM, and
3. Interpreters seeking Registry of Interpreters for the Deaf (RID) certification.

Section 2. The employer will also provide reimbursement equal to \$50 per year for recertification or renewal of certificates for:

1. Teachers of the Visually Impaired with certification as Orientation Mobility Specialists,
2. Orientation Mobility Specialists,
3. Braille Transcriptionists,
4. NIC or RID certified Interpreters, and
5. Licensed Practical Nurses.

Section 3. Licensed Practical Nurses at MSDB are in Montana State pay classification system at Pay Band 4.

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<sup>3</sup>This reimbursement program will take effect January 1, 2010. Receipts for reimbursement must be turned in to the Business Manager for approval within 30 days of payment by the staff member.

## **ADDENDUM B**

### **RULES FOR ADMINISTERING TEACHERS' SALARIES**

#### 1. Teacher Employment Requirements

All teachers employed at Montana School for the Deaf and Blind shall meet the following minimum requirements:

- A. Educational Qualifications. A teacher shall possess a minimum of a Bachelor's degree from an accredited college or university. The degree shall be relevant to the subject area assigned.
- B. Certification. A teacher shall possess a teaching certificate/license or other required endorsement issued by the Office of Public Instruction (OPI) and shall furnish a copy of such certificate/license or endorsement to the school administration.

#### 2. Contract Year

A contract year consists of approximately 180 teaching days plus 5 PIR days plus any annual leave and holidays to which the employee is entitled and is defined by the teaching calendar adopted by the Board of Public Education; however some contracts may be for terms less than or greater than the full teaching contract year. The schedules used to compensate teachers on contract for the full contract year are attached. Annual salaries for employees not under contract for the full contract year shall be determined as follows:

- A. Less Than Full Contract Year. An employee under contract for less than the full contract year shall have a prorated annual salary equal to the number of days contracted divided by the number of days in the full contract year times the appropriate salary on the teacher schedule.
- B. More Than Full Contract Year. An employee under contract for more than the full contract year shall have an annual salary equal to the number of days contracted divided by the number of days in the full contract year times the appropriate salary on the teacher schedule.
- C. Part-time Teachers. The salary of an employee contracting to work part-time shall be prorated to reflect the percent of time worked.

#### 3. Teacher Salary Schedule

The attached salary schedule shall be used to compensate teachers and certain professional employees employed at Montana School for the Deaf and Blind.

#### 4. Placement of Employees on the Schedule

New teachers, current employees, and certain professional employees will be placed on the schedule according to their education level and experience and legitimate hiring needs of the school. Management may credit experience to level so long as that does not result in a new employee being compensated at a rate of pay higher than that of an existing employee in a similar position requiring matching skills or training with the same number of years of experience and educational qualifications.

#### 5. Advancement of Teachers on Addendum A-1

##### A. Educational Credit advancements

- (1) For salary purposes, each educational unit of recognized graduate study beyond a Bachelor's degree shall constitute no fewer than 15 quarter credits, no less than 10<sup>3</sup> semester credits or the equivalent combination thereof. Quarter credits are converted to semester credits through multiplying by 0.666 (two thirds) and semester credits are converted to quarter credits through multiplying by 1.50 (one and one half).
- (2) Credits earned must have prior approval from the school administration before entering the educational process in order to assure receipt of salary credit for the following year. Credits will not be recognized for salary purposes until accepted by the school administration.
- (3) Credits beyond the required degree or endorsement shall be recognized for salary enhancement from one education level to the next on Addendum A-1 only if the credits pertain to the employee's assigned area of instruction or if credits are applied toward a higher degree in a related field, which means acceptance and graduate standing at a university or college.
- (4) Graduate credits applied to earning the Bachelor's degree may not be re-applied or used again to gain additional education credit dollars from the teacher salary schedule.
- (5) Moving from left to right, the salaries associated with the specified levels of acceptable post baccalaureate credit accumulation referenced in Addendum A-1 (Teachers' Salaries), increase three percent (3%).

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<sup>2</sup> Completion (nine semester credits) of the "Summers Plus" program through the Idaho State University Masters in Deaf Education Curriculum or other such program as may be approved by the Superintendent shall be considered sufficient for advancement to the BA 15 QCH/10 SCH column.

(6) An employee may not advance more than one education unit (15 quarter or 10 semester college credit hours) in any one-contract year. However, a teacher may advance more than one educational unit to the MA column following receipt of a Masters' Degree. Educational advancement on the teacher salary schedule shall be granted only at the onset of a new school year.

6. Annual Driving Stipend for Outreach Consultants

Outreach consultants shall be provided a \$2,000 annual driving stipend.

**ADDENDUM C**  
**GRIEVANCE FORM**

**STATEMENT OF GRIEVANCE<sup>4</sup>**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Grievant \_\_\_\_\_ Date

**STEP 1**

**REPLY:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Immediate Supervisor \_\_\_\_\_ Date

\_\_\_\_ I accept this decision    \_\_\_\_ I wish to appeal this decision

\_\_\_\_\_ Grievant \_\_\_\_\_ Date

**STEP 2**

**REPLY:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ School Superintendent \_\_\_\_\_ Date

\_\_\_\_ I accept this decision    \_\_\_\_ I wish to appeal this decision

\_\_\_\_\_ Grievant \_\_\_\_\_ Date

**STEP 3**

**REPLY:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Chairman, Board of Public Education \_\_\_\_\_ Date

\_\_\_\_ I accept this decision    \_\_\_\_ I wish to appeal this decision

\_\_\_\_\_ Grievant \_\_\_\_\_ Date

**STEP 4:** I have been notified of the grievant's intention to have this grievance referred to arbitration.

\_\_\_\_\_ Date  
\_\_\_\_\_ Date  
\_\_\_\_\_ Date  
\_\_\_\_\_ Date

Chief, Labor Relations Bureau and Board of Education

<sup>4</sup> If additional space is needed please use the back of this page or attach additional sheet(s).

**ADDENDUM D**  
**MSDB SALARY PLACEMENT SCHEDULE**  
**2013-2014**

(185 day contract, no stipends or extended contracts included)

	BA	BA+10 SC BA+15 QC	BA+20 SC BA+30 QC	MA	MA+10 SC MA+15 QC	MA+20 SC MA+30 QC	MA+30 SC MA+45 QC	PHD
Step 1	29,181	30,056	30,568	31,887	32,843	33,829	34,834	35,888
Step 2				35,136				
Step 3								
Step 4	31,257			35,920				
Step 5				36,306				
Step 6				36,692				
Step 7			34,573					
Step 8								
Step 9			36,831					
Step 10								
Step 11	35,816							
Step 12		41,169						
Step 13								
Step 14				43,191		47,750		
Step 15			44,544					
Step 16				46,684			52,965	
Step 17			45,755					
Step 18								
Step 19					50,440		57,488	
Step 20								
Step 21				49,128			57,919	
Step 22				50,877				
Step 23		45,742	49,605			52,506	61,181	62,969

**ADDENDUM E**  
**MSDB SALARY PLACEMENT SCHEDULE**  
**2014-2015**

(185 day contract, no stipends or extended contracts included)

	BA	BA+10 SC BA+15 QC	BA+20 SC BA+30 QC	MA	MA+10 SC MA+15 QC	MA+20 SC MA+30 QC	MA+30 SC MA+45 QC	PHD
Step 1	30,640	31,559	32,096	33,481	34,485	35,520	36,576	37,682
Step 2				36,893				
Step 3								
Step 4	32,820			37,716				
Step 5				38,121				
Step 6				38,527				
Step 7			36,302					
Step 8								
Step 9			38,673					
Step 10								
Step 11	37,607							
Step 12		43,227						
Step 13								
Step 14				45,351		50,138		
Step 15			46,771					
Step 16				49,018			55,613	
Step 17			48,043					
Step 18								
Step 19					52,962		60,362	
Step 20								
Step 21				51,584			60,815	
Step 22				53,421				
Step 23		48,029	52,085			55,131	64,240	66,117