

# **AGREEMENT**

**Between**

**CHURCHILL COUNTY SCHOOL DISTRICT**

**and the**

**CHURCHILL COUNTY  
ADMINISTRATORS' ASSOCIATION**

**2018-20**

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## **PREAMBLE**

WHEREAS, pursuant to the provisions of Chapter 288 of the laws of the State of Nevada, known as the local Government Employee Management Relations Act, the Churchill County Administrators' Association (CCAA) has been recognized as the exclusive bargaining representative for the unit hereinafter described by the Churchill County Board of School Trustees (Trustees), and

WHEREAS, the Trustees and CCAA recognize a common responsibility to work together in cooperation in order to achieve high quality education and to cooperate in their common aims and their employer-employee relationships.

NOW, THEREFORE, the said parties have as a result of joint discussions agreed upon the following terms concerning the conditions of employment for all members of the bargaining unit represented by CCAA.

## ARTICLE I – DEFINITIONS

- 1-1 The term "NRS 288", as used in this Agreement, shall refer to the Statutes of Nevada enacted by the 1969 session of the Nevada Legislature and revised by subsequent sessions of the Nevada Legislature, also known as the Local Government Employee-Management Relations Act.
- 1-2 The term "Administrators", as used in this Agreement, shall refer to all administrative employees who are eligible for membership in the Churchill County Administrators' Association (hereinafter referred to as CCAA) with the exception of such Administrators who are excluded by NRS 288.
- 1-3 The terms "Trustees" or "Board", as used in this Agreement, shall mean the Board of School Trustees of the Churchill County School District and is the entity known as the Local Government Employer in NRS 288.060. (2019)
- 1-4 The terms "CCAA" or "Association", as used in this Agreement, shall mean the Churchill County Administrators Association and is the entity known as the Employee Organization in NRS 288.040. (2019)
- 1-5 The term "District", as used in this Agreement, shall mean the Churchill County School District.
- 1-6 The term "Superintendent", as used in this Agreement, shall mean the Superintendent of Schools of the Churchill County School District or the designated representative.
- 1-7 The term "Trustee" and "CCAA" shall include authorized officers and representatives. Despite references herein to "Trustees" and "CCAA" as such, each reserves the right to act hereunder by committee or designated representative.
- 1-8 The term "School Year" shall be defined in accordance with NRS 388.080 (1) which states "... the public school year commences on the first day of July and ends the last day of June".
- 1-9 The term "Contracted School Year", as used in this Agreement, shall mean the days that an Administrator is individually contracted for annually.
- 1-10 The term "EMRB" means the Local Government Employee Management Relations Board, as provided in NRS 288.030. (2019)
- 1-11 The term "Agreement" refers to the name of this document being the Administrator's Agreement between the Churchill County School District and the CCAA.
- 1-12 The term "Immediate Family", as used in this Agreement, shall mean the employee's parents, spouse, children, brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, nieces, grandchildren, great-grandchildren, father-in-law, mother-in-law, son-in-

law, daughter in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grandmother in-law, uncle-in-law, aunt-in-law, brother-in-law, sister-in-law, nephew-in-law, niece-in-law, granddaughter-in-law, grandson-in-law, great-grandson-in-law, great-granddaughter-in-law, step-parents, step-children, foster parents, foster children, and adopted children.

1-13 The term “day” as used in this agreement shall be defined, as “a day the district office is open for business.”

## **ARTICLE II – RECOGNITION**

- 2-1 The Trustees recognize CCAA as the exclusive representative of all Administrators employed by Churchill County Board of School Trustees with the exception of such employees as are excluded by NRS 288.
  
- 2-2 Any references to individual Administrators in this Agreement in masculine terms such as "he", "his", or "him", shall in every case be applicable to female employees as if they were written as "she", "hers", or "her".

## **ARTICLE III – FAIR PRACTICES**

- 3-1 CCAA must represent equally all administrative personnel within the bargaining unit without regard to membership or participation in any other administrative employee organization on the basis of race, creed, color, national origin, sex, age, or handicap.

## **ARTICLE IV – NEGOTIATIONS**

### **4-1 Place of Meeting**

All meetings will be held in a conference room at the Administration Building at 690 South Maine Street, Fallon, Nevada, or at such other locations as may be mutually agreed upon.

(2014)

### **4-2 Meetings will be held and scheduled by mutual consent. If meetings are held during school hours, no member of either team shall be subject to a salary deduction because of attendance at such negotiations meetings.**

### **4-3 Records**

Each party shall have the right to record all sessions in any manner appropriate.

### **4-4 Open vs. Closed Sessions**

All sessions shall be closed except by mutual agreement to the contrary.

### **4-5 Agenda**

A tentative agenda will be discussed at the close of each meeting. Items will not be considered for discussion other than those listed unless by mutual agreement of the negotiation panels.

### **4-6 Caucuses**

Either party may call a caucus at any time.

### **4-7 Consultants**

A consultant is not considered a part of or representing the negotiating panel and shall be consulted during negotiations only with respect to facts, information, and specific points when called upon. Whenever possible, a negotiating panel using the services of a consultant shall give the other party such advance notification as is possible of the attendance of a consultant at the next scheduled meeting and the reason for said consultant's presence.

### **4-8 Chairperson**

Each negotiating panel shall designate its chairperson at the first of the initial meeting of the negotiating process. However, anyone may speak.

### **4-9 Tentative Agreement**

Both parties shall sign each tentatively "agreed to" item. The chairperson of each respective team will do signing and signature by the chairman will represent panel support of the article tentatively agreed to.

### **4-10 Money Proposals**

Any proposals, which will involve the allocation of monies, must include an estimate of the cost, based upon the best information available at the time of making the proposal.



4-11 Withdrawal of Items

Either party may, at any time, withdraw an item from its list of items to be negotiated, provided said item is not on the other party's list of items to be negotiated.

4-12 Impasse

In case of impasse in the course of negotiations concerning amendments to this agreement, the article of provisions at issue may be submitted to fact-finding in the manner provided for in NRS 288.

4-13 Scope of Negotiations

All provisions of Nevada Revised Statutes 288.150 will be followed for subjects to be negotiated and those not to be negotiated. (2014)

## **ARTICLE V – MEDIATION AND FACT-FINDING**

5-1 All provisions of Chapter 288, Nevada Revised Statutes, are made a part of this Agreement by reference.

## **ARTICLE VI – GRIEVANCE AND ARBITRATION PROCEDURE**

- 6-1 A grievance shall be defined as a dispute regarding the interpretation, application, or alleged violation of any of the provisions of this Agreement. An Administrator of the District covered by this Agreement or by CCAA may file a grievance.
- 6-2 Grievances may be brought by individuals or groups of individuals who are directly affected by the nature of this dispute. A grievance filed by CCAA involving more than one (1) Administrator in more than one (1) location may be commenced at Step Two of the Grievance and Arbitration Procedure by filing a written grievance.
- 6-3 A grievance as defined above must be filed in writing alleging which terms or provisions under which the dispute arises including the article and section of the agreement. (2014)
- 6-4 Aggrieved Administrators must attend all grievance meetings. The Superintendent or designee (Step One) and the Board of Trustees (Step Two) will make reasonable efforts to accommodate the aggrieved Administrator and his or her representative in scheduling meetings. If an aggrieved Administrator fails to attend a scheduled meeting, he or she will be given one opportunity to reschedule for a different time. If an aggrieved Administrator fails to attend a scheduled meeting a second time, the grievance will be deemed withdrawn by the aggrieved Administrator. (2019)
- 6-5 All grievances shall be handled in the following manner:

### **INFORMAL**

- 6-5-1 Both parties encourage employees covered by this agreement to resolve their problems with their appropriate supervisors whenever possible. The provisions of this article are not intended to preclude an Administrator with a potential grievance from informally discussing the problem with their appropriate supervisor prior to filing a formal grievance; such discussions are not a part of the formal grievance procedure.

### **STEP ONE**

- 6-5-2 If the grievance has not been resolved as a result of the informal proceedings, a formal grievance may be filed in writing; it must include a listing of terms or provisions of this agreement under which the dispute arose; describe exactly how the agreement has been breached; and be filed not later than fifteen (15) days after the Administrator or the Association first knew (or should have known) of the act or condition upon which the grievance is based. A copy of the written grievance shall be submitted to the Superintendent or designee. (2019)
- 6-5-3 In the event a grievance is submitted to Step One in a timely manner, the Superintendent or designee and the supervisor being grieved shall meet with the affected Administrator and the designated CCAA representative within ten (10)

days after receiving the grievance. (2019)

6-5-4 Within ten (10) days after the meeting, the Superintendent or designee shall submit a written response to the grievance to CCAA. Any resolution of the grievance shall be reduced to writing.

6-5-5 If the grievance is either denied or not settled at Step One of the Grievance Procedure, the grievance shall be deemed withdrawn unless timely submitted to Step Two.

### **STEP TWO (Board of School Trustees)**

6-5-6 In the event the grievance is not resolved at Step One, the affected Administrator may submit the unresolved written grievance to the Board no later than ten (10) days after receiving the written reply from the Superintendent.

6-5-7 If the Step Two grievance is not filed within the time limit, the grievance is withdrawn.

6-5-8 The Board shall meet with the affected Administrator and a representative of the aggrieved Administrator's own choosing at the next regularly scheduled Board meeting to hear the case of the grievance. (2019)

6-5-9 The Board shall forward its written response to the grievance within twenty (20) days after the meeting referred to above.

### **STEP THREE**

6-5-10 The CCAA, after the receipt of the response from the Board, may request arbitration of the unresolved grievance in accordance with the provisions set forth below. A request for arbitration shall be made by delivering to the Superintendent or designee written notice of the intent to arbitrate no later than fifteen (15) days after receiving the Board's written response. (2014)

6-5-11 Within fifteen (15) days of receipt of written notice to arbitrate, the Superintendent and the CCAA and the individual Administrator, as provided for in the preceding section, shall agree upon a mutually acceptable arbitrator who is experienced, impartial, disinterested, and of recognized competence. If within fifteen (15) days the parties are unable to agree on an arbitrator, a request for a list of seven (7) arbitrators shall be made to the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) by either party. Within ten (10) days of the receipt of the list from AAA or FMCS, the parties shall select an arbitrator from the list by alternately striking one name until the name of one-arbitrator remains who shall be the one to hear the dispute in question. The CCAA shall strike the first name. The parties have a mutual obligation to promptly acknowledge and provide notice of receipt of correspondence from AAA or FMCS

and/or the arbitrator. The selected arbitrator shall be asked to conduct the arbitration as soon as possible after his or her selection, but not later than thirty (30) days.

- 6-6 The arbitrator's decision shall be submitted in writing to all parties and shall be final and binding, unless previously determined to be otherwise including payment of damages, on all parties to the Agreement, unless he/she exceeds the powers specified herein, or is guilty of procedural error prejudicing the rights of either party as defined by Federal Labor Law decisions.
- 6-7 The expenses of arbitration, including the arbitrator's fees/costs and expenses, and the cost of the arbitrator's transcript, shall be borne equally by the District and the CCAA. It is understood and agreed only the CCAA has the right to request arbitration. If the request for arbitration is withdrawn, the expenses will be borne by the CCAA or the grievant.
- 6-8 The time for a grievance meeting must be approved by the Superintendent or designee and by the CCAA and the grievant. It may occur during or outside the workday, aggrieved. In the event a grievance meeting is scheduled and held during the workday, Administrators covered by this Agreement who participate in such a meeting shall do so without loss of pay, but attendance by their representatives will be subject to the provisions of Article VIII, Association Leave. (2019)
- 6-9 A grievance shall be decided in favor of the aggrieved Administrator if the time limitations are not observed by the District.
- 6-10 Time limitations may be extended by mutual agreement of both parties. Both parties will agree to reasonable extension to allow for attendance by grievant, the supervisor being grieved, and the Superintendent (Step One) or Trustees (Step Two). (2019)

## **ARTICLE VII – USE OF FACILITIES**

- 7-1 The CCAA shall have the right to use school mailboxes and the interschool mail service for the distribution of reasonable material initiated by the CCAA. Copies of all materials shall be given to the Superintendent. The materials will be clearly identified and the CCAA accepts the responsibility for such material. If the privilege extended therein is misused by the CCAA or any of its designated representatives, it may be immediately revoked by the Superintendent. The individual Administrators will not be prohibited from the responsible use of the school mail service. (2019)
- 7-2 From the effective date of this Agreement to its termination, the CCAA shall be allowed the use of school buildings and premises for Association meetings.

## **ARTICLE VIII – ASSOCIATION LEAVE**

8-1 For each separate fiscal year covered by the term of this Agreement, the CCAA officers will be allocated a total of ten (10) days leave at full cost (salary, benefits and sub costs, if any) deduction or reimbursement to attend Association meetings, conferences, legislative sessions and conventions. These days must be applied for and approved by the Superintendent. (2017)

## **ARTICLE IX – EXTENDED LEAVES OF ABSENCE**

- 9-1 After three (3) year's employment with the District, an Administrator may be granted a leave of absence for the following purposes subject to approval of the Superintendent and the Board:
- 9-1-1 Personal or family situations which will require the release of the Administrator from his or her contractual responsibilities and are not covered under the provisions of the Family and Medical Leave Act (FMLA).
  - 9-1-2 Study or other professional improvement.
  - 9-1-3 Other leaves of absence
- 9-2 Administrators while on one of the above-mentioned leaves may continue to participate, at their expense, in the group health insurance plan. Administrators while on such leaves are not eligible to receive a salary, sick leave, or retirement credit.
- 9-3 Benefits to which Administrators were entitled at the time their leave of absence commenced including unused accumulated sick leave shall be restored to these Administrators granted leave pursuant to the Article upon their return. An Administrator shall be assigned to the same position, which he or she held at the time the leave commenced. Administrators returning from such leave shall notify the District prior to April of the prior school year which precedes the dates of their intended return to service.
- 9-4 All leaves and extensions or renewals of leaves shall be applied for and granted or denied in writing.
- 9-5 Sabbatical Leave
- 9-5-1 A leave of absence for a period not to exceed twelve (12) months may be granted to an Administrator who wishes to pursue study or other activities that are directly related to his or her work assignment. The leave granted under this Article shall be to allow the Administrator to improve practical skills and knowledge regarding current work procedures, technology, and innovations in the area of his or her assignment. To be eligible for leave, the Administrator must have completed seven (7) full years of continuous administrative service with the District. A twelve (12) month extension of this leave may be granted by the Board. This leave may be granted only once every seven (7) years. The Board may, at its discretion, limit the types and number of leaves granted annually and may deny any such leaves when determined to be detrimental to the instructional program of the District.
  - 9-5-2 Salary shall be at one-third (1/3) of the Administrator's annual rate in effect during the Sabbatical leave year exclusive of any extra duty pay. An Administrator approved for Sabbatical leave who wishes to be paid while on leave shall furnish a surety bond indemnifying the District against loss in the event the Administrator



fails to render the minimum service required after return from leave. If the Administrator does not wish to furnish a surety bond, payment of Sabbatical leave salary is to be made in twenty-four monthly installments added to the salary received by the Administrator during the two years following the year in which the Sabbatical leave is taken. The group medical insurance premiums normally paid by the District shall be continued during Sabbatical leave but no other employee benefits shall be paid during the period of the Sabbatical. The Sabbatical leave shall count for an experience increment.

- 9-5-3 An Administrator must agree to return to the District for a minimum of two (2) school years following Sabbatical leave and must submit a report, which describes and evaluates the Sabbatical leave.

## ARTICLE X – SICK LEAVE

- 10-1 Sick leave is leave that is granted an Administrative employee under the terms of this agreement who is unavoidably absent because of personal illness or injury or because of illness or injury in the employee's immediate family. (2019)
- 10-2 Administrative employees covered by this agreement shall be credited with fifteen (15) days of sick leave at the beginning of the contract year.
- 10-3 Employees on the Administrative salary schedule may have an accumulation of sick leave equal to the term of the Administrator's contract. (2014)
- 10-4 Absence due to sick leave will be compensated leave to the extent the employee has earned or accrued sick leave in accordance with the above provisions.
- 10-5 Administrators leaving the employment of the District shall be paid at the sixty dollars (\$60) per day equaling the total number of days of their annual contract for unused sick leave providing they have: (2019)
- 10-5-1 Five consecutive years of contracted employment in the District.
  - 10-5-2 Notified the District by June 30<sup>th</sup> of their intent to terminate at the end of the contracted work year.
  - 10-5-3 Not been dismissed pursuant to NRS 391. (2005)
- 10-6 Sick Leave Bank
- 10-6-1 Requests for days from the sick leave bank will be submitted, with a medical verification, to the CCAA President or designee who will, with the Sick Leave Bank committee (which will consist of the CCAA President, a CCAA member and a representative approved by the Superintendent), review the request and upon approval, submit it to Human Resources. (2019)
  - 10-6-2 After an Administrator has used twenty (20) days from the sick leave bank, he or she may ask the membership for additional days from the bank in ten (10) day increments. Requests for these additional days from the sick leave bank will be submitted, with a medical verification, to the CCAA President or designee who will, with the Sick Leave Bank committee, review the request and upon approval submits it to Human Resources. (2019)
  - 10-6-3 When the total number of sick leave bank days is depleted the President of CCAA will solicit additional days from the membership once each school year. No more than two (2) days per member may be donated during the additional request period.

10-6-4 An annual statement of participation in the sick leave bank will be provided to the CCAA by Human Resources. (2019)

10-7 In the situation when an Administrator accumulates one full year of sick leave, CCSD will automatically convert the excess days to the Administrators PERS account following policy 4810, unless otherwise notified by the Administrator. (2016)

## **ARTICLE XI – BEREAVEMENT LEAVE**

11-1 Full time Administrators will be granted a leave of absence of not more than ten (10) consecutive working days with pay, per occasion, to be deducted from sick leave for bereavement in the immediate family (as identified in Article 1-12). Extension of this leave may be granted by the Superintendent.

11-2 The Superintendent may grant up to, but not to exceed, five (5) consecutive working days of bereavement leave, per occasion, when, in his/her opinion, the situation is not covered in 11-1.

## **ARTICLE XII – PERSONAL LEAVE DAYS**

12-1 Leave shall be granted, with deduction in pay limited to the amount reimbursed, if any, by the court, for any Administrator required to be absent from assigned duties by reason of his or her appearance as a witness for the District or juror in a court of law. Leave in this category shall be limited to those instances in which the Administrator's attendance is compelled by a duly issued subpoena or court summons.

12-2 Each Administrator shall be granted two (2) days of personal leave each year at no salary deduction. Should an Administrator not use either of the two days, then he or she may choose to have one (1) day carried over to the next contract year, not to exceed three (3) days in any one year.

Additional days may be considered at the Superintendent's discretion. Except in the cases of emergency, three (3) days' advance notice of intent to use such leave will be given.

(2005)

12-3 If an Administrator does not use any or all of the personal leave days, and chooses not to carry the days forward to the next school year, he/she may on or before the last day of school on a form provided by the District, elect to: (2014)

12-3-1 Convert the unused day(s) to sick leave; or

12-3-2 Receive payment from the District of fifty dollars and no cents (\$50.00) per day. (2018)

12-4 Civic Leave – Administrators will be granted up to ten (10) paid leave days per contract year for fulfilling civic duties related to an elected or appointed post or volunteering as an emergency responder. (2017)

12-5 Religious Leave – Administrators who's religious preference requires absence from work shall be granted leave and will be allowed to adjust their work calendar accordingly. (2017)

## ARTICLE XIII – PROFESSIONAL COMPENSATION

13-1 The District shall provide health insurance without cost up to \$1,300 per month for employees covered by the Administrators bargaining unit. Any premiums above the \$1,300 will be paid by the employee through a payroll deduction. (2019)

13-2 The District agrees to provide to all employees qualified to be members of this Association, the services necessary to offer them the benefits available from the Internal Revenue Act of 1978, Internal Revenue Code Section 125, as amended. The Association agrees that the District's only obligation is to make the deductions and corresponding contributions that are requested in writing by the qualified employees.

The employee's election shall be made to conform to the school year on a date established by the District in sufficient time for participants to consider their needs. (2019)

The Association agrees to hold the District and its employees harmless for any and all claims, demands, losses, liability, costs or expenses of any nature, to include attorney's fees arising from this benefit.

13-3 The District shall accept an undergraduate course as full credit if:

13-3-1 The course is to be taken for meeting licensure requirements.

13-3-2 The course is taken to improve expertise in area certification.

All other undergraduate credits count  $\frac{2}{3}$  of a credit. Quarter hours are converted to semester hour units by multiplying quarter hour units by  $\frac{2}{3}$ .

Graduate credit shall be considered as full credit.

The District shall continue to offer in-service course credits during each school year at no cost to Administrators. All in-service credits shall be considered as full credit for advancement on the salary schedule. A maximum of thirty-five (35) in-service credits may be used for advancement on the salary schedule. An employee is eligible for a maximum of six (6) district-paid in-service credits each school year. (1994)

In-service credits previously used for advancement on the salary schedule will remain in place for all Administrators employed with the District before July 1, 2018. (2019)

13-4 Administrators who are allowed to make mileage claims when using personal cars for the conduct of business will be allowed the option of collecting the remuneration based upon the standard rate or be provided a letter which will satisfy the IRS so the expenses can be legally deducted.

- 13-5 Award of \$250 as payment for the annual executive physical of expenses not covered by the existing insurance policy.
- 13-6 Administrators who provide the District, no later than February 1<sup>st</sup>, written notification of their intent not to return the following year, will be awarded a one-time stipend of one thousand dollars (\$1,000). Once the resignation has been submitted, it is binding on the employee and may not be rescinded. Payment of the bonus shall be made on the employee's final paycheck from the District. The employee must complete the current contract year. Those that receive an early retirement incentive (buyout) under Policy 4811 are excluded from this stipend. (2019)
- 13-7 The District may decide that an Administrator is required to be available by cell phone as part of his or her job duties and responsibilities. Should this be the case, the District will provide the employee with a District-approved cell phone at no charge to the Administrator. If the District determines that the Administrator is required to carry a cell phone to be available for District business and the Administrator has a personal cell phone acceptable to the District that he or she prefers to use, the District will reimburse the Administrator at a rate of fifty dollars (\$50) per month, over a 12 month period, for using his or her cell phone for District business. (2019)
- 13-8 CCSD will provide all CCSD Principals and Vice Principals a NIAA Pass, which allows the Administrator admission into all NIAA contests. (2014)
- 13-9 If an Administrator earns sufficient credits to move over on the experience and education factor on the salary table, then it will be effective on the first day of the second pay period after the credits have been submitted to the District. (2014)
- 13-10 All employees will be paid by the District's paperless direct deposit pay system. Each employee will designate a financial institution to receive the direct deposit. If no designation is made by the employee, pay will be direct deposited on a payroll debit card. (2018)

**2017-18 ADMINISTRATOR SALARY TABLES**

<b>DEAN OF STUDENTS, 192 Days</b>							
<b>Step</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60</b>	<b>MA+75</b>	<b>MA+90</b>
0	63,630	65,145	66,660	68,175	69,690	71,205	72,720
1	64,842	66,357	67,872	69,387	70,902	72,417	73,932
2	66,054	67,569	69,084	70,599	72,114	73,629	75,144
3	67,266	68,781	70,296	71,811	73,326	74,841	76,356
4	68,478	69,993	71,508	73,023	74,538	76,053	77,568
5	69,690	71,205	72,720	74,235	75,750	77,265	78,780
6	70,902	72,417	73,932	75,447	76,962	78,477	79,992
7	72,114	73,629	75,144	76,659	78,174	79,689	81,204
8	73,326	74,841	76,356	77,871	79,386	80,901	82,416
9	74,538	76,053	77,568	79,083	80,598	82,113	83,628
10	75,750	77,265	78,780	80,295	81,810	83,325	84,840
11	76,962	78,477	79,992	81,507	83,022	84,537	86,052
12	78,174	79,689	81,204	82,719	84,234	85,749	87,264
13	79,386	80,901	82,416	83,931	85,446	86,961	88,476
14	80,598	82,113	83,628	85,143	86,658	88,173	89,688
15	81,810	83,325	84,840	86,355	87,870	89,385	90,900
16	83,022	84,537	86,052	87,567	89,082	90,597	92,112
17	84,234	85,749	87,264	88,779	90,294	91,809	93,324
18	85,446	86,961	88,476	89,991	91,506	93,021	94,536
19	86,658	88,173	89,688	91,203	92,718	94,233	95,748
20	87,870	89,385	90,900	92,415	93,930	95,445	96,960
21	89,082	90,597	92,112	93,627	95,142	96,657	98,172
22	90,294	91,809	93,324	94,839	96,354	97,869	99,384
23	91,506	93,021	94,536	96,051	97,566	99,081	100,596
24	92,718	94,233	95,748	97,263	98,778	100,293	101,808
25	93,930	95,445	96,960	98,475	99,990	101,505	103,020

<b>Steps</b>	<b>\$ 1,212</b>	<b>Education</b>	<b>\$ 1,515</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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VICE PRINCIPAL, 207 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	70,700	72,215	73,730	75,245	76,760	78,275	79,790
1	71,912	73,427	74,942	76,457	77,972	79,487	81,002
2	73,124	74,639	76,154	77,669	79,184	80,699	82,214
3	74,336	75,851	77,366	78,881	80,396	81,911	83,426
4	75,548	77,063	78,578	80,093	81,608	83,123	84,638
5	76,760	78,275	79,790	81,305	82,820	84,335	85,850
6	77,972	79,487	81,002	82,517	84,032	85,547	87,062
7	79,184	80,699	82,214	83,729	85,244	86,759	88,274
8	80,396	81,911	83,426	84,941	86,456	87,971	89,486
9	81,608	83,123	84,638	86,153	87,668	89,183	90,698
10	82,820	84,335	85,850	87,365	88,880	90,395	91,910
11	84,032	85,547	87,062	88,577	90,092	91,607	93,122
12	85,244	86,759	88,274	89,789	91,304	92,819	94,334
13	86,456	87,971	89,486	91,001	92,516	94,031	95,546
14	87,668	89,183	90,698	92,213	93,728	95,243	96,758
15	88,880	90,395	91,910	93,425	94,940	96,455	97,970
16	90,092	91,607	93,122	94,637	96,152	97,667	99,182
17	91,304	92,819	94,334	95,849	97,364	98,879	100,394
18	92,516	94,031	95,546	97,061	98,576	100,091	101,606
19	93,728	95,243	96,758	98,273	99,788	101,303	102,818
20	94,940	96,455	97,970	99,485	101,000	102,515	104,030
21	96,152	97,667	99,182	100,697	102,212	103,727	105,242
22	97,364	98,879	100,394	101,909	103,424	104,939	106,454
23	98,576	100,091	101,606	103,121	104,636	106,151	107,666
24	99,788	101,303	102,818	104,333	105,848	107,363	108,878
25	101,000	102,515	104,030	105,545	107,060	108,575	110,090

<b>Steps</b>	<b>\$ 1,212</b>	<b>Education</b>	<b>\$ 1,515</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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EARLY CHILDHOOD PRINCIPAL, 212 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	73,730	75,245	76,760	78,275	79,790	81,305	82,820
1	74,942	76,457	77,972	79,487	81,002	82,517	84,032
2	76,154	77,669	79,184	80,699	82,214	83,729	85,244
3	77,366	78,881	80,396	81,911	83,426	84,941	86,456
4	78,578	80,093	81,608	83,123	84,638	86,153	87,668
5	79,790	81,305	82,820	84,335	85,850	87,365	88,880
6	81,002	82,517	84,032	85,547	87,062	88,577	90,092
7	82,214	83,729	85,244	86,759	88,274	89,789	91,304
8	83,426	84,941	86,456	87,971	89,486	91,001	92,516
9	84,638	86,153	87,668	89,183	90,698	92,213	93,728
10	85,850	87,365	88,880	90,395	91,910	93,425	94,940
11	87,062	88,577	90,092	91,607	93,122	94,637	96,152
12	88,274	89,789	91,304	92,819	94,334	95,849	97,364
13	89,486	91,001	92,516	94,031	95,546	97,061	98,576
14	90,698	92,213	93,728	95,243	96,758	98,273	99,788
15	91,910	93,425	94,940	96,455	97,970	99,485	101,000
16	93,122	94,637	96,152	97,667	99,182	100,697	102,212
17	94,334	95,849	97,364	98,879	100,394	101,909	103,424
18	95,546	97,061	98,576	100,091	101,606	103,121	104,636
19	96,758	98,273	99,788	101,303	102,818	104,333	105,848
20	97,970	99,485	101,000	102,515	104,030	105,545	107,060
21	99,182	100,697	102,212	103,727	105,242	106,757	108,272
22	100,394	101,909	103,424	104,939	106,454	107,969	109,484
23	101,606	103,121	104,636	106,151	107,666	109,181	110,696
24	102,818	104,333	105,848	107,363	108,878	110,393	111,908
25	104,030	105,545	107,060	108,575	110,090	111,605	113,120

<b>Steps</b>	\$ 1,212	<b>Education</b>	\$ 1,515	<b>Doctorate</b>	\$ 2,500
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<b>ELEMENTARY PRINCIPAL, 212 Days</b>							
<b>Step</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60</b>	<b>MA+75</b>	<b>MA+90</b>
0	77,770	79,285	80,800	82,315	83,830	85,345	86,860
1	78,982	80,497	82,012	83,527	85,042	86,557	88,072
2	80,194	81,709	83,224	84,739	86,254	87,769	89,284
3	81,406	82,921	84,436	85,951	87,466	88,981	90,496
4	82,618	84,133	85,648	87,163	88,678	90,193	91,708
5	83,830	85,345	86,860	88,375	89,890	91,405	92,920
6	85,042	86,557	88,072	89,587	91,102	92,617	94,132
7	86,254	87,769	89,284	90,799	92,314	93,829	95,344
8	87,466	88,981	90,496	92,011	93,526	95,041	96,556
9	88,678	90,193	91,708	93,223	94,738	96,253	97,768
10	89,890	91,405	92,920	94,435	95,950	97,465	98,980
11	91,102	92,617	94,132	95,647	97,162	98,677	100,192
12	92,314	93,829	95,344	96,859	98,374	99,889	101,404
13	93,526	95,041	96,556	98,071	99,586	101,101	102,616
14	94,738	96,253	97,768	99,283	100,798	102,313	103,828
15	95,950	97,465	98,980	100,495	102,010	103,525	105,040
16	97,162	98,677	100,192	101,707	103,222	104,737	106,252
17	98,374	99,889	101,404	102,919	104,434	105,949	107,464
18	99,586	101,101	102,616	104,131	105,646	107,161	108,676
19	100,798	102,313	103,828	105,343	106,858	108,373	109,888
20	102,010	103,525	105,040	106,555	108,070	109,585	111,100
21	103,222	104,737	106,252	107,767	109,282	110,797	112,312
22	104,434	105,949	107,464	108,979	110,494	112,009	113,524
23	105,646	107,161	108,676	110,191	111,706	113,221	114,736
24	106,858	108,373	109,888	111,403	112,918	114,433	115,948
25	108,070	109,585	111,100	112,615	114,130	115,645	117,160

<b>Steps</b>	<b>\$ 1,212</b>	<b>Education</b>	<b>\$ 1,515</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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<b>MIDDLE SCHOOL PRINCIPAL, 212 Days</b>							
<b>Step</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60</b>	<b>MA+75</b>	<b>MA+90</b>
0	81,810	83,325	84,840	86,355	87,870	89,385	90,900
1	83,022	84,537	86,052	87,567	89,082	90,597	92,112
2	84,234	85,749	87,264	88,779	90,294	91,809	93,324
3	85,446	86,961	88,476	89,991	91,506	93,021	94,536
4	86,658	88,173	89,688	91,203	92,718	94,233	95,748
5	87,870	89,385	90,900	92,415	93,930	95,445	96,960
6	89,082	90,597	92,112	93,627	95,142	96,657	98,172
7	90,294	91,809	93,324	94,839	96,354	97,869	99,384
8	91,506	93,021	94,536	96,051	97,566	99,081	100,596
9	92,718	94,233	95,748	97,263	98,778	100,293	101,808
10	93,930	95,445	96,960	98,475	99,990	101,505	103,020
11	95,142	96,657	98,172	99,687	101,202	102,717	104,232
12	96,354	97,869	99,384	100,899	102,414	103,929	105,444
13	97,566	99,081	100,596	102,111	103,626	105,141	106,656
14	98,778	100,293	101,808	103,323	104,838	106,353	107,868
15	99,990	101,505	103,020	104,535	106,050	107,565	109,080
16	101,202	102,717	104,232	105,747	107,262	108,777	110,292
17	102,414	103,929	105,444	106,959	108,474	109,989	111,504
18	103,626	105,141	106,656	108,171	109,686	111,201	112,716
19	104,838	106,353	107,868	109,383	110,898	112,413	113,928
20	106,050	107,565	109,080	110,595	112,110	113,625	115,140
21	107,262	108,777	110,292	111,807	113,322	114,837	116,352
22	108,474	109,989	111,504	113,019	114,534	116,049	117,564
23	109,686	111,201	112,716	114,231	115,746	117,261	118,776
24	110,898	112,413	113,928	115,443	116,958	118,473	119,988
25	112,110	113,625	115,140	116,655	118,170	119,685	121,200

<b>Steps</b>	<b>\$ 1,212</b>	<b>Education</b>	<b>\$ 1,515</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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HIGH SCHOOL PRINCIPAL, 212 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	82,820	84,335	85,850	87,365	88,880	90,395	91,910
1	84,032	85,547	87,062	88,577	90,092	91,607	93,122
2	85,244	86,759	88,274	89,789	91,304	92,819	94,334
3	86,456	87,971	89,486	91,001	92,516	94,031	95,546
4	87,668	89,183	90,698	92,213	93,728	95,243	96,758
5	88,880	90,395	91,910	93,425	94,940	96,455	97,970
6	90,092	91,607	93,122	94,637	96,152	97,667	99,182
7	91,304	92,819	94,334	95,849	97,364	98,879	100,394
8	92,516	94,031	95,546	97,061	98,576	100,091	101,606
9	93,728	95,243	96,758	98,273	99,788	101,303	102,818
10	94,940	96,455	97,970	99,485	101,000	102,515	104,030
11	96,152	97,667	99,182	100,697	102,212	103,727	105,242
12	97,364	98,879	100,394	101,909	103,424	104,939	106,454
13	98,576	100,091	101,606	103,121	104,636	106,151	107,666
14	99,788	101,303	102,818	104,333	105,848	107,363	108,878
15	101,000	102,515	104,030	105,545	107,060	108,575	110,090
16	102,212	103,727	105,242	106,757	108,272	109,787	111,302
17	103,424	104,939	106,454	107,969	109,484	110,999	112,514
18	104,636	106,151	107,666	109,181	110,696	112,211	113,726
19	105,848	107,363	108,878	110,393	111,908	113,423	114,938
20	107,060	108,575	110,090	111,605	113,120	114,635	116,150
21	108,272	109,787	111,302	112,817	114,332	115,847	117,362
22	109,484	110,999	112,514	114,029	115,544	117,059	118,574
23	110,696	112,211	113,726	115,241	116,756	118,271	119,786
24	111,908	113,423	114,938	116,453	117,968	119,483	120,998
25	113,120	114,635	116,150	117,665	119,180	120,695	122,210

<b>Steps</b>	<b>\$ 1,212</b>	<b>Education</b>	<b>\$ 1,515</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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## **ARTICLE XIV – NO STRIKES/WORK STOPPAGES**

14-1 It is hereby agreed by the CCAA that there will be no strikes, stoppages of work or slowdown of the operations of the District during the term of this Agreement.

## ARTICLE XV – REDUCTION IN FORCE

15-1 The District retains the right to determine when a reduction in force/layoff is necessary and the areas within which such reductions in force will occur. The CCAA will serve in an advisory capacity to the Superintendent. (2000)

15-2 If the Board of Trustees determines that a reduction in the existing workforce of the administrative personnel in the District is necessary, the Churchill County School District shall determine the proposed order in which the Administrator staff shall be reduced. The board of trustees will use the following criteria to make their determination: (2019)

15-2-1 Except as otherwise provided in sections 15-2-2 through 15-2-5, the decision to lay off an Administrator must be based solely on the overall performance of the Administrator under the statewide performance evaluation system adopted by the State Board of Education. When determining the manner in which to reduce the existing workforce, the District must lay off an Administrator whose overall performance has been determined to be:

- (a) Ineffective, before laying off an Administrator whose overall performance has been determined to be minimally effective, effective, or highly effective;
- (b) Minimally effective, before laying off an Administrator whose overall performance has been determined to be effective or highly effective;
- (c) Effective, before laying off an Administrator whose overall performance has been determined to be highly effective. (2018)

15-2-2 If the District determines that a further reduction in force beyond that made pursuant to 15-2-1 is necessary, the District must lay off an Administrator whose employment record includes:

- (a) A criminal record that resulted in the suspension of the Administrator; or
- (b) Disciplinary action that resulted in the suspension of the Administrator and that was uncontested or has been finally adjudicated;

before laying off an Administrator whose employment record does not include such a record or disciplinary action. (2018)

15-2-3 The District shall lay off Administrators whose employment records include disciplinary actions that resulted in the suspension of the Administrator in the order of severity of the disciplinary action, with those Administrators whose employment record includes more severe disciplinary action being laid off first. (2018)

15-2-4 If the District determines that further reduction in Administrators is necessary, the decision to lay off an Administrator must be based on the following factors:

- (a) Whether the Administrator is employed in a position which is hard to fill;
- (b) Whether the Administrator has received national board certification;

- (c) The type of licensure held by the Administrator;
- (d) The type of degree attained by the Administrator and whether the degree is in a subject area that is related to his or her position; and
- (e) The number of credits earned by the Administrator and whether the credits are in a subject area that is related to his or her position. (2018)

15-2-5 If, after consideration of the factors described above, two or more Administrators are similarly situated, the District may give preference to the more senior Administrator. Individual seniority shall be determined by the following: (2018)

15-2-5-1 Seniority as an Administrator in the District is the total number of years as an Administrator in the District. (2011)

15-2-5-2 If there is a tie under 15-2-5-1 seniority as an Administrator in the District is the total number of years as an Administrator in Nevada.(2018)

15-2-6 Administrative employees who are reduced in force will be assigned to the next equivalent administrative position, in accordance with their certification and qualifications that become available. If no equivalent position becomes available, they will then move to the next lower available administrative position at no salary penalty on the salary schedule for one year. (2018)

15-2-7 Administrators who are reduced in force when no other administrative position is available will be placed in a teaching position in accordance with their certification and qualifications if there is a vacancy. When there are more administrative employees than reappointment positions, provisions in 15-2-5 will apply. (2018)

15-2-8 Administrators who (because of reduction in force) are placed in a teaching position will retain all previous administrative and teaching seniority.

15-3 The District will recall employees by written notification (certified mail, return receipt requested) in the reverse order to their reduction provided that the employee is currently certified if required, and qualified for the new position. Recall notice shall be sent to the employee's last known address on file with the Superintendent. The employee must, in writing, within ten (10) school days of receipt, accept or reject the offer to return to work. The employee will have twenty (20) school days to return to duty. The recall right for employees on layoff shall continue for two years, subject to the notification requirements. However, if before the end of the two-year period an employee refuses a District position he or she is certified and qualified to hold, the employee's layoff rights are terminated. (2018)



## **ARTICLE XVI – PROGRESSIVE DISCIPLINE**

16-1 All discipline related to Churchill County Administrators will comply with NRS Chapter 391 as amended through the Nevada Legislature. (1998)

The parties to this Agreement recognize and subscribe to the philosophy of progressive discipline. Disciplinary action against an Administrator will be corrective rather than punitive; that generally disciplinary actions are to be progressively more severe.

Except for incidents of a serious nature as defined in NRS 391.312, progressive discipline action shall generally follow the pattern of:

### 16-1-1 Oral Warning

16-1-1-1 Supervisor must verbally communicate the deficiencies to the Administrator regarding his/her performance or behaviors.

### 16-1-2 Written Notification

16-1-2-1 The supervisor must, in writing, communicate the deficiencies to the Administrator regarding his/her performance or behavior that must be changed/improved.

16-1-2-2 The supervisor must, in writing, describe the deficiencies in which change/improvement is required. The supervisor must provide positive direction for the Administrator for the required change/improvement.

16-1-2-3 The Administrator must have written acknowledgement of receipt of the personal notification.

### 16-1-3 Admonition/Suspension

16-1-3-1 An admonition must be provided to an Administrator as separate document or in conjunction with a suspension. The supervisor in written admonition must notify the Administrator that improvement is required and the continuation of the deficiencies may result in further disciplinary action.

16-1-3-2 If warranted, the supervisor before an admonition/suspension of an Administrator must do an investigation. The Administrator must be allowed to defend himself/herself in the investigation with an advocate or legal counsel. This meeting must occur with the Administrator's superior within ten (10) school days of the request for the meeting.

16-1-3-3 The Administrator must sign a written acknowledgement of receipt of the admonishment/suspension. This signature of written acknowledgement

denotes receipt only.

#### 16-1-4 Demotion, Non-Renewal or Dismissal

- 16-1-4-1 The Superintendent shall give written notice of recommendation before demotion, non-renewal or dismissal of an Administrator. The Administrator must be notified by certified mail regarding demotion, non-renewal or dismissal.
- 16-1-4-2 If the Superintendent feels demotion, non-renewal or dismissal of an Administrator is warranted, the Superintendent must notify the Administrator of the grounds at least fifteen (15) days before the recommendation goes to the Board of Trustees.
- 16-1-4-3 The Administrator is entitled to an appearance with the Board of Trustees to present his/her side of the dispute in the case of demotion, non-renewal or dismissal of an Administrator, prior to the Board of Trustees' action with regard to the Superintendent's recommendation.
- 16-1-4-4 The Administrator and District can request a Hearing Officer to hear the case before a decision is rendered on demotion, non-renewal or dismissal.

## **ARTICLE XVII – COMMUNICATION AND POLICY CHANGE**

17-1 When changes are to be made with reference to District Policy, the Association will be notified of such changes and if possible will have prior notification. (2005)

## **ARTICLE XIII – VACANCY**

- 18-1 Administrative vacancies occurring after July 1 and deemed an emergency by the Superintendent can be filled by appointment by the Superintendent. This option will be used to minimize disruption to the educational process. (2005)
- 18-2 The Association will be informed of any appointments and the reason it was deemed an emergency. (2005)
- 18-3 All in-district administrative applicants will be afforded the opportunity to interview if the interview process is used. (2005)
- 18-4 Administrators eligible for CCAA membership shall be afforded the opportunity to interview for vacant Director or Superintendent positions if they have the licensure or experience for the position and complete an in-district application. (2017)

## **ARTICLE XIX – ADMINISTRATOR PROTECTION**

The District will defend its Administrative personnel in any civil litigation or other damage claim arising from the Administrator's conduct within the course and scope of his/her employment with the District. The extent of such legal assistance is that available in connection with liability insurance, which is and shall be maintained by the District for that purpose.

**ARTICLE XX – TERMS OF AGREEMENT**

- 20-1 When ratified as hereinafter set forth, this agreement shall be effective and remain in full force and effective for two years from July 1, 2018 until June 30, 2020.
- 20-2 This agreement expires on July 1, 2020. If no successor agreement is effective prior to that date, the District shall not pay step and column increases; salaries will be the amounts effective on June 30, 2020.
- 20-3 Either party shall give written notice to the other on or before January 1 of the second year of its intention to reopen certain provisions of this agreement and/or additions and to negotiate the terms of these contract provisions. In the interim year, any one (1) article in addition to the salary provisions (including the salary table) and the benefit provisions shall be negotiable. (2017)
- 20-4 This agreement shall not be binding upon either party until ratified by CCAA and the Board.

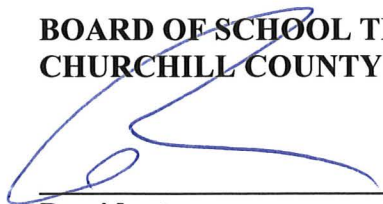
**GENERAL SAVINGS CLAUSE**

If any provisions of this Agreement or any application thereof to any employee or group of employees is found contrary to law, then such provision or application will be invalid and will remain in effect only to the extent permitted by law; however, all other provisions or applications will continue in full force and effect.

**IN WITNESS THEREOF, the parties have hereunto set their hands this 27th Day of June 2018.**

**BOARD OF SCHOOL TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**CHURCHILL COUNTY  
ADMINISTRATORS' ASSOCIATION**

  
\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Clerk**

  
\_\_\_\_\_  
**Secretary/Treasurer**