



CCEA

NEGOTIATED AGREEMENT

2026-2029

BETWEEN

THE COLLEGE COMMUNITY EDUCATION ASSOCIATION

AND

THE BOARD OF DIRECTORS OF THE COLLEGE COMMUNITY SCHOOL DISTRICT

Table of Contents

ARTICLE I: Recognition and Definitions	3
A. Recognition:	3
B. Definitions:	3
ARTICLE II: WAGES AND SALARIES	4
A. Schedules	4
B. Regular Salary Schedule	4
1. Placement on Regular Salary Schedule	4
2. Advancement on Regular Salary Schedule	4
a. Increments	4
b. Educational Lanes	4
c. Contract Year	5
d. Salary Deductions	5
e. Extended Contract	5
C. Co-Curricular Salary Schedule	5
1. Placement on Co-Curricular Salary Schedule	5
2. Credit for Experience	5
3. Advancement on Co-Curricular Schedule	5
D. Method of Payment	5
1. Pay Periods	5
3. Co-Curricular Contract Pay (Except Interscholastic Athletics)	6
CCSD 12 Month Employee and Teaching Staff:	6
Non-Teaching Staff:	6
4. Interscholastic Athletic Contract Pay	6
5. Summer Checks	6
E. Nurses Salary Schedule:	6
F. Auxiliary Pay Rates	6
ARTICLE III: LEAVES OF ABSENCE	7
A. Sick Leave	7
B. Illness in Family	8
C. Personal Leave and Emergency Leave	9
D. Bereavement Leave	10
F. Jury Duty and Legal Leave	10
H.	10
Association Leave	11
I. Adoption Leave & Foster Care Leave	11
J. Sabbatical Leave	11
K. Outside Teaching	11
L. Extended Leave	11
M.	11
Other Leaves of Absence	12
N. Other Benefits	12

ARTICLE IV: EMPLOYEE HOURS	13
A. Hours	13
B. Preparation Time	13
C. Early Dismissal	13
ARTICLE V: HOLIDAYS	14
ARTICLE VI: SAFETY PROVISIONS	14
A. Protection of Employee	14
1. Unsafe and Hazardous Conditions	14
2. Assault of an Employee	14
ARTICLE VII: GRIEVANCE PROCEDURE	15
A. Definition	15
B. Rights of Employees to Representation	15
C. Procedure	15
STEP ONE	15
STEP TWO	16
D. Released Time	16
E. Separate Grievance Files	16
F. Grievance Forms	16
ARTICLE VII: COMPLIANCE CLAUSE AND DURATION	17
A. Printing Agreements	17
B. Duration of Agreement	17
APPENDIX 1: SALARY SCHEDULES 2026-2027	18
APPENDIX 2: CO-CURRICULAR SCHEDULES 2026-2027	19
APPENDIX 3: EXTRA DUTY ASSIGNMENTS 2026-2027	24
APPENDIX 4: GRIEVANCE FORM	26
APPENDIX 5: APPLICATION FOR GRADUATE CREDIT APPROVAL	28
APPENDIX 6: APPLICATION FOR CHANGE IN CONTRACT	29

ARTICLE I: Recognition and Definitions

A. Recognition:

The agreement recognizes:

- a. Employer: The College Community School District governed by the Board of Directors or its duly authorized representatives.
- b. Employees: Regular full-time and regular part-time certified employees including teachers, special education teachers, librarians, counselors, nurses, full release TLS employees, and co-curricular as listed in Appendix 2 of the negotiated agreement.
- c. Excluded: Administrators and all other certified district employees not listed above.

B. Definitions:

- a. Employer: The College Community School District governed by the Board of Directors or its duly authorized representatives.
- b. Association: The College Community Education Association or its duly authorized representatives or agents.
- c. Employee: All employees represented by the Association in the bargaining unit as defined and certified by the Public Relations Board (PERB)
- d. Full Time Employment: Employees who are employed 30 hours or more hours per week.
- e. Part Time Employment: Employees who are employed less than 30 hours per week.
- f. "School Days": shall mean those days when employees are in attendance, except during summer vacation, when school days shall mean days when the Board's business office is open.

ARTICLE II: WAGES AND SALARIES

A. Schedules

The salary schedules for employees in the College Community School District are set forth in Appendices 1 through 3 which are attached hereto and are made part thereof, except as modified or adjusted in the following paragraphs of this article.

The term "regular schedule" as used in this article shall refer to the salary schedule in Appendix 1.

The term "co-curricular schedule" as used in this article shall mean the salary schedule in Appendix 2.

B. Regular Salary Schedule

1. Placement on Regular Salary Schedule

New employees shall be placed on the regular salary schedule at the discretion of the board.

2. Advancement on Regular Salary Schedule

a. Increments

Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service until the maximum for their educational classification is reached. A year of service consists of employment in the College Community District for one (1) semester or more in one (1) school year.

b. Educational Lanes

Employees who move from one educational lane to a higher education lane on the salary schedule shall move to the corresponding eligible step on the higher lane.

Employee educational advancement on the salary schedule shall be for graduate credit courses within an employee's assigned teaching area or those in pursuit of an advanced degree in the assigned or toward an additional endorsement within teaching or towards administration.

Only graduate credit from an accredited college or university shall be used for educational lane advancement.

All graduate courses to be applied toward advancement on the salary schedule shall be approved in advance by the Superintendent or his/her designee prior to taking the course. Prior approval may be waived at the sole discretion of the Superintendent or his/her designee.

- No exceptions will be considered for retroactive approval of course work.
- No request for advancement will be accepted for course work after **September 1st**.

The employee Appendix To compete shall file evidence of the additional educational lane credit with the Superintendent no later than **October 1** of each year in which he/she is eligible to move. See Appendix 5 and Appendix 6 to complete the requirements of this section.

c. Contract Year

The employee work year shall be 190 days except new personnel shall be required to attend an additional day for orientation.

If the State mandates and funds additional days, said days shall be paid as a separate line item at 1/190th of the employee's regular salary.

d. Salary Deductions

Salary deductions for non-paid leave shall be computed at 1/190 of the employee's regular 190-day salary.

e. Extended Contract

Employees offered a contract for periods of more than 190 days shall be compensated for those days at the rate of 1/190th of the employee's regular salary.

C. Co-Curricular Salary Schedule

1. Placement on Co-Curricular Salary Schedule

New employees shall be placed on the co-curricular schedule at the discretion of the board.

The co-curricular salary shall be determined by multiplying the designated percentage in Appendix 2 times the negotiated base amount on Appendix 2.

2. Credit for Experience

An employee may be given credit for previous outside experience for directing a particular activity in accordance with Appendix 2 of this Agreement.

3. Advancement on Co-Curricular Schedule

An employee on the co-curricular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service directing a particular activity until the maximum of seven (7) years is reached, with the exceptions noted in Appendix 2.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twenty-four (24) installments on the 15th and 30th of each month. The July and August installments will be written prior to June 30th. The district will directly deposit checks to the financial institution of the employee's choosing, if possible.

2. Exception

When a pay day falls on or during a school year holiday, vacation or weekend, employees shall receive their checks on the last previous working day whenever possible.

3. Co-Curricular Contract Pay (Except Interscholastic Athletics)

Employees who receive pay for co-curricular assignments will receive their pay in one of the following two (2) options based upon their employment status with CCSD.

CCSD 12 Month Employee and Teaching Staff:

The total amount for the co-curricular duties shall be divided into twenty-four (24) installments and be paid as part of each of the twenty-four (24) regular pay periods. In the event the contract is entered into after the beginning of the school year, the total amount shall be divided into the number of pay periods remaining through the August pay period.

Non-Teaching Staff:

The total amount for the co-curricular duty shall be divided into six (6) installments and be paid as part of each of the six (6) pays that relate to the time period that the activity is conducted.

4. Interscholastic Athletic Contract Pay

The method of payment for coaches of interscholastic athletic activities will be stipulated in the terms of each individual coach's separate contract.

5. Summer Checks

Summer checks, other than for summer school employees, shall be mailed to the address last designated by the employee to the school business office payroll department.

E. Nurses Salary Schedule:

See Appendix 1.

F. Auxiliary Pay Rates

Salary rates for auxiliary work outside of the contract day during the contract year, the hourly rate shall be \$28.00 per hour.

Salary rates for auxiliary work outside of the contract year will be paid at the following rates for instructional assignments and non-instructional assignments:

- \$180 for the day if worked at least six (6) hours per day.
- Anything less than six (6) hours per day will be \$28 per hour.

G. Extra Duty Assignments

Employee participation in the extra duty assignments listed in Appendix 3 which extend beyond the contracted workday shall be compensated according to the rate of pay in Appendix 3, which is attached hereto and made a part thereof.

ARTICLE III: LEAVES OF ABSENCE

A. Sick Leave

Requested leaves of absence which require a substitute shall be taken in half or full day increments unless otherwise noted in this agreement. Substitutes scheduled for up to 4 (four) hours shall count as a half day absence against the Employee's days available. Substitutes scheduled for more than 4 (four) hours shall count as a full day's absence against the Employees days available.

If a day of personal illness is taken for medical related appointments, the day of personal illness shall be limited to non-routine medical appointments only.

1. **Non-routine medical appointments** include appointments for a current medical condition, the renewal of medications for a current medical condition, follow-up appointments for a medical condition, or an appointment for a new medical condition.
2. **A routine medical examination**, also known as a well-visit or physical checkup, is a preventative healthcare measure that aims to maintain overall health and detect potential medical issues early on. This includes, but is not limited to routine check-ups & physicals, routine eye exams, and routine dental appointments.

Leave periods beyond three (3) work days, medical certification shall be required.

All regular contracted personnel shall be granted sick leave days with pay for personal illness in accordance with the following schedule:

1. First year of employment - 10 days
2. Second year of employment - 11 days
3. Third year of employment - 12 days
4. Fourth year of employment - 13 days
5. Fifth year of employment - 14 days
6. Sixth year and subsequent years of employment - 15 days

The above specified sick leave entitlements shall apply only to consecutive years of employment in the school district. Sick leave entitlements may accumulate from year to year to a maximum of 120 days.

Employees with an accumulation of more than 120 days shall not be reduced to a maximum of 120 days except through normal attrition. This attrition shall occur only after the employee has used the 15 days they receive each year. If these 15 days are not used, they shall not be carried forward to add to the accumulated total if it makes it more than 120 days

Upon the birth of an employee's child, the non-birthing parent may use up to 5 days of employees sick leave to assist in the care of the newborn child. This time is to be taken within the first 30 days of the birth of the newborn child.

When an employee qualifies for long term disability insurance benefits, then that employee, upon returning to active employment, shall be granted, on the first day of employment, the number of sick leave days he/she had

available on the date of the disability, not to exceed 90 days.

Whenever an employee will be absent from work, he/she, irrespective of whether the employee is entitled to or receives sick leave benefits, notify his/her principal or the person designated by the principal to receive such notice. If the absence is for consecutive days, the principal or designee shall be notified of the probable date of return and shall be kept advised of any changes in the probable date of return. The principal or designee may require substantiation of any illness.

All sick leave entitlements shall terminate and/or be forfeited upon termination of employment.

Employees are entitled to use accumulated sick leave during the periods they are unable to perform regular duties due to a pregnancy and subsequent recovery.

Sick leave shall not be granted for employee elective surgery unless the doctor states in writing that the surgery is immediately necessary.

B. Illness in Family

1. Employees shall be entitled to five (5) days leave annually, non-accumulative for illness in the family. Illness in the family leave shall be construed to mean leave necessitated by illness of a member of the employee's immediate family. Immediate family shall be construed to mean spouse, common law spouse, or domestic partner, child, parent, foster children who are in the direct care and reside in the home of the employee who has been designated as a legal guardian, and other relatives whose permanent address is in the same household, as the employee. Family sick leave may also be used for an employee's child and parent regardless of residence.
2. The above specified illness in family entitlements shall apply only to consecutive years of employment in the school district. Employees may rollover a maximum of three (3) illness in family days to the next consecutive school year for a maximum of eight (8) illness in family days if in their second year of employment or more with the District.
3. If a day of Family Illness is taken for medical related appointments, the day of Family Illness shall be limited to non-routine medical appointments only.
 - a. **Non-routine medical appointments** include appointments for a current medical condition, the renewal of medications for a current medical condition, follow-up appointments for a medical condition, or an appointment for a new medical condition.
 - b. **A routine medical examination**, also known as a well-visit or physical checkup, is a preventative healthcare measure that aims to maintain overall health and detect potential medical issues early on. This includes, but is not limited to routine check-ups & physicals, routine eye exams, and routine dental
4. If an employee is the deemed the legal caregiver of a person that does not fall within the outlined definitions of immediate family and/or does not live in the home of the employee, and the employee has met the following criteria:
 - a. Have provided Human Resources with legal documentation of the designated status as a legal caregiver;
 - b. Submitted a special request to HR to utilized illness in family leave for the person with whom they are designated as the legal caregiver;
 - c. And are approved for the use of the employees illness in family leave to care for the person with whom they are designated as the legal caregiver.

The employee may utilize the allotted illness in family leave to care for the person with whom they are designated as the legal caregiver.

5. In the event that a child is born to an employee's spouse, common law spouse, or domestic partner, "illness in family" days, if available, may be used for care associated with the delivery.
6. In the event that an employee's spouse or minor child is hospitalized and the employee has exhausted all five (5) illness in family days and all available personal leave days, up to three (3) additional days of illness in family leave may be granted by the Superintendent or designee for the employee to be with their spouse or minor child during the hospitalization, for follow-up appointments directly related to the hospitalization which are scheduled within the same fiscal year, or for direct care of the spouse or minor child related to the hospitalization.
7. Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

C. Personal Leave and Emergency Leave

All regular full time and all regular part time employees will be allowed two (2) personal days each year and can accumulate up to a maximum of four (4).

Employees shall not use personal leave during the first five student days or the last five student days of the school year or to extend holidays or vacations. Exceptions will be made if the district's original calendar has been changed and the change in the calendar caused the conflict with this provision and exceptions may be made at the sole discretion of the Superintendent, or their designee. Personal days shall be granted in not less than one-half (1/2) day.

An employee planning to use a personal leave day or days shall notify the employee's principal at least one (1) day in advance, except in cases of emergency. In an emergency situation, the employee shall notify the principal as early as possible.

The number of personal leave days per building per one day will be determined upon the buildings student enrollment:

- Up to 700 students = 3 personal days per day per building
- 700 - 1,000 students = 4 personal days per day per building
- 1,000 + students = 5 personal days per day per building

During the months of May and June, except emergency cases, no more than two (2) personal days of leave shall be granted in advance for one given day. More than three personal leave days per building may be granted, in the order of request, at the discretion of the Director of Human Resources.

Employees may request the amount of \$200.00 (prorated for part-time) per day claimed to be paid no later than their June 30th paycheck of the contract year. Day(s) claimed will be subtracted from the personal leave accumulation if this option is taken.

A maximum of two (2) personal days may be paid out upon the completion of the current contract year.

D. Bereavement Leave

Bereavement leave shall be used to attend the funeral and other related purposes only.

1. Up to ten (10) days of leave shall be granted in the event of death of the employee's child, spouse or legal domestic partner.
2. Up to five (5) days of leave shall be granted in the event of death of the employee's grandchild and parent.
3. Up to four (4) days of leave shall be granted in the event of death of each of the following: father-in-law, mother-in-law, brother, sister, and any other member of the employee's immediate household.
4. Employees shall be granted up to two (2) days **per contract year** to attend funerals in the event of a death of a friend or relative outside the employee's immediate family as defined above.
5. In the event of the death of a grandparent, and the employee will exceed the allowable two (2) days **per contract year**, one (1) day shall be added to the maximum days allowable.
 - a. Documentation of the death and/or services is to be presented with the request for the additional one (1) day of bereavement due to the death of a grandparent.

F. Jury Duty and Legal Leave

Any employee called for jury duty or to testify on behalf of the school district during school hours shall be provided such time. **Any fees or remuneration the employee receives during such leave shall be turned over to the College Community School District.**

When an employee is excused from jury service before noon, either temporarily or permanently, on any work day, the employee shall promptly report to his/her immediate supervisor and shall complete any remaining hours of work in the work day, if required. An employee subpoenaed as a witness, and who is denied the option of submitting a deposition, shall be granted leave as needed, up to three (3) days.

G. Religious Leave

Any employee who's commonly recognized religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by making his/her needs known to the building principal at least ten (10) days prior to the requested holiday. Leave shall be granted on one of the following basis:

- a. Unpaid, without loss of seniority
- b. Paid, by use of a day of personal leave.
- c. Paid, with the immediate supervisor scheduling compensatory time after conferring with the employee.

H.

Association Leave

The Board shall grant a leave of absence without loss of salary to an employee for the purpose of transacting official Association business provided notice thereof shall be given in writing to the Superintendent or designee five (5) working days in advance of said leave. Such notice may be waived by the superintendent or his designee at his/her sole discretion. Association leave cannot be used for political purposes. Evidence of Association approval shall be submitted. In no event shall a total number of days granted hereunder exceed ten (10) in any single school year. Up to ten (10) additional days may be granted with Board approval to attend conferences recommended by the Association, with the provision that the cost of substitute teachers that may be required shall be shared equally by the Board and the Association.

I. Adoption Leave & Foster Care Leave

In case of adoption of a child or foster placement of a child, an employee shall be granted up to three (3) days of leave with pay, for the necessary legal work involved.

J. Sabbatical Leave

Employees with more than one year's service in the College Community School District may wish to request a sabbatical year's leave of absence. If approved in advance by the Board, this type of leave will allow the person to advance one step on the salary schedule for the time spent in study or travel. Failure to attend school or travel, if leave has been granted for that purpose, would allow the Board to cancel the contract or to offer a continuation contract with no step credit given for the leave time. Sabbatical leave from the school district shall be without pay.

K. Outside Teaching

A leave of absence without pay may be granted for up to two (2) years for an employee who joins any nationally recognized volunteer domestic or overseas program or institution if approved by the Superintendent or Designee.

Upon return from such leave an employee shall be placed at the same position on the salary schedule and maintain the same fringe benefits as he/she should have accrued had he/she taught in the system during such period.

L. Extended Leave

An employee may be granted a leave of absence without pay for reasons acceptable to the Board for a period of not less than one (1) semester or more than one (1) year and which may not be renewed more than one (1) time.

An employee on a full year of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following year, by the first day of February in the year of the extended leave or his/her position will be declared vacant.

An employee on a semester of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following semester no later than forty-five (45) calendar days prior to the end of the semester the employee is on leave, or his/her position will be declared vacant.

M.

Other Leaves of Absence

At the sole discretion of the superintendent or designee, leave in addition to those provided in the other paragraphs of this Article may be granted with or without pay or with the employee paying the cost of the substitute, for reasons deemed necessary and appropriate by the superintendent or designee and shall not be subject to the grievance procedure.

N. Other Benefits

All benefits to which an employee was entitled at the time of his/her leave, including unused accumulated sick leave and personal leave days, shall be restored to the employee upon his/her return to active employment.

ARTICLE IV: EMPLOYEE HOURS

A. Hours

The employee's regular workday shall include a thirty (30) minute duty-free lunch, break times, and on Fridays, teachers will be dismissed when responsibilities for students have ended as scheduled by the Building Administration. Normal hours for employees shall be a continuous 8-hour day as assigned by the building administration.

B. Preparation Time

1. When possible all members of the bargaining unit will receive 60 minutes of preparation time during the 8-hour workday as defined by the contract.
2. If 60 minutes of preparation time during the 8-hour workday is not available due to scheduling, preparation time may be calculated weekly. At least 300 minutes of preparation time will be provided in a full 5-day work week.
3. Principals will make every effort to ensure that at least one portion of preparation time is at least 30 minutes in length. The District will endeavor to not schedule meetings during assigned preparation times; and agrees that passing time as defined by the building schedule and other unassigned time of less than 15 minutes will not be designated as preparation time.
3. The principal or his/her designee may temporarily assign an employee to other duties during preparation time if the need arises.
6. Teachers who believe their schedule, as developed by the building principal, does not meet these requirements must arrange a meeting with their building Principal within two (2) weeks of receiving their schedule in an effort to resolve the situation at the building-level.

C. Early Dismissal

Employees will be permitted to leave after the dismissal of students, their supervisory duties are complete, and buses have exited campus.

ARTICLE V: HOLIDAYS

It is agreed that the following holidays shall be considered as non-working, non-paid, non-school calendar holidays and that employees shall not be required to perform duties on these days:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Martin Luther King Day
6. Good Friday
7. Memorial Day

ARTICLE VI: SAFETY PROVISIONS

A. Protection of Employee

1. Unsafe and Hazardous Conditions

All employees have the obligation to call attention to the Board of any suspected unsafe or hazardous conditions. This includes unsafe conditions in their work area or suspicious materials or items that are out of place. It shall be the responsibility of the Board to correct such reported conditions, if the Board agrees that the conditions are in fact unsafe or hazardous.

2. Assault of an Employee

Leave:

Leave associated with employee assaults shall be commensurate with Iowa Workers Compensation Laws.

ARTICLE VII: GRIEVANCE PROCEDURE

A. Definition

1. Grievance

A "grievance" shall mean a claim by a grievant that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this Agreement.

2. School Days

"School Days" shall mean those days when employees are in attendance, except during summer vacation, when school days shall mean days when the Board's business office is open.

3. Grievant

A grievant is an employee or group of employees filing the grievance or in the case of a class grievance, the Association.

B. Rights of Employees to Representation

A grievant may be represented to any and all levels of the grievance procedures by himself/herself, and/or at his/her option, by a representative. If requested by the employee, the Association may act as representative of the employee at any and all levels of the grievance procedure.

C. Procedure

Recognizing the necessity of maintaining without interruption educational services to the community, it is hereby agreed that if during the terms of this agreement, any difference should arise between the Board and an employee, or the Board and the Association as to the interpretation and application of any of the specific provisions of this agreement, there will be no suspension of work or interference with the normal operation of the school system on account of such difference, but a determined effort shall be made to settle it promptly under the provisions of this procedure. The Administration shall determine when an interference or disruption has occurred. A grievant covered by this agreement shall have the right to present grievances in accordance with this procedure, but only if and to the extent that the grievant is aggrieved. When two or more employees request it in writing, the Association may process a grievance from Step 1 as a class grievance.

The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal. The failure of the principal, supervisor, superintendent, or other administrator to give a decision within the specified time limits, shall be deemed a denial of the grievance at that step and shall permit proceeding to the next step. The time limitations, however, may be extended by mutual agreement, in writing, between the Board and the grievant. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the grievant, and their designated or selected representatives heretofore referred to in this Article.

STEP ONE

Prior to the actual filing of a grievance, the grievant shall attempt to resolve any grievance by way of an informal verbal discussion between the grievant and his or her immediate supervisor or principal. If the grievance cannot be resolved through informal discussion, the grievant shall file with his or her principal or supervisor, a written grievance stating the nature of the grievance, reciting the specific clause or clause of the agreement allegedly violated and shall specify with particularity the remedy sought. This written grievance must be signed by the

grievant and filed within ten (10) school days from the date on which the events giving rise to the grievance first occurred or the date on which first knowledge of the event occurred. A copy of the grievance shall be given by the grievant, to the Association and to his or her immediate supervisor. The principal or immediate supervisor shall render a decision on the grievance and communicate it in writing to the grievant, the superintendent and the Association, within ten (10) school days after receipt of the grievance. If requested by either the principal, immediate supervisor or the grievant, a meeting shall be held with the grievant to discuss the grievance. In the event of such a meeting, the principal or immediate supervisor shall have additional time to respond. Such additional time shall not exceed fifteen (15) school days from receipt of the grievance or ten (10) school days from the date of the meeting, if held, whichever shall be the lesser. The Association and District representatives may be present as an observer and/or speaker at the meeting if requested by the grievant, principal, or immediate supervisor.

STEP TWO

The grievance shall be considered settled in Step One and not subject to further appeal unless within five (5) school days after the answer of a principal or supervisor is received or is due, whichever is earlier, the grievant submits the grievance in writing to the superintendent or his/her designee. Copies shall also be given by the grievant to the Association and the principal, or immediate supervisor, within ten (10) school days after the written grievance is filed at the Second Step, the grievant and the superintendent or designee shall meet at a mutually agreeable time to resolve the grievance. The Association shall have the right to be present and to speak at this meeting. In addition, the Association may act as representative of the employee if requested to do so by the employee.

The superintendent or his/her designee shall file an answer within ten (10) school days of the Second Step grievance meeting and communicate it in writing to the grievant, his/her principal and to the Association.

D. Released Time

All grievances shall be processed outside the employee's work day unless agreed to by the superintendent or designee. Said grievant and/or up to one (1) Association representative shall be released without loss of compensation.

E. Separate Grievance Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in personal files of the participants.

F. Grievance Forms

All grievance forms are to be found in Appendix 4.

ARTICLE VII: COMPLIANCE CLAUSE AND DURATION

A. Printing Agreements

The Contract shall be available on the District Website.

B. Duration of Agreement

This agreement begins on July 1, 2025 and concludes on June 30, 2028.

Total base wage increases for the 2026-27 and 2027-28 fiscal years will be negotiated with the amount of the District's new money being the primary factor in the final settlement as outlined in this agreement signed on May 19, 2025.

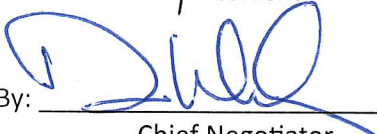
**College Community
Education Association**

By: _____
President

By: 
Chief Negotiator

**COLLEGE COMMUNITY
BOARD OF EDUCATION**

By: 
President

By: 
Chief Negotiator

APPENDIX 1: SALARY SCHEDULES 2026-2027

College CSD Salary Schedule 2025-26									
Step	BA	BA+12	BA+24	MA	MA+15	MA+30	MA+45	Nurse TSS	Nurse
1	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,856	\$ 52,773	\$ 54,689	\$ 43,188	\$ 37,338
2	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,856	\$ 52,773	\$ 54,689	\$ 56,606	\$ 44,338	\$ 38,458
3	\$ 50,000	\$ 50,000	\$ 50,089	\$ 52,773	\$ 54,689	\$ 56,606	\$ 58,523	\$ 45,872	\$ 39,952
4	\$ 50,000	\$ 50,000	\$ 52,006	\$ 54,689	\$ 56,606	\$ 58,523	\$ 60,440	\$ 47,022	\$ 41,072
5	\$ 50,000	\$ 50,856	\$ 53,923	\$ 56,606	\$ 58,523	\$ 60,440	\$ 62,357	\$ 48,909	\$ 42,939
6	\$ 50,856	\$ 52,773	\$ 55,840	\$ 58,523	\$ 60,440	\$ 62,740	\$ 64,657	\$ 50,049	\$ 44,059
7	\$ 52,773	\$ 54,689	\$ 57,756	\$ 60,440	\$ 62,740	\$ 65,041	\$ 66,958	\$ 51,189	\$ 45,179
8	\$ 54,306	\$ 56,606	\$ 59,673	\$ 62,357	\$ 64,657	\$ 67,341	\$ 69,258	\$ 52,703	\$ 46,673
9	\$ 55,840	\$ 58,523	\$ 61,590	\$ 64,274	\$ 66,574	\$ 69,258	\$ 71,175	\$ 53,843	\$ 47,793
10	\$ 57,373	\$ 60,440	\$ 63,507	\$ 66,191	\$ 68,491	\$ 71,175	\$ 73,092	\$ 54,609	\$ 48,539
11	\$ 58,523	\$ 61,974	\$ 65,041	\$ 68,108	\$ 70,408	\$ 73,092	\$ 75,009	\$ 55,760	\$ 49,660
12	\$ 59,523	\$ 63,507	\$ 66,574	\$ 70,025	\$ 72,325	\$ 75,009	\$ 76,925	\$ 56,760	\$ 50,660
13	\$ 62,000	\$ 64,507	\$ 68,108	\$ 71,558	\$ 74,242	\$ 76,925	\$ 78,842	\$ 56,760	\$ 50,660
14	\$ 62,000	\$ 64,507	\$ 69,108	\$ 73,092	\$ 76,159	\$ 78,842	\$ 80,759	\$ 56,760	\$ 50,660
15	\$ 62,000	\$ 64,507	\$ 69,108	\$ 74,625	\$ 77,692	\$ 80,759	\$ 82,676	\$ 56,760	\$ 50,660
16	\$ 62,000	\$ 64,507	\$ 69,108	\$ 75,625	\$ 78,692	\$ 81,759	\$ 83,676	\$ 57,260	\$ 51,160
17	\$ 62,000	\$ 65,007	\$ 69,108	\$ 75,625	\$ 78,692	\$ 81,759	\$ 83,676	\$ 57,260	\$ 51,160
18	\$ 62,000	\$ 65,007	\$ 69,608	\$ 75,625	\$ 78,692	\$ 81,759	\$ 83,676	\$ 57,260	\$ 51,160
19	\$ 62,000	\$ 65,007	\$ 69,608	\$ 75,625	\$ 78,692	\$ 81,759	\$ 83,676	\$ 57,260	\$ 51,160
20	\$ 62,000	\$ 65,007	\$ 69,608	\$ 76,125	\$ 79,192	\$ 82,259	\$ 84,176	\$ 57,260	\$ 51,160
21	\$ 62,000	\$ 65,007	\$ 69,608	\$ 76,125	\$ 79,192	\$ 82,259	\$ 84,176	\$ 57,760	\$ 51,660
22	\$ 62,000	\$ 65,407	\$ 69,608	\$ 76,125	\$ 79,192	\$ 82,259	\$ 84,176	\$ 57,760	\$ 51,660
23	\$ 62,000	\$ 65,507	\$ 70,108	\$ 76,125	\$ 79,192	\$ 82,259	\$ 84,176	\$ 57,760	\$ 51,660
24	\$ 62,000	\$ 65,507	\$ 70,108	\$ 76,125	\$ 79,192	\$ 82,259	\$ 84,176	\$ 57,760	\$ 51,660
25	\$ 62,000	\$ 65,507	\$ 70,108	\$ 76,625	\$ 79,692	\$ 82,759	\$ 84,676	\$ 57,760	\$ 51,660
26	\$ 62,000	\$ 65,507	\$ 70,108	\$ 76,625	\$ 79,692	\$ 82,759	\$ 84,676	\$ 58,260	\$ 52,160
27	\$ 62,000	\$ 66,007	\$ 70,108	\$ 76,625	\$ 79,692	\$ 82,759	\$ 84,676	\$ 58,260	\$ 52,160
28	\$ 62,000	\$ 66,007	\$ 70,608	\$ 76,625	\$ 79,692	\$ 82,759	\$ 84,676	\$ 58,260	\$ 52,160
29	\$ 62,000	\$ 66,007	\$ 70,608	\$ 76,625	\$ 79,692	\$ 82,759	\$ 84,676	\$ 58,260	\$ 52,160
30	\$ 62,000	\$ 66,007	\$ 70,608	\$ 77,125	\$ 80,192	\$ 83,259	\$ 85,176	\$ 58,260	\$ 52,160
31	\$ 62,000	\$ 66,007	\$ 70,608	\$ 77,125	\$ 80,192	\$ 83,259	\$ 85,176	\$ 58,760	\$ 52,660
32	\$ 62,000	\$ 66,507	\$ 70,608	\$ 77,125	\$ 80,192	\$ 83,259	\$ 85,176	\$ 58,760	\$ 52,660
33	\$ 62,000	\$ 66,507	\$ 71,108	\$ 77,125	\$ 80,192	\$ 83,259	\$ 85,176	\$ 58,760	\$ 52,660
34	\$ 62,000	\$ 66,507	\$ 71,108	\$ 77,125	\$ 80,192	\$ 83,259	\$ 85,176	\$ 58,760	\$ 52,660
35	\$ 62,000	\$ 66,507	\$ 71,108	\$ 77,625	\$ 80,692	\$ 83,759	\$ 85,676	\$ 58,760	\$ 52,660
36	\$ 62,000	\$ 66,507	\$ 71,108	\$ 77,625	\$ 80,692	\$ 83,759	\$ 85,676	\$ 59,260	\$ 53,160
37	\$ 62,000	\$ 67,007	\$ 71,108	\$ 77,625	\$ 80,692	\$ 83,759	\$ 85,676	\$ 59,260	\$ 53,160
38	\$ 62,000	\$ 67,007	\$ 71,608	\$ 77,625	\$ 80,692	\$ 83,759	\$ 85,676	\$ 59,260	\$ 53,160
39	\$ 62,000	\$ 67,007	\$ 71,608	\$ 77,625	\$ 80,692	\$ 83,759	\$ 85,676	\$ 59,260	\$ 53,160

APPENDIX 2: CO-CURRICULAR SCHEDULES 2026-2027

CO-CURRICULAR SCHEDULE: BASE =				\$43,188		
Level 1 is for years 1-3, Level 2 for years 4-6, Level 3 for years 7+.						
ASSIGNMENTS	Level 1		Level 2		Level 3	
	%	\$	%	\$	%	\$
FOOTBALL						
Head Varsity	17.5%	\$7,558	19.7%	\$8,508	22.5%	\$9,717
Assistant Varsity	10.0%	\$4,319	11.2%	\$4,837	12.4%	\$5,355
Head Freshmen	8.6%	\$3,714	9.7%	\$4,189	11.2%	\$4,837
Assistant Freshmen	7.8%	\$3,369	8.8%	\$3,801	10.0%	\$4,319
Head Middle School	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Assistant Middle School	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
BASKETBALL (BOYS & GIRLS)						
Head Varsity	17.5%	\$7,558	19.7%	\$8,508	22.5%	\$9,717
Assistant Varsity	10.7%	\$4,621	12.0%	\$5,183	12.8%	\$5,528
Head Sophomore	9.6%	\$4,146	10.8%	\$4,664	12.3%	\$5,312
Assistant Sophomore	8.5%	\$3,671	9.6%	\$4,146	11.0%	\$4,751
Head Freshmen	8.6%	\$3,714	9.7%	\$4,189	11.2%	\$4,837
Assistant Freshmen	7.8%	\$3,369	8.8%	\$3,801	10.0%	\$4,319
Head Middle School	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Assistant Middle School	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
WRESTLING (BOYS & GIRLS)						
Head Varsity	17.5%	\$7,558	19.7%	\$8,508	22.5%	\$9,717
Assistant Varsity	10.7%	\$4,621	12.0%	\$5,183	12.8%	\$5,528
Head Middle School	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Assistant Middle School	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
Wrestling Manager Sponsor	1.9%	\$821	2.1%	\$907	2.4%	\$1,037
BASEBALL						
Head Varsity	13.9%	\$6,003	15.4%	\$6,651	17.4%	\$7,515
Assistant Varsity	9.0%	\$3,887	10.1%	\$4,362	11.5%	\$4,967
Head Sophomore	8.4%	\$3,628	9.5%	\$4,103	10.8%	\$4,664
Assistant Sophomore	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Head Freshmen	8.0%	\$3,455	9.0%	\$3,887	10.3%	\$4,448
SOFTBALL						
Head Varsity	13.9%	\$6,003	15.4%	\$6,651	17.4%	\$7,515
Assistant Varsity	9.0%	\$3,887	10.1%	\$4,362	11.5%	\$4,967
Head JV	8.4%	\$3,628	9.5%	\$4,103	10.8%	\$4,664
Assistant JV	8.0%	\$3,455	9.0%	\$3,887	10.3%	\$4,448

TRACK /CROSS COUNTRY (COED)						
Coed Head Cross Country	13.9%	\$6,003	15.4%	\$6,651	17.4%	\$7,515
Coed Assistant Cross Country	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Coed MS Cross Country	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Coed MS Cross Country	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Coed Head Varsity Track	13.9%	\$6,003	15.4%	\$6,651	17.4%	\$7,515
Coed Assistant Varsity Track	9.1%	\$3,930	10.2%	\$4,405	11.6%	\$5,010
Coed Head Middle School Track	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Coed Assistant Middle School Track	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
VOLLEYBALL						
Head Varsity	13.9%	\$6,003	15.4%	\$6,651	17.4%	\$7,515
Assistant Varsity	9.0%	\$3,887	10.1%	\$4,362	11.5%	\$4,967
Head JV	9.0%	\$3,887	10.1%	\$4,362	11.5%	\$4,967
Head Sophomore	8.1%	\$3,498	9.1%	\$3,930	10.4%	\$4,492
Assistant Sophomore	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Head Freshmen	7.5%	\$3,239	8.4%	\$3,628	9.6%	\$4,146
Assistant Freshmen	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Head Middle School	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Assistant Middle School	6.0%	\$2,591	6.7%	\$2,894	7.7%	\$3,325
TENNIS (BOYS AND GIRLS)						
Head Varsity	8.8%	\$3,801	9.8%	\$4,232	11.3%	\$4,880
Assistant Varsity	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Head Middle School	6.0%	\$2,591	6.7%	\$2,894	7.7%	\$3,325
Assistant Middle School	5.8%	\$2,505	6.6%	\$2,850	7.4%	\$3,196
GOLF (BOYS AND GIRLS)						
Head Varsity	8.8%	\$3,801	9.8%	\$4,232	11.3%	\$4,880
Asst. Varsity	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
SOCCER (BOYS AND GIRLS)						
Head Varsity	8.7%	\$3,757	9.7%	\$4,189	13.1%	\$5,658
Assistant Varsity	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
JV Head	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
Head Middle School	6.0%	\$2,591	6.7%	\$2,894	7.7%	\$3,325
Assistant Middle School	5.8%	\$2,505	6.6%	\$2,850	7.4%	\$3,196

SWIMMING (BOYS AND GIRLS)						
High School Sponsor	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
BOWLING						
Head Varsity	8.8%	\$3,801	9.8%	\$4,232	11.3%	\$4,880
Asst Varsity	6.5%	\$2,807	7.3%	\$3,153	8.3%	\$3,585
CHEERLEADING						
Fall Varsity Head	7.4%	\$3,196	8.1%	\$3,498	8.8%	\$3,801
Fall Asst. Varsity	2.8%	\$1,209	3.3%	\$1,425	3.5%	\$1,512
Fall JV	1.5%	\$648	1.7%	\$734	1.9%	\$821
Fall Freshman	1.5%	\$648	1.7%	\$734	1.9%	\$821
Winter Varsity Head	7.4%	\$3,196	8.1%	\$3,498	8.8%	\$3,801
Winter Asst. Varsity	2.8%	\$1,209	3.3%	\$1,425	3.5%	\$1,512
Winter JV	1.5%	\$648	1.7%	\$734	1.9%	\$821
Winter Freshman	1.5%	\$648	1.7%	\$734	1.9%	\$821
DANCE TEAM						
Dance Team Sponsor	9.6%	\$4,146	10.8%	\$4,664	12.3%	\$5,312
Assistant Dance Team Sponsor	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Head JV Dance Team Sponsor	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
JV Assistant Dance Team Sponsor	2.7%	\$1,166	3.1%	\$1,339	3.5%	\$1,512
WEIGHT ROOM						
Weight Room Supervisor	7.7%	\$3,325	8.7%	\$3,757	9.9%	\$4,276
Fitness Room Supervisor	7.7%	\$3,325	8.7%	\$3,757	9.9%	\$4,276
INSTRUMENTAL MUSIC						
High School	16.7%	\$7,212	18.6%	\$8,033	21.0%	\$9,069
Assistant High School	9.3%	\$4,016	10.4%	\$4,492	11.2%	\$4,837
9th Grade	8.0%	\$3,455	9.0%	\$3,887	10.0%	\$4,319
Middle School	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Assistant Middle School	4.8%	\$2,073	5.3%	\$2,289	5.9%	\$2,548
Intermediate School	5.5%	\$2,375	6.8%	\$2,937	7.4%	\$3,196
Asst. Intermediate School	3.0%	\$1,296	3.7%	\$1,598	4.4%	\$1,900
Marching Band Assistant	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
VOCAL MUSIC						
High School	16.7%	\$7,212	18.6%	\$8,033	21.0%	\$9,069
High School Assistant	11.0%	\$4,751	12.0%	\$5,183	13.0%	\$5,614
9th Grade	8.0%	\$3,455	9.0%	\$3,887	10.0%	\$4,319
High School Musical	8.3%	\$3,585	9.5%	\$4,103	11.0%	\$4,751
HS Musical Accompanist	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
HS Musical Inst./Vocal/Pit	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641

Ambassador Show Band	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
Middle School	6.8%	\$2,937	7.9%	\$3,412	8.8%	\$3,801
Middle School Assistant	2.7%	\$1,166	3.1%	\$1,339	3.5%	\$1,512
Middle School Show Choir	4.0%	\$1,728	5.0%	\$2,159	6.0%	\$2,591
MS Musical (Head)/9th Grade (separate)	3.2%	\$1,382	4.0%	\$1,728	4.2%	\$1,814
MS Musical Assistant	2.4%	\$1,037	2.7%	\$1,166	3.0%	\$1,296

ACADEMIC SPONSORS						
Head Sponsor	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
Assistant Sponsor	4.1%	\$1,771	4.6%	\$1,987	5.2%	\$2,246
Additional Stipend for competing at CTSO National		\$500		\$500		\$500
ELECTRIC CAR						
Electric Car Sponsor	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
Electric Car Assistant	4.1%	\$1,771	4.6%	\$1,987	5.2%	\$2,246
FAN STAND						
Fan Stand Sponsor	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
Fan Stand Assistant	4.1%	\$1,771	4.6%	\$1,987	5.2%	\$2,246
DRAMA						
High School (per play)	6.1%	\$2,634	6.9%	\$2,980	7.8%	\$3,369
H.S. Technical Director	12.6%	\$5,442	14.1%	\$6,090	16.1%	\$6,953
Head Middle School	3.6%	\$1,555	4.1%	\$1,771	4.4%	\$1,900
Assistant Middle School	2.6%	\$1,123	3.0%	\$1,296	3.5%	\$1,512
SPEECH						
High School	11.2%	\$4,837	12.5%	\$5,399	14.3%	\$6,176
Assistant High School	8.1%	\$3,498	9.2%	\$3,973	10.4%	\$4,492
PUBLICATIONS						
H.S. Yearbook	7.6%	\$3,282	8.5%	\$3,671	9.8%	\$4,232
H.S. Newspaper	7.6%	\$3,282	8.5%	\$3,671	9.8%	\$4,232
M.S. (Memory Book)/9th Grade(separate)	3.0%	\$1,296	3.3%	\$1,425	3.9%	\$1,684
AUDITORIUM						
Fine Arts Technician	15.2%	\$6,565	17.1%	\$7,385	19.5%	\$8,422
STUDENT ORGANIZATIONS						
HS National Honor Society	6.0%	\$2,591	6.7%	\$2,894	7.7%	\$3,325
HS Student Council	11.2%	\$4,837	12.5%	\$5,399	14.3%	\$6,176
Assistant HS Student Council	8.1%	\$3,498	9.2%	\$3,973	10.4%	\$4,492
Key Club	4.0%	\$1,728	4.5%	\$1,943	5.0%	\$2,159
FFA Sponsor	13.2%	\$5,701	14.0%	\$6,046	15.0%	\$6,478

Assistant FFA Sponsor	12.0%	\$5,183	13.0%	\$5,614	14.0%	\$6,046
MS Student Council/9th St. Council	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
Assistant MS Student Council	1.9%	\$821	2.1%	\$907	2.4%	\$1,037
CLASS SPONSORS						
Sophomore	1.9%	\$821	2.1%	\$907	2.4%	\$1,037
Junior	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
Senior	1.9%	\$821	2.1%	\$907	2.4%	\$1,037
SPECIAL ARTWORK						
High School	2.9%	\$1,252	3.3%	\$1,425	3.8%	\$1,641
Middle School/9th Grade (separate)	1.5%	\$648	1.7%	\$734	1.9%	\$821

APPENDIX 3: EXTRA DUTY ASSIGNMENTS 2026-2027

EXTRA DUTY ASSIGNMENTS

Middle School:

Basketball-Scorer and Timer	\$20 per contest
Wrestling-Match Timer, Scorer	\$20 per contest
Volleyball-Scorer	\$20 per contest

High School:

Football-Timer, P.A., Scorer	\$23 per contest
Statistician, Video Screen	
Wrestling-Timer, P.A.	\$23 per contest
Basketball-Timer, Scorer, P.A.	\$23 per contest
Volleyball-Scorer	\$23 per contest
Track-Scorer, P.A., Video Screen	\$23 per contest

Payment shall be restricted to two (2) contests on a single date.

High School Special Events:

Wrestling-System Manager	\$150 per contest
Track-Computer/Timing Operator	\$75 per contest
Football-Event Host	\$150 per contest
Volleyball-Tournament Scorer	\$75 per contest

Payment shall be restricted to one (1) contest on a single date.

APPENDIX 4: GRIEVANCE FORM

Number: _____

Date Filed: _____

College Community School District

Distribution:

____ Association

____ Employee

____ Supervisor/Principal

____ Superintendent

Building: _____

Name of Grievant: _____

Step I:

A. Date Violation Occurred or Date of First Knowledge: _____

B. Section(s) of Contract or Policy Violated:

C. Statement of Grievance:

D. Relief Sought:

Signature of Grievant

Date

E. Disposition by Principal or Immediate Supervisor

Signature of Principal or
Immediate Supervisor

Date

Step II:

A. _____
Signature of Grievant Date

B. Disposition of Superintendent or Designee:

Signature of Association President Date

+++++

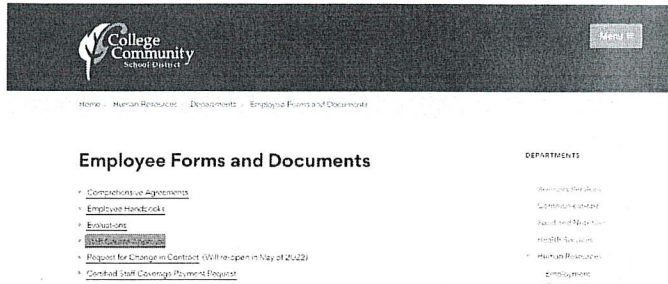
****If additional space is needed, attach additional sheets. ****

Note: All provisions of the Grievance Article of the current Negotiated Agreement shall be strictly observed in the settlement of grievances.

APPENDIX 5: APPLICATION FOR GRADUATE CREDIT APPROVAL

Directions how to access the *Course Approval* form link:

- First go to the District website links under the *Human Resources Department* web page;
- Then click: *Employee Forms and Documents*;



- Then click: *Staff Course Approval*;

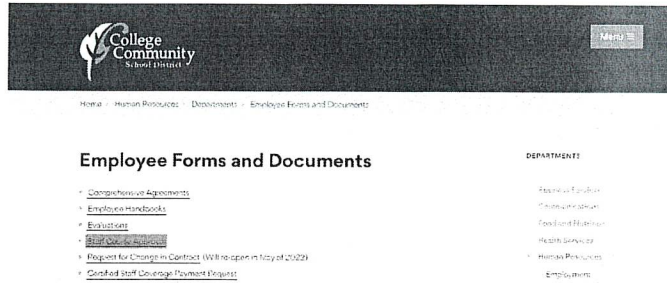
A screenshot of the 'Staff Course Approval' form. The form is divided into several sections. The 'Staff Information' section includes fields for 'Name', 'Date', 'Title', and 'Email'. The 'Course Information' section includes fields for 'Course Number', 'Course Title', 'Number of Credit Hours', 'Type of Credit', 'Requesting Agency or Institution', 'Date of Course/Workshop', and 'Type of Offering'. There are also checkboxes for 'This is a graduate-level course' and 'This is a graduate-level course'. The 'Approval' section includes a 'Submit' button. A red arrow points to the 'Submit' button.

- Then complete the form and click *Submit*.

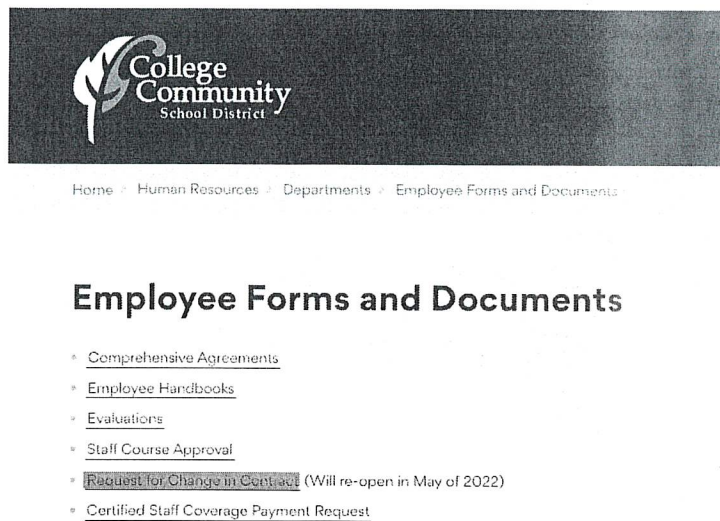
APPENDIX 6: APPLICATION FOR CHANGE IN CONTRACT

Directions how to access the *Request for Change in Contract* link:

- First go to the District website links under the *Human Resources Department* web page;
- Then click: *Employee Forms and Documents*;



- Then click: *Request for Change in Contract*;



- Then complete the form and click *Submit*.

Please note that the online request form for a *Change in Contract* for Educational Lane Advancement must be submitted by September 1 of the year the lane advancement is to go into effect.