

**AGREEMENT**

**Between**

**CHURCHILL COUNTY SCHOOL DISTRICT**

**and the**

**CHURCHILL COUNTY  
ADMINISTRATORS' ASSOCIATION**

**2021-2023**

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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 up to fifteen (15) days leave to attend Association meetings, conferences, legislative sessions and conventions. These days must be applied for, adjusted on the creative calendar and approved by the Superintendent. If necessary, the CCAA may request additional days beyond the 15 days. (2021)

## 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 one hundred dollars (\$100) per day equaling the total number of days of their annual contract for unused sick leave providing they have:
- 10-5-1 Ten (10) consecutive years of contracted employment in the District.
  - 10-5-2 Notified the District by April 1<sup>st</sup> of their intent to terminate at the end of the contracted work year.
  - 10-5-3 Not been approved for the early retirement buyout incentive.
  - 10-5-4 Not been dismissed pursuant to NRS 391. (2021)
- 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, he/she may on or before the last day of school on a form provided by the District, elect to:

12-3-1 Carry one (1) day forward; or

12-3-2 Receive payment from the District of one hundred and fifty dollars (\$150) per day, not to exceed two (2) days per year. (2021)

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. Administrators hired prior to the end of the 2018-2019 school year will not be subject to this language and will have health insurance funded 100% by CCSD. (2020)

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 2/3 of a credit. Quarter hours are converted to semester hour units by multiplying quarter hour units by 2/3.

Graduate credit shall be considered as full credit.

A maximum of seventy five (75) in-service credits may be used for advancement on the salary schedule. For those administrators who have already reached the previous maximum of sixty (60) as of FY21, all new in-service credits must be earned from July 1, 2019 and beyond. In-service credits must be certified by the Nevada Department of Education. Inservice and post-secondary credits not part of an advanced degree or program must be received within three (3) years of the date of completion. (2021)

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 January 15th, written notification of their intent not to return the following year, will be awarded a one-time stipend of one thousand seven hundred and fifty dollars (\$1,750). 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. (2021)
- 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)
- 13-11 All site administrators will supervise and evaluate all custodians assigned to their site with the input of the Operations Manager.
- a. The Operations Manager will be directly responsible for all custodial supervision when students are not in session. (2021)

DEAN OF STUDENTS, 192 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	64,584	66,122	67,660	69,198	70,736	72,274	73,812
1	65,814	67,352	68,890	70,428	71,966	73,504	75,042
2	67,044	68,582	70,120	71,658	73,196	74,734	76,272
3	68,274	69,812	71,350	72,888	74,426	75,964	77,502
4	69,504	71,042	72,580	74,118	75,656	77,194	78,732
5	70,734	72,272	73,810	75,348	76,886	78,424	79,962
6	71,964	73,502	75,040	76,578	78,116	79,654	81,192
7	73,194	74,732	76,270	77,808	79,346	80,884	82,422
8	74,424	75,962	77,500	79,038	80,576	82,114	83,652
9	75,654	77,192	78,730	80,268	81,806	83,344	84,882
10	76,884	78,422	79,960	81,498	83,036	84,574	86,112
11	78,114	79,652	81,190	82,728	84,266	85,804	87,342
12	79,344	80,882	82,420	83,958	85,496	87,034	88,572
13	80,574	82,112	83,650	85,188	86,726	88,264	89,802
14	81,804	83,342	84,880	86,418	87,956	89,494	91,032
15	83,034	84,572	86,110	87,648	89,186	90,724	92,262
16	84,264	85,802	87,340	88,878	90,416	91,954	93,492
17	85,494	87,032	88,570	90,108	91,646	93,184	94,722
18	86,724	88,262	89,800	91,338	92,876	94,414	95,952
19	87,954	89,492	91,030	92,568	94,106	95,644	97,182
20	89,184	90,722	92,260	93,798	95,336	96,874	98,412
21	90,414	91,952	93,490	95,028	96,566	98,104	99,642
22	91,644	93,182	94,720	96,258	97,796	99,334	100,872
23	92,874	94,412	95,950	97,488	99,026	100,564	102,102
24	94,104	95,642	97,180	98,718	100,256	101,794	103,332
25	95,334	96,872	98,410	99,948	101,486	103,024	104,562

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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MIDDLE SCHOOL VICE PRINCIPAL, 207 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	71,761	73,299	74,837	76,375	77,913	79,451	80,989
1	72,991	74,529	76,067	77,605	79,143	80,681	82,219
2	74,221	75,759	77,297	78,835	80,373	81,911	83,449
3	75,451	76,989	78,527	80,065	81,603	83,141	84,679
4	76,681	78,219	79,757	81,295	82,833	84,371	85,909
5	77,911	79,449	80,987	82,525	84,063	85,601	87,139
6	79,141	80,679	82,217	83,755	85,293	86,831	88,369
7	80,371	81,909	83,447	84,985	86,523	88,061	89,599
8	81,601	83,139	84,677	86,215	87,753	89,291	90,829
9	82,831	84,369	85,907	87,445	88,983	90,521	92,059
10	84,061	85,599	87,137	88,675	90,213	91,751	93,289
11	85,291	86,829	88,367	89,905	91,443	92,981	94,519
12	86,521	88,059	89,597	91,135	92,673	94,211	95,749
13	87,751	89,289	90,827	92,365	93,903	95,441	96,979
14	88,981	90,519	92,057	93,595	95,133	96,671	98,209
15	90,211	91,749	93,287	94,825	96,363	97,901	99,439
16	91,441	92,979	94,517	96,055	97,593	99,131	100,669
17	92,671	94,209	95,747	97,285	98,823	100,361	101,899
18	93,901	95,439	96,977	98,515	100,053	101,591	103,129
19	95,131	96,669	98,207	99,745	101,283	102,821	104,359
20	96,361	97,899	99,437	100,975	102,513	104,051	105,589
21	97,591	99,129	100,667	102,205	103,743	105,281	106,819
22	98,821	100,359	101,897	103,435	104,973	106,511	108,049
23	100,051	101,589	103,127	104,665	106,203	107,741	109,279
24	101,281	102,819	104,357	105,895	107,433	108,971	110,509
25	102,511	104,049	105,587	107,125	108,663	110,201	111,739

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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HIGH SCHOOL VICE PRINCIPAL, 207 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	73,196	74,734	76,272	77,810	79,348	80,886	82,424
1	74,426	75,964	77,502	79,040	80,578	82,116	83,654
2	75,656	77,194	78,732	80,270	81,808	83,346	84,884
3	76,886	78,424	79,962	81,500	83,038	84,576	86,114
4	78,116	79,654	81,192	82,730	84,268	85,806	87,344
5	79,346	80,884	82,422	83,960	85,498	87,036	88,574
6	80,576	82,114	83,652	85,190	86,728	88,266	89,804
7	81,806	83,344	84,882	86,420	87,958	89,496	91,034
8	83,036	84,574	86,112	87,650	89,188	90,726	92,264
9	84,266	85,804	87,342	88,880	90,418	91,956	93,494
10	85,496	87,034	88,572	90,110	91,648	93,186	94,724
11	86,726	88,264	89,802	91,340	92,878	94,416	95,954
12	87,956	89,494	91,032	92,570	94,108	95,646	97,184
13	89,186	90,724	92,262	93,800	95,338	96,876	98,414
14	90,416	91,954	93,492	95,030	96,568	98,106	99,644
15	91,646	93,184	94,722	96,260	97,798	99,336	100,874
16	92,876	94,414	95,952	97,490	99,028	100,566	102,104
17	94,106	95,644	97,182	98,720	100,258	101,796	103,334
18	95,336	96,874	98,412	99,950	101,488	103,026	104,564
19	96,566	98,104	99,642	101,180	102,718	104,256	105,794
20	97,796	99,334	100,872	102,410	103,948	105,486	107,024
21	99,026	100,564	102,102	103,640	105,178	106,716	108,254
22	100,256	101,794	103,332	104,870	106,408	107,946	109,484
23	101,486	103,024	104,562	106,100	107,638	109,176	110,714
24	102,716	104,254	105,792	107,330	108,868	110,406	111,944
25	103,946	105,484	107,022	108,560	110,098	111,636	113,174

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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(2020)

EARLY CHILDHOOD PRINCIPAL, 212 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	74,836	76,374	77,912	79,450	80,988	82,526	84,064
1	76,066	77,604	79,142	80,680	82,218	83,756	85,294
2	77,296	78,834	80,372	81,910	83,448	84,986	86,524
3	78,526	80,064	81,602	83,140	84,678	86,216	87,754
4	79,756	81,294	82,832	84,370	85,908	87,446	88,984
5	80,986	82,524	84,062	85,600	87,138	88,676	90,214
6	82,216	83,754	85,292	86,830	88,368	89,906	91,444
7	83,446	84,984	86,522	88,060	89,598	91,136	92,674
8	84,676	86,214	87,752	89,290	90,828	92,366	93,904
9	85,906	87,444	88,982	90,520	92,058	93,596	95,134
10	87,136	88,674	90,212	91,750	93,288	94,826	96,364
11	88,366	89,904	91,442	92,980	94,518	96,056	97,594
12	89,596	91,134	92,672	94,210	95,748	97,286	98,824
13	90,826	92,364	93,902	95,440	96,978	98,516	100,054
14	92,056	93,594	95,132	96,670	98,208	99,746	101,284
15	93,286	94,824	96,362	97,900	99,438	100,976	102,514
16	94,516	96,054	97,592	99,130	100,668	102,206	103,744
17	95,746	97,284	98,822	100,360	101,898	103,436	104,974
18	96,976	98,514	100,052	101,590	103,128	104,666	106,204
19	98,206	99,744	101,282	102,820	104,358	105,896	107,434
20	99,436	100,974	102,512	104,050	105,588	107,126	108,664
21	100,666	102,204	103,742	105,280	106,818	108,356	109,894
22	101,896	103,434	104,972	106,510	108,048	109,586	111,124
23	103,126	104,664	106,202	107,740	109,278	110,816	112,354
24	104,356	105,894	107,432	108,970	110,508	112,046	113,584
25	105,586	107,124	108,662	110,200	111,738	113,276	114,814

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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ELEMENTARY PRINCIPAL, 212 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	78,937	80,475	82,013	83,551	85,089	86,627	88,165
1	80,167	81,705	83,243	84,781	86,319	87,857	89,395
2	81,397	82,935	84,473	86,011	87,549	89,087	90,625
3	82,627	84,165	85,703	87,241	88,779	90,317	91,855
4	83,857	85,395	86,933	88,471	90,009	91,547	93,085
5	85,087	86,625	88,163	89,701	91,239	92,777	94,315
6	86,317	87,855	89,393	90,931	92,469	94,007	95,545
7	87,547	89,085	90,623	92,161	93,699	95,237	96,775
8	88,777	90,315	91,853	93,391	94,929	96,467	98,005
9	90,007	91,545	93,083	94,621	96,159	97,697	99,235
10	91,237	92,775	94,313	95,851	97,389	98,927	100,465
11	92,467	94,005	95,543	97,081	98,619	100,157	101,695
12	93,697	95,235	96,773	98,311	99,849	101,387	102,925
13	94,927	96,465	98,003	99,541	101,079	102,617	104,155
14	96,157	97,695	99,233	100,771	102,309	103,847	105,385
15	97,387	98,925	100,463	102,001	103,539	105,077	106,615
16	98,617	100,155	101,693	103,231	104,769	106,307	107,845
17	99,847	101,385	102,923	104,461	105,999	107,537	109,075
18	101,077	102,615	104,153	105,691	107,229	108,767	110,305
19	102,307	103,845	105,383	106,921	108,459	109,997	111,535
20	103,537	105,075	106,613	108,151	109,689	111,227	112,765
21	104,767	106,305	107,843	109,381	110,919	112,457	113,995
22	105,997	107,535	109,073	110,611	112,149	113,687	115,225
23	107,227	108,765	110,303	111,841	113,379	114,917	116,455
24	108,457	109,995	111,533	113,071	114,609	116,147	117,685
25	109,687	111,225	112,763	114,301	115,839	117,377	118,915

<b>Steps</b>	<b>\$1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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MIDDLE SCHOOL PRINCIPAL, 212 Days							
Step	MA	MA+15	MA+30	MA+45	MA+60	MA+75	MA+90
0	83,037	84,575	86,113	87,651	89,189	90,727	92,265
1	84,267	85,805	87,343	88,881	90,419	91,957	93,495
2	85,497	87,035	88,573	90,111	91,649	93,187	94,725
3	86,727	88,265	89,803	91,341	92,879	94,417	95,955
4	87,957	89,495	91,033	92,571	94,109	95,647	97,185
5	89,187	90,725	92,263	93,801	95,339	96,877	98,415
6	90,417	91,955	93,493	95,031	96,569	98,107	99,645
7	91,647	93,185	94,723	96,261	97,799	99,337	100,875
8	92,877	94,415	95,953	97,491	99,029	100,567	102,105
9	94,107	95,645	97,183	98,721	100,259	101,797	103,335
10	95,337	96,875	98,413	99,951	101,489	103,027	104,565
11	96,567	98,105	99,643	101,181	102,719	104,257	105,795
12	97,797	99,335	100,873	102,411	103,949	105,487	107,025
13	99,027	100,565	102,103	103,641	105,179	106,717	108,255
14	100,257	101,795	103,333	104,871	106,409	107,947	109,485
15	101,487	103,025	104,563	106,101	107,639	109,177	110,715
16	102,717	104,255	105,793	107,331	108,869	110,407	111,945
17	103,947	105,485	107,023	108,561	110,099	111,637	113,175
18	105,177	106,715	108,253	109,791	111,329	112,867	114,405
19	106,407	107,945	109,483	111,021	112,559	114,097	115,635
20	107,637	109,175	110,713	112,251	113,789	115,327	116,865
21	108,867	110,405	111,943	113,481	115,019	116,557	118,095
22	110,097	111,635	113,173	114,711	116,249	117,787	119,325
23	111,327	112,865	114,403	115,941	117,479	119,017	120,555
24	112,557	114,095	115,633	117,171	118,709	120,247	121,785
25	113,787	115,325	116,863	118,401	119,939	121,477	123,015

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</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	84,062	85,600	87,138	88,676	90,214	91,752	93,290
1	85,292	86,830	88,368	89,906	91,444	92,982	94,520
2	86,522	88,060	89,598	91,136	92,674	94,212	95,750
3	87,752	89,290	90,828	92,366	93,904	95,442	96,980
4	88,982	90,520	92,058	93,596	95,134	96,672	98,210
5	90,212	91,750	93,288	94,826	96,364	97,902	99,440
6	91,442	92,980	94,518	96,056	97,594	99,132	100,670
7	92,672	94,210	95,748	97,286	98,824	100,362	101,900
8	93,902	95,440	96,978	98,516	100,054	101,592	103,130
9	95,132	96,670	98,208	99,746	101,284	102,822	104,360
10	96,362	97,900	99,438	100,976	102,514	104,052	105,590
11	97,592	99,130	100,668	102,206	103,744	105,282	106,820
12	98,822	100,360	101,898	103,436	104,974	106,512	108,050
13	100,052	101,590	103,128	104,666	106,204	107,742	109,280
14	101,282	102,820	104,358	105,896	107,434	108,972	110,510
15	102,512	104,050	105,588	107,126	108,664	110,202	111,740
16	103,742	105,280	106,818	108,356	109,894	111,432	112,970
17	104,972	106,510	108,048	109,586	111,124	112,662	114,200
18	106,202	107,740	109,278	110,816	112,354	113,892	115,430
19	107,432	108,970	110,508	112,046	113,584	115,122	116,660
20	108,662	110,200	111,738	113,276	114,814	116,352	117,890
21	109,892	111,430	112,968	114,506	116,044	117,582	119,120
22	111,122	112,660	114,198	115,736	117,274	118,812	120,350
23	112,352	113,890	115,428	116,966	118,504	120,042	121,580
24	113,582	115,120	116,658	118,196	119,734	121,272	122,810
25	114,812	116,350	117,888	119,426	120,964	122,502	124,040

<b>Steps</b>	<b>\$ 1,230</b>	<b>Education</b>	<b>\$ 1,538</b>	<b>Doctorate</b>	<b>\$ 2,500</b>
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\*High School Vice Principal salary table will be effective December 20, 2019

## **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.

16-2-1 The District's Human Resources Department shall maintain the personnel records for each Administrator. This file shall be maintained in either hard copy or electronic file or both. Administrators shall have the right to review and receive copies of all materials in their personnel file except where the District is entitled by law to maintain the confidentiality of such materials. The Administrator shall provide advance notice to the District of their intent to review and receive copies of their personnel file. Administrators may be required to reimburse the District for all materials furnished pursuant to this paragraph. (2021)

16-2-2 Personnel records will be stored in compliance with all Federal, State and Local statutes. The Administrator's signature is not to be construed as agreement with the document, it simply acknowledges receipt of the document. (2021)

16-2-3 After (3) years, the District must remove from issuance or oral and written warnings, suspension, and other documents, except evaluations, upon written request of the Administrator. Upon this request, the District shall have twenty (20) days to provide the Administrator with a letter assuring the requested documents have been appropriately destroyed. (2021)

## **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 XVIII – 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 apply for and interview if the interview process is used.

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 the full required application for all applicants. (2021)

## **ARTICLE XIX – EVALUATION**

19-1 Each Administrator will be notified in writing by August 15th of each school year, who their evaluator will be.

19-2 Prior to October 15th, each Administrator's evaluator will meet with the Administrator to identify goals for the year, along with what evidence or data will be mutually agreed upon to determine if the goal(s) are achieved.

19-3 Prior to February 15th, each Administrator's evaluator will meet with the Administrator for a mid-year review meeting. During this time the evaluator will examine progress on goals and any other evidence that may be needed to support the Administrator's evaluation.

19-4 The evaluator and the Administrator must agree on the method to review the scoring breakdown of the Administrator's Summative Evaluation no later than June 15th of each School Year.

19-5 The Administrator has the right to attach a response to their evaluation.

19-6. If the evaluator fails to prove a written Summative Evaluation by June 15th, all categories of the evaluation shall be marked satisfactorily or higher. (2021)

## **ARTICLE XX – 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 XXI – TERMS OF AGREEMENT**

21-1 When ratified as hereinafter set forth, this agreement shall be effective and remain in full force and effective for two years from July 1, 2021 until June 30, 2023.

21-2 This agreement expires on July 1, 2023. 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, 2023.

21-3 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, salary provisions (including salary table) and benefit provisions shall be negotiable. (2021)

21-4 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 9th Day of February 2022.**

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

**CHURCHILL COUNTY  
ADMINISTRATORS’ ASSOCIATION**

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

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

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

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