

Financial Package FY 2016 & 2017

- **FY 2016**
 - The salary schedule for the Classified Units will be adjusted upward by **4.46%**.
 - A one-time payment equivalent to the salary increase in the new contract will be paid for the period during which employees worked from July 1st to the implementation date of this contract. The payment will be made by **February 12, 2016.**
- **FY 2017**
 - KCFT & SRP and KCPS will create a task force in February 2016 to review the 13 classified staff schedules for appropriate adjustments to allow for an increase of no less than **3.39%** for FY 2016-17. The task force will make their recommendations to the negotiating teams by April 1, 2016.

Nurses

The regular workday shall be eight (8) hours. Included in the eight (8) hours is a thirty (30) minute, unpaid, duty-free lunch period. Classified employees shall take two fifteen (15) minute paid breaks, one in the morning and one in the afternoon. Breaks shall be scheduled with the Administration and shall be consistent with the school's instructional needs.

Professional Technical

Members of the Professional Technical unit shall receive the necessary training and/or certifications specific to their job duties to effectively and efficiently install, maintain, repair, and upgrade KCPS software and equipment. This should take place prior to any deployments of new software and/or equipment in order for the members of the Professional Technical unit to be responsive to the needs of KCPS.

Security

- 1) Overtime
 - a) Overtime hours of work shall be paid at the rate of one and one-half (1-1/2) times the officer's regular hourly rate. Overtime rates shall apply after an employee has physically worked forty (40) hours during the work week.
 - b) Overtime hours shall be on a voluntary basis when possible and shall be distributed as equitably as possible among the officers in a given site or within patrol or truancy.

- c) Officers assigned to a particular school will be given priority when overtime is assigned at their particular school. The first line supervisor or the officer with the most tenure will assign school events on an equitable basis between all assigned officers at the school.
- d) Any overtime that has been assigned and any vacant openings will be forwarded to the Security Administrative Office as soon as possible in order to log names and fill necessary vacancies.
- e) Overtime hours occurring with patrol or truancy will only be filled with personnel assigned to their particular Units due to the uniqueness of their training and/or job performance.
- f) Voluntary overtime shall be awarded based on length of service of the employees qualified for the overtime assignment, with the overtime offered to the most senior person on a KCPS-wide basis first and thereafter, the next senior person until the seniority list has been exhausted.
- g) If an officer for emergency reasons cannot fulfill their overtime assignment, they must contact the supervisor or the administrative assistant who originally assigned the overtime to ensure the integrity of the Overtime Call List.
- h) Officers who have been assigned overtime will receive breaks and/or lunch based on the following:
 - a. Officers working one to four (1-4) hours of overtime will receive one (1) fifteen (15) minute break.
 - b. Officers working six to seven (6-7) hours of overtime will receive two (2) fifteen (15) minute breaks.
 - c. Officers working eight (8) hours of overtime will receive a thirty (30) minute lunch break and one (1) fifteen (15) minute break during the first four (4) hours and one (1) fifteen (15) minute break during the second four (4) hours.

2) Mandatory Overtime

- a) Mandatory overtime will be declared when overtime can't be assigned voluntarily.
- b) Overtime Task Force – a small group of officers who volunteer to be on-call at all times will be formed. Officers volunteering for this task force will be compensated an additional ~~fifty cents (\$.50) per hour~~additional amount to be determined. Members of this task force will be contacted before going to the mandatory overtime list. If no officers from the Overtime Task Force are available, mandatory overtime shall first be assigned to the least senior person on a KCPS-wide basis and thereafter, the next least senior person until the seniority list has been exhausted.**

- c) Mandatory overtime will be assigned at least twenty-four (24) hours in advance when possible.
 - d) Each officer will be granted two exceptions each school semester and two exceptions during the summer that he/she can use to turn down a mandatory overtime assignment.**
 - e) After the exceptions have been used, officers who do not accept mandatory overtime assignments may receive disciplinary action.
 - f) Officers who have been assigned mandatory overtime will receive breaks and/or lunch based on the following:
 - i. Officers working one to four (1-4) hours of overtime will receive one (1) fifteen (15) minute break.
 - ii. Officers working six to seven (6-7) hours of overtime will receive two (2) fifteen (15) minute breaks.
 - iii. Officers working eight (8) hours of overtime will receive a thirty (30) minute lunch break and one (1) fifteen (15) minute break during the first four (4) hours and one (1) fifteen (15) minute break during the second four (4) hours.
- 3) Cancellation of Overtime
- a) In the event an employee is assigned overtime prior to the end of such employee's regular shift and the employee reports to the overtime assignment without receiving notification of the cancellation of such assignment more than thirty (30) minutes before the start of the assignment, such employee shall be paid thirty (30) minutes of overtime.
 - b) Employees will be paid three (3) hours of show up time in the event an off-duty employee is called in or scheduled to work an overtime assignment and the assignment is cancelled without prior notice. Prior to leaving the overtime site a site-based or patrol supervisor must be contacted.

Missouri Options Instructors

Work Year

- 1) Missouri Options Instructors will work the same work year as teachers – 185 days. In addition they will work 30 days in the summer for a total of 215 paid days in the school year.**
- 2) Missouri Options Instructors will be paid on the 24 pay cycle, if possible. We are working with payroll to develop a schedule of payments.**

Workday

The regular workday for Missouri Options Instructors shall be seven (7) hours and fifty (50) minutes Monday, Tuesday, Thursday and Friday and eight (8) hours and forty (40) minutes on Wednesday. Included in the ~~eight hour days~~ regular workday is a thirty (30) minute, unpaid, duty-free lunch period.

Plan Time/Meetings

- Instructors will have a thirty (30) minute plan time four (4) days a week
- Instructors will have a thirty (30) minute meeting with administration one (1) time a week.
- Instructors will meet with Adult Education Instructors and administration one (1) time quarterly.

Other

- Missouri Options Instructors will be paid out on their vacation days by November 1, 2015. Vacation will not be accrued in the 15-16 school year.
- Missouri Options Instructors will earn PTO days at the same accrual rate as the 185 day teachers. In addition, they will receive one additional day for work in the summer.
- Pay will be retroactive to July 1, 2015.

Head Start and Early Learning Teaching Staff - Full Day Classrooms

Workday:

- The regular workday for Head Start Teachers, **Classified Early Learning Teachers** and **all** Teaching Assistants for full-day student programs shall be eight and one half (8.5) hours Monday through Friday. Included in the eight and one half (8.5) hours is a thirty (30) minute, unpaid, duty-free lunch period.
- The regular workday for **Certified** Early Learning (K-12 school sites) Teachers shall be 7.77 hours Monday through Friday.
- The regular workday for Early Learning (K-12 school sites) Teaching Assistants shall be eight and one half (8.5) hours Monday through Friday. Included in the eight and one half (8.5) hours is a thirty (30) minute, unpaid, duty-free lunch period
- **Head Start and Classified Early Learning Teachers and all Teaching Assistants will be provided two (2) fifteen (15) minute paid breaks, which will be combined and taken in conjunction with the unpaid duty-free lunch period**

Planning time:

Teachers and teaching assistants will be provided with sixty (60) minutes of joint planning time four (4) days per week and ten (10) minutes one day per week for a total of two-hundred-fifty (250) minutes weekly.

Work Time:

In addition to the KCPS District workdays scheduled the day following fall/spring conferences, teachers will receive an additional sixty (60) minutes of work time each day just prior to the end of their shift. This time will be planned in coordination with the Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator or Early Childhood Education Coordinator and is intended to be flexible for use in any of the following activities:

- Classroom planning
- DRDP documentation and reporting
- Health and Nutrition
- Home visits
- Meetings
- Parent conferences
- Professional development
- Any other purpose as assigned by the Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator Site or Early Childhood Education Coordinator

Meeting time:

- Teachers will be provided with sixty (60) minutes of meeting time one day per week, 4 weeks per month. one 1 day per week, 4 weeks per month. Ten (10) minutes will be left at the end of each meeting to allow for teacher planning time.

Meetings will include:

- Family Advocates/PAT/MPP Consultants (once per month)
- Home visits or parent conferences
- Professional Development Communities (twice per month)
- Mental Health (once per month)
- Other topics as assigned by the Head Start Education Coordinator or Early Childhood Education Coordinator

Home Visits/Parent Conferences:

Teachers will offer four parent conferences each school year.

- **Teacher will provide two (2) parent conference opportunities each school year and adhere to the KCPS District parent conference schedule and hours for fall/spring conferences.**
- **Teachers are required to make two home based conference visits for each child enrolled in their classroom. In the event a home visit cannot take place, teachers will document efforts made to connect with families for a home visit by following Office of Early Learning Head Start and Early Childhood standards. The Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator or Early Childhood Education Coordinator and Family Advocates/ECE Family Liaison will assist the classroom teacher as necessary to support her efforts to schedule the visit.**
- **One Friday in November, December, April and May will be designated for home-based conferences for teachers assigned to Woodland and Richardson Early Learning Centers.**
- **Teachers will be also provided with sixty (60) minutes of home visit or parent conference time each week to make appointments, which need to be scheduled outside of the predetermined parent conference/home visit dates.**

Head Start and Early Learning Teaching Staff – Half Day Classroom

Workday:

- **The regular workday for Head Start Teachers and Teaching Assistants for Half-Day classrooms shall be nine (9) hours on Monday through Thursday, and six and one-half (6-1/2) hours on Friday. Included in the hours for any day is a thirty (30) minute, unpaid, duty-free lunch period.**
- **Head Start Teachers and Teaching Assistants will be provided two (2) fifteen (15) minute paid breaks, one in the morning and one in the afternoon.**

Planning time:

Teachers and teaching assistants will be provided with thirty (30) minutes of joint planning time four (4) days per week and one hundred-twenty (120) minutes one day per week for a total of two-hundred-forty (240) minutes weekly.

Work Time:

In addition to the workdays scheduled after fall/spring conferences, teachers will receive work time in the amount of one hundred-fifty (150) minutes on Friday when children are not in attendance. This time will be planned in coordination with the Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator or Early Childhood Education Coordinator and is intended to be flexible for use in any of the following activities:

- **Classroom planning**
- **DRDP documentation and reporting**
- **Health and Nutrition**
- **Home visits**
- **Meetings**
- **Parent conferences**
- **Professional development**
- **Any other purpose as assigned by the Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator or Early Childhood Education Coordinator**

Meeting time:

- **Teachers will be provided with ninety (90) minutes of meeting time one day per week, four (4) weeks per month.**

Meeting time may be used for the following activities:

- **Family Advocates/PAT/MPP Consultants (once per month)**
- **Learning Center Collaboration (once per month)**
- **Mental/Behavioral Health (once per month)**
- **Home visits or parent conferences**
- **Other topics as assigned by the HS Education Coordinator or EC Education Coordinator**

Home Visits/Parent Conferences:

Teachers will offer four parent conferences each school year.

- **Teacher will provide two (2) parent conference opportunities each school year and adhere to the KCPS District parent conference schedule and hours for fall/spring conferences.**

- **Teachers are required to make two home-based conference visits for each child enrolled in their classroom. In the event a home visit cannot take place, teachers will document efforts made to connect with families for a home visit following Office of Early Learning Head Start and Early Childhood standards. The Site Supervisor, Assistant Site Supervisor, Head Start Education Coordinator or Early Childhood Education Coordinator and Family Advocates/OEL Family Liaison will assist the classroom teacher as necessary to support her efforts to schedule the visit.**
- **One Friday in November, December, April and May will be designated for home-based conferences, with sixty (60) minutes of home visit or parent conference time**
- **Teachers will be provided additional time on Friday when children are not in attendance to complete home visits and conferences outside of the predetermined parent conference/home visit dates.**

Ray Sousley
Kansas City Public Schools

Andrea Flinders
Kansas City Federation of Teachers & School-
Related Personnel

Date

Date