

COLLECTIVE BARGAINING AGREEMENT  
between the  
GRANITE FALLS COACHES/EXTRA-CURRICULAR ASSOCIATION  
And the  
GRANITE FALLS SCHOOL DISTRICT NO. 332  
2017-2021

**PREAMBLE**

This agreement is made and entered into between the Granite Falls School District No. 332 hereinafter called the "District" or "Management" and the Granite Falls Coaches/Extra-curricular Association, hereinafter called the "Association."

**ARTICLE 1 - RECOGNITION AND DEFINITIONS**

**Section 1.1 - RECOGNITION**

The Board of Directors of the Granite Falls School District No. 332 does hereby recognize the Granite Falls Coaches/Extra-curricular Association as the exclusive bargaining unit for representatives of the Granite Falls School District as described below.

**Section 1.2 - DEFINITIONS**

The bargaining unit is defined as follows: coaching/extra-curricular classified employees of the District.

**ARTICLE II - EMPLOYEE RIGHTS**

**Section 2.1 - EMPLOYEE DISCIPLINE**

An employee shall receive written communication from his/her supervisor if disciplinary action is contemplated. Any employee who has received such notification or verbal discipline shall be entitled to have an Association representative and/or legal counsel present at all subsequent meetings. Once such representation is requested, no further action shall be taken until the representative is present or has been given ample time to appear. Representation rights provided herein are intended to apply to meetings held to conduct an investigation that could lead to disciplinary action; to meeting(s) held at which disciplinary action is taken; and any follow-up meetings held after disciplinary action has been taken.

- A. The District is committed to a policy of progressive discipline except in situations adjudged unlawful. Any disciplinary action shall be appropriate to the behavior which precipitates such action.

- B. The District shall notify any employee concerning complaints directed against such employee, involving serious allegations justifying any investigation by the District, and no action shall be taken thereon until such notification has been made. Provided, that in those instances where the employee is unavailable for notification and the complaints would, if true, endanger the well being of students and/or other employees, the District shall have the right to immediately investigate such complaints without notification. No complaint or information related thereto may be used as the basis for, or as evidence in, any disciplinary action against the employee unless the provisions of this paragraph have been followed.
- C. Derogatory material is considered to be a disciplinary action and shall not be included in an employee's personnel file if a copy of said material has not been made available to the employee. In addition, an employee shall have the right to attach his/her own response to any such derogatory material.
- D. Removal of Derogatory material: No disciplinary action more than two (2) years old shall be applied toward future disciplinary action unless the disciplinary action was based on unlawful discrimination, harassment, or unlawful contact with a student or the same offense was committed during the two year period. If the same offense was not committed in said two year period, any documents in the employee's personnel file related to the original disciplinary action shall be expunged and destroyed at the employee's request.
- E. Employees shall be able to work in an environment free from sexual harassment.
- F. Employees who have committed 5 years of continuous service, may request a medical leave for one year of absence from their position. This written leave request must be submitted by July 15<sup>th</sup> of each year.

## **Section 2.2 - INDIVIDUAL CONTRACTS**

- A. Each coaches/extra-curricular contract shall specify, as nearly as possible, the inclusive dates defining the period during which the assignment shall be performed. Such contracts for activity supervision may be conditioned upon adequate enrollment, as determined by the District, to justify the position.

All stipulated positions defined within this contract will be offered annually at the contracted rate and posted for application regardless of whether the position was filled the previous year.

- B. Coaching or extra-curricular contracts shall be executed as early as possible and the parties shall endeavor to execute such prior to the close of the school year immediately preceding the school year in which the assignment is to be performed. Such contracts shall be offered before service is to commence.
- C. Additional assistants will be appointed by the following criteria and cannot exceed the maximum number allowed as listed below in section C1:

The following high school and middle school sports shall generate coaching stipends based on (15:1) player coach ratio. Football, Volleyball, Basketball, Tennis, Baseball, Softball, Soccer, Cross Country, Wrestling, and Cheer. These sports shall consist of varsity and junior varsity, only if the number of athletes participating constitutes complete teams. In addition, the district shall maintain a minimum of one coach per team provided that there is an adequate participation to constitute a complete team.

Player numbers for the purpose of calculating the number of coaching positions shall be based upon the previous two years' average of players on the active roster, who participate in at least (5) turnouts. Student managers shall not exceed two managers.

In the interest of safety, supervision, and well-being of students, all high school and middle school sports with (12) or more athlete' shall have no less than (2) stipends.

In the event that a sport has reached maximum allowable stipends as defined by section C1 below, it will be the discretion of the head coach and Athletic Director to allow the ratio of players to coach to be exceeded. For example: If six stipends are allowed in football and there are ninety-eight participants, the coach can reduce the roster by eight athletes to remain within the players to coach ratio or keep those eight on the active roster allowing those student athletes to participate.

Player to Coaching Stipend Ratio

Student Athletes	Coaching Stipends
1-11	1
12-30	2
31-45	3
46-60	4
61-75	5
76-90	6

C1: High School and Middle School

- A. Football and Track shall not exceed (6) full stipends
- B. Baseball, Softball, and Cross County shall not exceed (4) full stipends.
- C. Volleyball, Basketball, Soccer, and Wrestling shall not exceed (3) full stipends.
- D. Tennis and Cheerleading shall not exceed (2) full stipends.

When a new activity is proposed, a plan must be presented that includes the hours to be worked, the number of students to be involved, anticipated liability issues, and a financial plan to show anticipated needs, and fundraising activities. At this time, it will be determined that such an activity be appropriately placed in the co-curricular bargaining agreement. To add a position, it must be agreed to by both the Association and the Superintendent. To add a position, it must be approved by the Principal, Athletic Director, Superintendent, and the Association.

- D. Employees holding coaching/extra-curricular contracts shall meet with their supervisor, at least annually, to discuss their performance evaluation and/or to evaluate the program being offered to students. Employees whose evaluation or program has been judged in need of nonrenewal shall receive written notice specifying the reasons for any such action. If such action is for the following school year, notice shall be given on or before June 15th.
- E. When two people wish to be considered for a job share, they must advise the principal or athletic director in writing of such a desire no less than (30) days prior to the beginning date of the responsibilities connected with the job. In the request they must describe how they will fulfill the responsibilities of the job. In this description it must be understood that there will be no increase in the number of hours worked beyond that required by one individual to fulfill the job. It is understood that the two people working in a job share will not work simultaneously and that the full length of the contracted time will be fulfilled.

Each job share will be approved by the Principal and Superintendent no later than 15 days prior to the beginning of the responsibilities and will continue for one year. Each individual in a job share will be given one year's credit of experience.

- F. Split stipends will be allowed with permission from the principal and superintendent. Permission to split a stipend should be requested no later than 30 days prior to the beginning date of the responsibilities connected with the job. It is understood that the hours for the position will be split and the full length of the contracted time will be fulfilled.

### ARTICLE III - ASSIGNMENT, TRANSFER, AND VACANCY

#### Section 3.1 - General Provisions

- A. The District shall, in making assignments, consider the qualifications, interests, and aspirations of current employees as well as the needs and interests of the District.
- B. No new position or vacancy may be filled without giving all present employees the opportunity to apply for a transfer and/or reassignment.
- C. Notices of all vacancies for the current school year or for the following school year shall be posted and given to the Association and employees through email notice as far in advance of the date of the opening of any vacancies or new positions as possible, but in any event, not less than one (1) week prior to the filling of the opening. Openings that occur during summer break shall be emailed to the Association and employees.
- D. The selection committee shall consider applicants within the building and district.

## ARTICLE IV – EXPERIENCE

### 4.1 – EXPERIENCE

Experience is awarded for public or approved private school experience at middle, junior and/or high school levels. (Example: A person who coached baseball during 2011-2012 year at any junior high and coached baseball during 2012-2013 at a high school would be placed at Step 2 for that specific sport coached in 2013-2014.)

## ARTICLE V - COMPENSATION

### Section 5.1 - STIPENDS

Coaches/extra-curricular schedule is shown as Appendix A: Coaches, Appendix B: Advisors. The salary schedule shall increase by 2% each year.

### Section 5.2 – SALARIES

There are some positions that are not for a complete season like ticket takers, chains, scoring, clock, and other such game specific duties that are on an hourly basis.

The middle school will be given \$6,000 to support the club advisory which meet after school. The intent is to provide interest and passion in a wide variety of areas. The management is overseen by the middle school principal. The principal is to approve applications, duration, and frequency. The club advisors will be paid \$20.00 an hour. The maximum amount for a club is \$600.00. The clubs are ASB sanctioned and adhere to the requirements.

### Section 5.3 - PAYMENT PROVISIONS

Employees shall have these options regarding payment for contract salaries or stipends:

- A. The employee may elect to have the amount owed paid in equal monthly installments over twelve (12) months, September through August. For employees hired after the start of the school year, the amount owed will be paid in equal monthly installments for the number of months remaining in the fiscal year, or;
- B. The employee may elect to have the amount paid in one lump sum after completion of duties, or;
- C. The employee may elect to have the amount paid in equal monthly installments during the period of the duties.

### Section 5.4 - POST SEASON COACHING PAY

Post Season will become effective for team sports after the completion of league competition. Additional compensation for post season pay will be \$330 a week for head

coaches and \$220 a week for assistants.

Any coach involved in post-season activities that are less than a week in length shall be paid at \$50 per day as head coach and \$30 a day as assistant coach.

#### **Section 5.5 – EXPENSE ALLOWANCES**

Employees who are authorized by the District to attend sporting events as District representatives shall be reimbursed for expenses such as food, lodging, and mileage upon an individual requesting such from the District. Documentation/receipts are not required if the employee applies for advanced travel, however, if advanced travel is not submitted the employee must provide documentation/receipts for all expenses. The district shall have the right to refuse reimbursement of expenses which do not appear justified and reasonable. Substitute costs will be paid by the District for all authorized employees when attending sporting events.

### **ARTICLE VI - GRIEVANCE PROCEDURE**

**Section 6.1 –** A grievance is a claim by an employee that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement, which claim deals with the interpretation or application of the specific terms of this Agreement.

In so far as the Coaches/Extra-curricular Association is the recognized bargaining representative of this Agreement, it is understood that any grievances arising out of this document will be processed according to the procedures outlined in the Agreement between the District and the Granite Falls Education Association Certificated Agreement.

### **ARTICLE VII - TERM OF AGREEMENT**

This agreement shall remain in full force and effective from September 1, 2017 until August 31, 2021. This agreement can be re-opened at any time by mutual agreement and will automatically be reopened in the event of a levy failure or similar reduction in available resources.

FOR THE BOARD

Linda R. Hall

8/31/17  
Date

FOR THE ASSOCIATION

Tony Helgeson

8/31/17  
Date

**Granite Falls School District  
Extra-Curricular Advisors Salary Schedule**

<b>POSITION</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
HS/Xrds Senior Class Advisor	1772	1807	1843	1880
Freshman/Sop/Jr Class Advisor	709	723	738	752
MS Grade Level Advisor (3)	591	602	614	627
HS Cheerleading Advisor -Per Season (2)	1536	1567	1598	1630
Middle School Athletic Director	3308	3374	3441	3510
Xrds/MS ASB Advisor	1063	1081	1106	1128
HS ASB Advisor	3544	3615	3688	3761
HS Concession Advisor	1873	1910	1948	1987
MS Concessions Advisor	1250	1275	1300	1326
HS Link Crew (2)	1772	1807	1843	1880
MS WEB (2)	1772	1807	1843	1880
HS Game Manager (5)	557	568	579	591
PAC/Theater Tech*	*	*	2081	2122
Honor Society/Knowledge Bowl	946	964	984	1003
HS Drama Advisor (3 performances)	2381	2428	2477	2526
Elem. Beginning Band	2000	2040	2081	2122

\*Projected position for 2019-2020

# Granite Falls School District #332

## Appendix A

### Pay Schedule for Extra Curricular Activities

#### Head Coaches

2017-2018

#### High School

Years of Experience

0	1	2	3	4	5	6	8	10
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Level A Basketball

4289	4461	4640	4826	5018	5219	5427	5645	5871
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Football

4289	4461	4640	4826	5018	5219	5427	5645	5871
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Wrestling

4289	4461	4640	4826	5018	5219	5427	5645	5871
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Level B

Baseball

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Cross Country

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Soccer

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Softball

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Track

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Volleyball

3948	4107	4271	4441	4619	4803	4996	5196	5403
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Level C

Unified Sports\*

1537	1598	1663	1729	1798	1870	1945	2023	2103
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\* All varsity assistant coaches shall receive 70% of head coach salary at level of experience

\* All "C" squad coaches shall receive 60% of head coach salary at level of experience

#### Middle School

Years of Experience

0	1	2	3	4	5	6	8	10
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2011	2092	2176	2263	2353	2448	2546	2648	2753
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All Middle School Sports



# Granite Falls School District #332

## Appendix A

### Pay Schedule for Extra Curricular Activities

#### Head Coaches

2018-2019

#### High School

Years of Experience

0	1	2	3	4	5	6	8	10
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Level A

Basketball	4375	4550	4732	4923	5118	5323	5536	5758	5998
Football	4375	4550	4732	4923	5118	5323	5536	5758	5998
Wrestling	4375	4550	4732	4923	5118	5323	5536	5758	5998

Level B

Baseball	4027	4189	4356	4530	4711	4899	5096	5300	5511
Cross Country	4027	4189	4356	4530	4711	4899	5096	5300	5511
Soccer	4027	4189	4356	4530	4711	4899	5096	5300	5511
Softball	4027	4189	4356	4530	4711	4899	5096	5300	5511
Track	4027	4189	4356	4530	4711	4899	5096	5300	5511
Volleyball	4027	4189	4356	4530	4711	4899	5096	5300	5511

Level C

Unified Sports*	1568	1630	1696	1764	1834	1907	1984	2063	2145
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\* All varsity assistant coaches shall receive 70% of head coach salary at level of experience  
 \* All "C" squad coaches shall receive 60% of head coach salary at level of experience

#### Middle School

Years of Experience

0	1	2	3	4	5	6	8	10
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All Middle School Sports

2051	2134	2220	2308	2400	2497	2597	2701	2808
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# Granite Falls School District #332

## Appendix A

### Pay Schedule for Extra Curricular Activities

#### Head Coaches

2019-2020

#### High School

Years of Experience	0	1	2	3	4	5	6	8	10
Level A									
Basketball	4463	4641	4826	5021	5220	5429	5647	5873	6118
Football	4463	4641	4826	5021	5220	5429	5647	5873	6118
Wrestling	4463	4641	4826	5021	5220	5429	5647	5873	6118
Level B									
Baseball	4108	4273	4443	4621	4805	4997	5198	5406	5621
Cross Country	4108	4273	4443	4621	4805	4997	5198	5406	5621
Soccer	4108	4273	4443	4621	4805	4997	5198	5406	5621
Softball	4108	4273	4443	4621	4805	4997	5198	5406	5621
Track	4108	4273	4443	4621	4805	4997	5198	5406	5621
Volleyball	4108	4273	4443	4621	4805	4997	5198	5406	5621
Level C									
Unified Sports*	1599	1663	1730	1799	1871	1945	2024	2104	2188

\* All varsity assistant coaches shall receive 70% of head coach salary at level of experience

\* All "C" squad coaches shall receive 60% of head coach salary at level of experience

#### Middle School

Years of Experience	0	1	2	3	4	5	6	8	10
All Middle School Sports	2092	2177	2264	2354	2448	2547	2649	2755	2864

Granite Falls School District #332  
Appendix A

Pay Schedule for Extra Curricular Activities

Head Coaches

2020-2021

High School

Years of Experience	0	1	2	3	4	5	6	8	10
Level A Basketball	4552	4734	4922	5121	5324	5538	5760	5990	6240
Football	4552	4734	4922	5121	5324	5538	5760	5990	6240
Wrestling	4552	4734	4922	5121	5324	5538	5760	5990	6240

Level B	Baseball	4190	4358	4532	4713	4901	5097	5302	5514	5733
	Cross Country	4190	4358	4532	4713	4901	5097	5302	5514	5733
	Soccer	4190	4358	4532	4713	4901	5097	5302	5514	5733
	Softball	4190	4358	4532	4713	4901	5097	5302	5514	5733
	Track	4190	4358	4532	4713	4901	5097	5302	5514	5733
	Volleyball	4190	4358	4532	4713	4901	5097	5302	5514	5733
Level C	Unified Sports*	1631	1696	1765	1835	1908	1984	2064	2146	2232

\* All varsity assistant coaches shall receive 70% of head coach salary at level of experience  
\* All "C" squad coaches shall receive 60% of head coach salary at level of experience

Middle School

Years of Experience	0	1	2	3	4	5	6	8	10
All Middle School Sports	2134	2220	2309	2401	2497	2598	2702	2810	2921