

Certified and Classified Staff

Ruidoso Municipal School District/Ruidoso Education Association Agreement

2018/19 - 2020/21

Contents

PREAMBLE	2
ARTICLE 1 - RECOGNITION	2
ARTICLE II - BARGAINING PROCESS	2
ARTICLE III - GENERAL PROVISIONS AND MISCELLANEOUS	4
ARTICLE IV - ASSOCIATION RIGHTS	6
ARTICLE V - EMPLOYEE RIGHTS AND PROCEDURES	9
ARTICLE VI - ARTICLE VI - HOURS, WORKLOAD, and NON-INSTRUCTIONAL DUTIES	20
ARTICLE VII - EMPLOYEE LEAVE	23
ARTICLE VIII - STUDENT DISCIPLINE	27
ARTICLE IX - GRIEVANCE PROCEDURE	27
ARTICLE X - TRANSFERS AND REASSIGNMENTS	33
ARTICLE XI - EMPLOYEE COMPENSATION, EXPERIENCE, AND BENEFITS	35
ARTICLE XII - DURATION AND TERMS OF AGREEMENT	36

PREAMBLE

We, the professional educators and classified staff of the Ruidoso Municipal School District, affirm our belief in the importance of the pursuit of knowledge, the encouragement of scholarship, the promotion of democratic citizenship, and our obligation to the public we serve. We regard as essential to these goals the protection to learn and to teach with the guarantee of equal educational opportunity for all.

We affirm and accept our responsibility to practice our profession according to the highest ethical standards.

I. ARTICLE I – Recognition

- A. Ruidoso Municipal School District recognizes Ruidoso Education Association for purposes of collective bargaining as the exclusive representative of a unit consisting of all regular certified and classified employees of the District.
- B. Certified Personnel included in the bargaining unit are defined as employees exempt from Federal Labor Standards Act (FLSA) provisions, and include: teachers, counselors, non-contracted related service personnel, nurses, etc.
- C. Classified Personnel included in the bargaining unit are defined as employees subject to FLSA provisions, and include: school site secretaries, custodians, educational/instructional assistants, etc.
- D. Confidential and Supervisory Personnel are defined as employees not included in the bargaining unit, for example, but not limited to: Superintendent, Associate Superintendent, Principals and Assistant Principals, Business Office Personnel, Maintenance Supervisor, Technology Supervisor , etc.

II. ARTICLE II – Bargaining Process

A. Bargaining Procedures

- 1. Not later than April 1 of the calendar year in which this Agreement expires, the District agrees to enter into collective bargaining with the Association over a successor agreement in accordance with the procedures set forth herein in a

good faith effort to reach agreement concerning wages, hours, and other terms and conditions of employment and other issues agreed to by the parties (PEBA 10-7E-17 scope of bargaining A1 and D).

2. During bargaining, the District and the Association will present relevant data, exchange points of view, and make proposals and counter proposals. As of the time it is made public, the district will provide the Association with the preliminary and final budget categorized by account codes for the next fiscal year.

3. The District agrees not to bargain or otherwise deal with any employee organization other than the Association during the term of this Agreement, provided that if another employee organization is lawfully certified as the exclusive representative pursuant to the Resolution, the District may bargain with such organization regarding changes in wages, hours, and other terms and conditions of employment.

4. This Agreement incorporates the entire understanding of the parties on all matters, which were the subject of bargaining. During the term of this Agreement, neither party will be required to bargain with respect to any such matter whether or not covered by this agreement.

5. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

B. Negotiations Ground Rules

1. Ruidoso Education Association and the Ruidoso Municipal School District shall work together in a positive manner. There are no superior/subordinate relationships at the negotiating sessions. Respectful cell phone etiquette will be observed.
2. Negotiations shall be conducted in closed sessions. No bargaining sessions shall be audio recorded, videotaped or otherwise electronically recorded or transmitted. Each party will take and maintain their own notes.
3. All matters discussed during bargaining are confidential with the clear understanding that each party retains the right to inform their respective constituents as to the progress of the negotiations, but specific negotiation information shall not be released. If the parties are at impasse they may release information in accordance with law.

4. The size of the negotiating teams shall be limited to a maximum of five (5) members on each team. The Union and Management may identify three (3) alternates. The parties shall notify each other in writing of the names of their authorized representatives, including alternates, and of their chief spokesperson, at least five (5) working days prior to the first negotiating session. The parties shall not interfere in the selection of each other's negotiating team. The teams agree to meet with less than the total team but not with less than two (2) members of each team present; however, the identified spokesperson/designee must be present. The spokespersons shall have final authority to sign-off on tentative agreements reached at the table.
5. Unless parties mutually agree otherwise, bargaining sessions shall be scheduled for four (4) hours. The team spokespersons may call for caucus on an as-needed basis and will identify the estimated length of time needed not to exceed twenty-five (25) minutes. Negotiating sessions will be held in a mutually agreeable location and on mutually agreeable dates. Ground Rules will be mutually agreed upon at the first negotiating session.
6. All tentative agreements shall be reduced to writing by the parties and initialed and dated by the chief negotiators. Such tentative agreements are conditional and may be withdrawn should subsequent discussions change either team's understanding of the language as it relates to another part of the agreement. Final settlement on a collective bargaining agreement is accomplished when the respective REA membership and the Board of Education have approved/ratified the proposed agreement.

III. ARTICLE III – General Provisions and Miscellaneous

A. Date and Duration

1. Article(s) may be re-opened during the contract period upon mutual agreement by both the Association and the District.
2. Should an increase or decrease of 2% or more in recurring funds occur at any point during the fiscal year, negotiations shall reopened, at the request of either party.

B. Non-Discrimination

The District and the Association agree that there will be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees, or in the application or administration of this Agreement or any other rule, regulation, or policy relating to the terms and conditions of employment or Association membership on the basis of race, creed, color, religion, national origin, sex, sexual orientation, veteran status, disability, domicile, or marital status.

C. Definitions

1. Unless otherwise indicated, the term "Superintendent" when used in this Agreement is understood to mean the Superintendent or his/her designee.
2. The term "Association" is understood to mean Ruidoso Education Association or its designated representative or representatives.
3. "Seniority" refers to an employee's total length of service in District.
4. The Public Employee Bargaining Act, or PEBA, is referred to in this document as PEBA.
5. "Family" or "relative" refers to an employee's spouse, children, parents, siblings, grandparents, grandchildren, and like relations created by marriage or other legal means, such as guardianships or foster children.
6. Unless otherwise indicated, the term "days" refers to work days in which the District's Administrative offices are open for business.
7. A "Certified Observer" is one as defined by NMAC.
8. "Collaboration" is defined as the act of working together with other people or organizations to create or achieve a result.
9. "Duties" are defined as obligatory tasks, conduct, service, or functions that arise from one's position.

D. Contrary to Law

If any provision of this Agreement or any application thereof to any employee or group of employees is held to be contrary to law, then such provision or application will be deemed valid only to the extent permitted by law, but all other provisions or applications will continue in full force and effect. The parties will meet, upon written request of either party, not later than ten (10) days after any such holding for the purpose of renegotiating the provision or provisions affected.

E. Intent and Good Faith

1. The Association may, in writing, contribute to the development of new policies which are to be implemented or are being considered for implementation in the district within five (5) days of notice of proposed new policies from the District.
2. The district will take actions, as may be necessary, to follow the provisions of this agreement. In the event of a conflict between District Policies and this agreement, this Agreement will control.
3. Each party will conduct collective bargaining agreement training for its respective constituents annually.

IV. ARTICLE IV – Association Rights

All rights granted to the Association in this agreement and by law as the exclusive representative for certified and classified employees are for the exclusive use of the Association and may not be granted to another labor organization.

A. Access to Data and Records

1. The District will, upon written request, provide the Association with any documents and/or data relevant to collective bargaining within fifteen (15) days provided the document exists.
2. The Association may request to be placed on the Board agenda and any item must be submitted by the Association to the Superintendent five (5) working days before the regularly scheduled Board meeting.
3. A copy of the official agenda of Board meetings, and any relevant attachments, will be available to the Association prior to Board meetings or publically posted on the District website, and on the same day the Board receives such information.

B. Dues Deductions

1. Any employee who is a member of REA, or who has applied for membership, may sign and deliver to the Association, an authorization of deduction of professional membership dues for the Association (including NEA-NM and NEA), as established in writing by the Association. Such authorization shall continue in effect from year to year.

2. Salary deductions for membership in Ruidoso Education Association (REA) will be treated as employee membership as in any other voluntary plan or program offered by the District. The Association will certify to the District's payroll technician in writing the current amount of its membership dues for certified and classified personnel by October 1 for each school year.
3. Deductions will be made in equal installments on each paycheck during the school year. Payroll deduction will begin with the employee's October 15 paycheck and continue through the last paycheck due the employee.
4. The District will stop individual deductions and notify via email the Association when:
 - a) The employee submits an official written notification to the district Business Office to terminate payroll deductions for an employee who is no longer an association member, signed by the employee.
 - b) The employee is no longer in the employ of the District.
 - c) The employee has insufficient earnings to deduct the membership dues.

C. Use of School Facilities

1. The Association and its representatives shall have the right to use the District's facilities for meetings outside the duty day as long as no additional custodial costs are incurred and will submit a facilities use form to building principals.
2. The Association shall have space to post notices of activities and matters of REA concern on a designated bulletin board provided in each building. It is agreed and understood by the parties that REA may use the District mailboxes and email service for communicating to members of the bargaining unit with the understanding that REA Representatives and/or bargaining unit employees will distribute the items. Distribution by bargaining unit employees and emails will not occur on work time.
3. The Association shall request the use of the District's equipment on the equipment use form.

D. Association Leave

1. If bargaining between the District and the Association is scheduled during a school day, the members of the District's and Association's bargaining team will be relieved of all regular duties without loss of pay as necessary in order to permit their participation in such bargaining. Such leave will also not count against the Association leave granted below in Paragraph 2.
2. The Association will be granted twenty (20) leave days for purposes of conducting Association business. Approval will be allocated by the Association President or his or her designee and granted by the Superintendent as requested, except in case of emergency. The daily rate for substitutes for release days in addition to those provided herein shall be borne by the Association.
3. All above provisions will be in accordance with law.

E. Participation in Committees

1. The Board encourages employees to contribute their ideas for the betterment of the Ruidoso Municipal School District and in support of the NM DASH goals. The staff will be asked to provide input on policies and regulations, goals and objectives, curriculum, services, budget, facilities, etc. (Ruidoso Municipal Schools Board Policy GBB).
2. Employees, through the Association, reserve the right to be represented on district and school committees, excluding committees with membership exclusive to administrators, including but not limited to Budget, Calendar Committee, Curriculum, Textbook, Health Advisory, Professional Development and Safety.
3. Employees, through the Association, shall have the right to representation on District and school based committees making recommendations regarding hiring of personnel and supervisory positions. The REA President/designee will be asked to make appointments of members to serve on such committees. Supervisory positions shall include all administrators or any personnel providing employee evaluations, program directors and/or coordinators, except the superintendent, which will be at the discretion of the Board.

F. Association Meetings

1. The Association and District will set aside the first Wednesday of each month upon which no District meetings will be scheduled after school, except in cases of emergency, so that the Association may conduct meetings or other Association business with its members.

2. The Association has the right to make announcements at faculty meetings. The Association may provide an information letter to new employees regarding the Association's role as the exclusive representative for new employees of the bargaining unit. The Association shall have ten (10) minutes to address staff at any all-district staff meetings, including the beginning of the year general meeting and new employee orientation.
3. The President of the Association and the Superintendent and/or designee may meet once a month at a mutually agreed upon time that is determined by both parties monthly to review and discuss concerns and issues, if needed. The party wishing to meet will initiate the request to meet.
4. An Association representative and/or any employee shall have the right to bring matters related to Association rights or the administration of this Agreement to the attention of the principal or immediate supervisor.

V. **ARTICLE V - Employee Rights and Procedures**

A. Employee Rights

1. The District will exhaust the substitute pool prior to requesting other school personnel serve as substitutes.
2. The District will make an effort to provide hand-held communication devices to all employees required to supervise campus areas. Employees shall not be required to perform duties outside the scope of their license or certification, except in circumstances allowed by law. This is not to preclude the assignment of employees to extra- curricular sponsorships.
3. Concerns regarding any employee made by a parent, student, or other person to a member of the administration or school board shall be initially communicated to the employee for the purpose of resolving any conflict at the lowest appropriate level. This will not apply to instances in which child or employee welfare is in immediate danger or criminal misconduct is alleged.
4. Any concerns made by a parent, student, or other person which cannot be resolved with the staff member will be promptly called to the attention of the employee and reviewed/investigated as appropriate by the site administrator. If the concerns result in disciplinary action, all aspects of the Due Process Section (V.B) of this Agreement will be followed. If the concerns are to be used in the

evaluation process, all aspects of the Employee Evaluation Procedures (V.J) of this agreement will be followed.

B. Due Process

1. When in the judgment of the Superintendent, it is in the best interest of the District and/or employee to place an employee on administrative leave, such leave shall be with pay pending determination of the action to be taken. The District shall provide in writing the reason(s) for placement of the employee on administrative leave and the specific allegations resulting in the placement of the employee on administrative leave.
2. Whenever an employee is required to attend an investigatory/disciplinary conference with an administrator or a supervisor, he/she will be given one (1) day notice of the meeting and the nature of the meeting. The employee may be accompanied by a representative of his/her choice, and meetings will take place during working hours.
3. Employees may only be terminated or discharged in accordance with law.
4. No employee will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage based upon a decision that is unsupported in fact.
5. Any reprimand, warning or discipline of an employee for just cause, such as an infraction of board policy and/or applicable laws, or work performance, shall be issued in a professional manner and reduced to writing. The employee and the supervisor may each have a witness present. This paragraph is not intended to limit the rights of employees provided for in Article V.H (Personnel Files).
6. No employee shall be verbally reprimanded in front of students, other employees, parents, or the public.
7. Situations that warrant an employee's placement on administrative leave shall be conducted with professionalism and confidentiality.
8. Role of a representative:
 - a. At the employee's request, a representative may serve as an advocate for the employee during an investigatory or disciplinary meeting as an employee or Association requests.
 - b. The representative may take notes during the meeting.

C. Site-Based Decision Making

STATEMENT OF PURPOSE: The purpose of the following procedures is to define accountability and responsibility for communication of policies, procedures, and actions that impact the District and its employees. Responsibilities of the School Advisory Council shall include collaboration involving all aspects of the learning environment, including budgetary allocations, at the site. Each School Advisory Council's purpose includes, but is not limited to:

1. Working with the school principal and giving advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the District's proposed and actual budgets.
2. Developing creative ways to involve parents/guardians in the schools.
3. Where appropriate, coordinating with existing workforce development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities.
4. Serving as the champion for students in building community support for schools and encouraging greater community participation in the public schools.
5. Each school site shall compose a standing committee, made up of elected members of employee groups and parent/community groups and the school principal in accordance with NMSA (Statute 22-5-16, Advisory school councils; creation; duties).
6. The School Advisory Council shall establish regular monthly meetings by October of each year.
7. Council members will provide opportunity for input and feedback from their constituency groups.
8. Professional Development days are based on the Annual Plan (NMDASH) and/or instructional needs of students. Each School Advisory Council will review needs and collaborate on professional development as appropriate.
9. Facilities Development – At the site level, the School Advisory Council shall collaborate with the administration regarding site facilities development.

D. Curriculum

1. Adoption Cycle: A two-year committee, representing each building site, will be established for purposes of recommending specific curricular area materials in accordance with the state schedule for adoption. One year prior to the official adoption, the committee will review textbooks/materials in order to recommend which materials best fit the District's curriculum/needs. The committee shall

attempt to establish consistency across all schools and subjects to meet curricular goals efficiently.

2. Ongoing Curriculum Alignment: The District will create a process to update and align curriculum and involve appropriate teaching staff each year. Representation on the committee shall include a cross section of grade/curricular areas in order to promote better understanding of the curriculum needs across the district. Building principals shall be responsible for ensuring the implementation and continuity of curriculum.

E. District Program Direction/Development

1. Administration shall outline in writing, throughout the year at board meetings, the existing programs in the district and the determined direction of each program.
2. After defining the above programs, the District shall present to building staffs and community information to ensure understanding and communication regarding District direction.
3. The District shall post a copy of proposed policies via the *Boardbook* and allow reasonable time for staff input.
4. A copy of written input shall be provided to the Superintendent by the Association and/or building administrator at least one (1) week prior to Board action in order to allow time for discussion, follow- up, and/or clarification.
5. The District shall involve the Association in development of policies regarding professional and instructional decisions.

F. Professional Attire

Staff is expected to dress professionally, appropriate to the level and subject taught.

G. Dismissal and Non-Renewal of Contract

A notice of termination shall be a notice of intention not to reemploy for the ensuing school year. Prior to the end of the contract year the District shall provide notice of termination (New Mexico State Statue 22-10A-24-D).

H. Personnel Files

1. The Superintendent or designee shall be responsible for the development and maintenance of appropriate personnel records. Personnel records of current bargaining unit employees shall be the property of the Ruidoso Municipal School District. The personnel records and their contents as utilized for the purposes of this agreement are defined as:

a. Background and Service Record File contains background information in regard to training, experience, references, credentials, application form, personal data, record of service with the school district consisting of school and grade assignments or subjects taught each year, copies of contracts, transfer requests, extended leave requests, letters of resignation, termination information which will indicate whether termination was a resignation or dismissal, payroll and payroll deduction information, and other information as required by state/federal regulations.

b. Performance and Evaluation File contains evaluations, professional development plans, growth plans, counseling statements, and formal accommodation letters by direct administrator and/or supervisor. Appropriate components of this file may be stored on NMPED electronic evaluation platform.

c. Annual Performance File may include PDP, growth plan, evaluations, lesson plans, observations, communications, and memos. This file may be kept at the employee's building. An administrator's working file will be expunged after a minimum of two years.

d. Medical File contains records related to medical conditions or disability and will be contained in the confidential file per federal and or state regulations.

2. Employees will have the right to review the contents of their personnel files and to receive a single copy at District expense of any documents contained therein. An employee wishing to view his/her file will submit a written request to the superintendent's office for an appointment to view the file. An employee will be entitled to have a representative accompany him/her during such review.

3. The employee will have the right to indicate those documents and/or other materials in his/her file, which he/she believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by an appropriate member of the Central Office with the agreement of the Superintendent, and if he/she agrees, they will be destroyed in accordance with General Governance Administration Statute 1.15.6. No material derogatory to an employee will be placed in his/her Performance and Evaluation file unless the employee has had an

opportunity to review the material. The employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. Should the employee refuse to sign, a witness will be called to sign that the employee refused. The employee will also have the right to submit a written answer to such material and his/her answer will be attached to the file copy.

5. An Access Log will be kept with personnel files and will include the date, employee reviewing the file, and an administrator/designee signature. A listing of employees designated by the Superintendent to access folders for purposes of maintenance will be posted in the office of the Superintendent and with the Association.

I. Employee Evaluation Procedure

Employees of the bargaining unit will be evaluated through district developed evaluation tools in accordance with New Mexico Administrative Code (NMAC) and Public Education Department requirements. Teachers will be evaluated according to New Mexico Administrative Code (NMAC) and Public Education Requirements and the following:

1. Formal observations will be scheduled at mutually-agreeable times; if an employee requires more than one observation, one may be unannounced.
2. In order to insure the most accurate picture of teacher performance, formal observations should be conducted at different times of day and/or while the teacher is teaching different classes (groups of students). Observations shall not be conducted during state or district mandated testing.
3. After each observation, the certified observer shall meet with the teacher and review the findings of the observation. The findings shall be reduced to writing. These meetings will take place within 10 days of the evaluation. The teacher shall be able to have a witness of their choosing present at that meeting. This witness may take notes, but not serve as an advocate.
4. The teacher shall be provided the opportunity to submit a written response to the evaluation that shall be made a permanent part of the evaluation regardless of what overall rating the employee has received on his or her evaluation.
5. The evaluation procedure and process shall be subject to the grievance procedure; however the final score of the evaluation result is not grievable.

6. If, during teacher observations/evaluations, specific elements of the NM Teach rubric scoring ineffective or minimally effective are observed the teacher's observer will notify the teacher within five (5) days using the appropriate feedback tools and collaborated with the teacher on how to correct those deficiencies. A teacher may request, and will receive, an additional observation by a certified district evaluator.

7. A Professional Growth Plan is a collaborative process between the administration and the teacher. It is developed to address specific elements of the NM Teach rubric that have been observed and discussed with the employee. It also provides for adequate time to make required improvement. Should a PGP be necessary, all components will be aligned with the Public Education Department Requirements and/or NMAC.

8. Within five (5) school days after the expiration of the Professional Growth Plan, the site administrator shall determine whether the actions addressed by the Professional Growth Plan have been corrected and will forward a written recommendation to the school superintendent according to Public Education Department Requirements and/or NMAC.

J. Professional Development

1. The District will pay the full cost of tuition incurred in connection with any course, workshop, seminar, conference, in-service training session, or other such program, which is a written directive to attend, by the District to the employee in order to comply with professional development. This does not include those courses one must take to earn the Master's Degree, or other hours needed to complete waiver or endorsement requirements, or other college hours, that teachers may choose to take for advancement.
2. The District does not compensate employees their daily rate for attending conferences or classes that are held on weekends, evenings, summers or holidays, unless the District requires the employee to attend.

K. Bargaining Unit/Contracting

1. This article does not preclude the use of substitutes for short or long term by the District. It is recognized by the parties that it is the responsibility and obligation of the district to determine what services will be provided, the level of services that will be provided, and by whom the services will be delivered.
2. This article does not supersede existing agreements with food services and transportation.

3. The District agrees that the work performed by employees is bargaining unit work, and except as otherwise provided in paragraph four (4) below, such work will be performed only by members of the bargaining unit and will exhaust all means to ensure that positions in bargaining unit work be filled by employees eligible to be members of the bargaining unit.
4. It is agreed that the District may contract any work which it is not feasible to perform with its own employees because there are no employees who are qualified according to District job descriptions are interested in performing such work, or there is more work than the employees can do within the allotted time without interfering with the work which they ordinarily perform. The District will first seek to hire employees to fulfill the work above with either members of the bargaining unit or new personnel.
5. Nothing in this Agreement shall be construed to prohibit the acceptance by the District of any volunteer or gift of work as long as such work does not deprive any member of the bargaining unit.

L. Reduction-in-Force (RIF) Procedure - Certified Staff

Prior to initiating the RIF, the Board will, if possible, attempt to absorb the necessary reductions through attrition. In the event the District deems it necessary to initiate a reduction in the bargaining unit work force, the following provisions shall apply:

1. The Superintendent shall determine the number and type of positions to be affected by the RIF.
2. The District will notify the Association of its intent to initiate a RIF, as soon as its decision to do so is reached. The District will collaborate with the Association regarding the plan for implementing such RIF.
3. Employees in the areas affected by the RIF with less than three (3) years of continuous full time service shall be laid off in accordance with seniority in their respective position or category of employment. The Superintendent reserves the right to make all final decisions in accordance with the agreement.
4. If reduction-in-force requirements are not met through normal attrition or the release of employees with less than three (3) years of continuous service, then those in the areas affected by the RIF with three (3) years or more of continuous service with the District shall be laid off on the basis of seniority. In situations where seniority is equal and there is no available position for which the senior employee qualifies, the following criteria will apply:

- a. Licensure/endorsements/certifications/qualifications.
 - b. Verifiable experience or demonstrated performance.
 - c. Any senior employee with verifiable extracurricular or co-curricular responsibilities who replaces a less senior employee who performs those duties may be asked to assume those duties.
5. The Superintendent shall provide the personnel affected by a reduction in the number of personnel employed or by the discontinuance of a particular type of service with a written statement of honorable dismissal and reason thereof within thirty (30) days of starting the reduction in force.
 6. If the District employs new personnel, the Superintendent shall first offer reemployment to the personnel laid off in the reverse order of layoff. The recall list shall be maintained by the District for a period not to exceed two (2) years. Thereafter, an employee shall lose his/her right to recall. It is the responsibility of the employee to maintain current contact information on file with the District.
 7. All employees laid off pursuant to necessary reduction in staff shall be placed on the substitute list for the District, provided that a written request for such placement is made by the affected employee.
 8. An employee affected by the Reduction In Force Procedure will have the option to remain an active participant in the District's fringe benefit programs in accordance with New Mexico Public School Insurance Authority guidelines by contributing the amount he/she and the district would have been required to contribute if the employee were actively employed.

M. Reduction-in-Force (RIF) Procedure - Classified Staff

The number and type of classified staff positions required to implement the District's educational program will be determined annually by the Superintendent. In the event the Superintendent decides to release classified staff members, the following guidelines will be in effect:

1. Normal attrition will be relied upon as the first means of reducing the staff.
2. If attrition does not accomplish the required reduction in the staff, the Superintendent shall use the following criteria to make recommendations to the Board:
 - a) Qualifications of staff members to accomplish the District's program;

- b) Overall experience and training;
- c) All other factors being equal, length of total service in the District.

3. Personnel to be laid off shall be notified of such layoff as soon as practical.

N. No Strike/No Lockout Provision

- 1. No member of the bargaining unit will engage in a strike. The Association will not cause, instigate, encourage, or support a strike, walkout or slowdown.
- 2. The District will not cause, instigate, or engage in any lockout of employees.

O. Professional and Instructional Issues

1. Professional Development

- a) Recognizing that certified employees and administrators each bring unique perspectives in the endeavor to meet students' needs, the parties agree that collaboration is critical in the decision-making process regarding professional development at each district level: district, site, and department on an ongoing basis. Individual and site needs, as well as state and federal requirements, will be taken into account when collaborating.
- b) A certified employee's refusal to attend professional development beyond their normal work hours and/or work year will not be reflected in the certified employee's evaluation and will not subject the employee to disciplinary action of any kind.

2. Recognition of Certified Employee's Professionalism and Expertise

- a) All District-wide curriculum and instruction initiatives including textbooks and instructional program adoptions and adoption and implementation of assessment systems, except those mandated by the state, will be collaboratively considered by committees that include no fewer Association representatives than Administrative representatives on any such committees. Final reports and recommendations of all committees will be provided to the District Superintendent and the President of the Association in a timely manner prior to action taken.
- b) A certified employee has the right to exercise his/her professional judgment in presenting, interpreting, and using critical inquiry to explore information and ideas, including controversial issues, in conjunction with the District's philosophy, mission, goals, curriculum, and objectives. Certified employees

have the right to encourage discussion of diverse opinions, feelings and ideas during class instruction as long as the certified employee is not attempting to persuade students to accept their point of view or making negative or derogatory statements regarding any individuals or the District. Teachers will be allowed to use professional judgment to supplement the adopted curriculum to ensure individual student success.

- c) With respect for the professional judgment of certified employees, the District and the Association recognize and support their academic autonomy if fulfilling the District's goals, curriculum and objectives. Professionalism includes, but is not limited to, collaboration with administration and colleagues to provide consistency in curriculum, content, materials, and student assessment, recording and maintenance of student information, and assignment of student grades. Professionalism also recognizes needs, interests, capacities and the linguistic and cultural background of each student in conjunction with the District's philosophy and goals.

Staff Participation in Political Activities - Bargaining unit employees, as citizens, have the right to engage in political activity. However, school time may not be used for political purposes. Staff members who intend to engage in political activities shall be guided by the following:

1. No employee shall engage in political campaigning upon property under the jurisdiction of the District, unless permission has been granted for that purpose through the "Community Use of School Facilities" policy of the Board.
2. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity for the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
3. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are offered to all candidates for the office.
4. The personal use of District equipment, supplies, materials, buildings, or other resources to influence the outcome of any election is not permitted.
5. Political circulars or petitions may not be posted or distributed on District premises.

6. The collection of campaign funds and/or the solicitation of campaign workers are prohibited on school property.
7. The use of students for writing or addressing material intended for political activities, or the distribution of such materials to or by students, is forbidden.
8. Employees of the District may not use the authority of their position to influence the vote or political activities of any student or employee.
9. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy. This policy shall apply only when an employee is serving as an agent of or working in an official capacity for the District.

VI. **ARTICLE VI - Hours, Workload, and Non-instructional Duties**

A. Hours and Workload

1. All full time employees may be assigned appropriate starting and dismissal times, provided that their total workday will be no longer than seven and three-quarters (7 3/4) consecutive hours including the duty- free lunch period guaranteed to them under Section 8 of this Article, with the exception of custodial, secretarial, and FLSA non-exempt employees which are assigned a total work day of eight hours inclusive of thirty (30) minute lunch period and two fifteen (15) minute breaks. The length of the assigned workday will be substantially equivalent for all full time employees.
2. In regard to a delayed opening, the employees will report at the corresponding time to the regular day schedule, i.e., if employees report to work regularly twenty minutes before take-up time, they would report twenty minutes before delayed starting time.
3. An early dismissal day (due to inclement weather, emergency) will be called by the Superintendent or his/her designee. The site administrator will determine staff necessary to ensure the safety of students, and will dismiss staff as soon as possible after students are dismissed. In no case shall an employee be required to put their personal safety in jeopardy.
4. If school is canceled due to inclement weather or emergency, employees will not be required to attend the regular workday except twelve (12) month employees of the bargaining unit are required to work on a canceled or delayed school day. If the twelve (12) month employee does not work a full work day, extra time may

be approved by the Site Administrator to make up within the same work week or leave will be docked for either a half- or full-day, whichever is appropriate.

5. The work year of all employees of the bargaining unit will be determined based upon the salary schedule negotiated between the Association and the District. The "work year" will include days when pupils are in attendance, orientation days at the beginning of the school year, conference days, and any other days on which employee attendance is required.
6. Certified employees may be required to remain after the end of the regular workday, or report before the start of the regular workday, without additional compensation not more than ten (10) hours per semester to be used for such purposes as faculty meetings, committee meetings, student/parent conferences, Open House, professional development, dance duties, graduation and the like. The District shall provide reasonable notice to employees of the requirement to remain after the end of the regular workday or report before the start of the regular workday.
7. No meeting shall be longer than three (3) hours in duration. In all such cases the site administrator shall notify the staff at least two (2) work days prior to the scheduled meeting. If the meeting is an emergency meeting, the site administrator shall give as much prior notice as is possible, so as to prevent hardship to employees.
8. The School Advisory Council (SAC) will be involved in planning all site meetings in number six (6) above, except emergencies. It is the shared responsibility of administrators, staff and SAC to develop, deploy and track the ten (10) additional work hours at each site.
9. Certified employees will have a duty-free lunch period of at least forty-five (45) minutes per day.
10. Classroom teachers will, in addition to their lunch period, have daily preparation time during which they will not be assigned to any other duties as follows:
 - a. Elementary School – not less than 45 consecutive minutes per day.
 - b. Middle School - not less than one regular class period per day.
 - c. High School - not less than one regular class period per day.

11. The administration, counselors, registrar and at least two (2) members of the School Advisory Council shall collaborate in creating a master schedule at each building site for the ensuing school year.
12. Certified employees at the secondary level shall not have more than four (4) different courses to teach per day. It is recognized by the District that smaller class sizes, although only one of the factors that affects a student's education, are beneficial in providing a student an excellent educational experience and so will make every attempt to keep in line with state statute concerning class sizes. If the District finds it necessary to request a state waiver for class sizes for more than one school year, the District will collaborate with the Association on the matter of class size before requesting further waivers.
13. Employee participation in extra-curricular and co-curricular activities will be strictly voluntary, and employees will be compensated for all such participation, if funds are available.
14. One full teacher work day will be scheduled at the beginning of the school year and again the first day following Winter Break.
15. In the event the administration in collaboration with the SAC recommends a workday be used for professional development the following conditions must be met:
 - a) The recommendation must come from the SAC to staff.
 - b) There must be opportunity for discussion.
 - c) A vote must be taken and have seventy-five (75) percent approval.
 - d) Results must be documented and kept on file by the Principal for the duration of the school year and a copy sent to the Associate Superintendent.

B. Non-Instructional Duties

1. Non-instructional duties shall be defined as duties outside the parameters of the core disciplines (instructional disciplines) taught within a school day.
2. Non-instructional duties will be assigned per site on a rotational basis as determined by each site.
3. Required non-instructional assignments including playground, lunch, recess duty, bus duty or required before and/or after school supervision of students will be considered part of the employee's regular compensation. If the duty exceeds the

employee's regular workday, the time will be deducted from the 10 hours allowed per semester and noted in Article VI.A.6 above.

1. Due to the diversity of each school's needs, each school site administrator will work with SAC to create procedures for supervision of students outside the normal school day. Any non-exempt employee required to supervise students will be required to remain on the clock. The time spent waiting for the student to be picked up will be included in the employee's 10 additional hours and tracked by site based administrator. (See Article VI.A.6) Each school base plan will include, but is not limited to:
 - a. If a student is not picked up 30 minutes after release time and we are unable to contact a parent or any of the emergency contacts, the school resource officer will be contacted to transport student to CYFD or the Police Station.
 - b. If SRO is unavailable. The police department or CYFD will be called.
 - c. Teachers will not transport students in teacher-owned vehicles. When a student is not picked up, a staff member may not transport the student in a private vehicle.

VII. ARTICLE VII - Employee Leave

A. Absent Without Leave

1. An employee shall be deemed "absent without leave" when absent from work because of:
 - a) A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or
 - b) A reason that does not conform to any policy currently in effect; or
 - c) Failure to report to work without entering absence in the District's absence management system or notification to the direct supervisor/supervisor's designee.
2. An employee shall not be compensated for time lost due to being absent without leave. In the case of a documented emergency, an employee may appeal to the superintendent.
3. An employee who is absent without leave is subject to disciplinary action.

B. Professional/Support Staff - Personal Leave

1. Personal leave days may be accumulated by employees up to 180 days.

2. Personal leave will be granted for any reason that the employee deems appropriate.
3. Personal leave is awarded for a period from July 1 to June 30, with the annual twelve, thirteen, or fourteen days (according to the number of months employed each year) available to employees, and is prorated according to time served.
4. Personal leave benefits shall not be paid during any period for which an employee is eligible for worker's compensation payments unless the employee has elected in writing to assign or pay his/her worker's compensation payment to the district for the period during which the personal leave benefits are paid. In no event shall an employee be entitled to both personal leave benefits and workers compensation payments during the same period. As used in this policy, "workers compensation payments" refers only to wage replacement benefits under the Worker's Compensation Act. In the event an employee received both personal leave benefits and worker's compensation for the same period, the district will deduct the amount of personal leave benefits paid (in the event no election has been made) or the amount of worker's compensation payments received by the employee (in the event an election has been made) from the next amount due the employee from the district.
5. If an employee exceeds their personal leave days, they may be docked a day's pay for each day exceeding their allotment.

C. Professional/Support Staff - Professional Leave

Leaves from duty without deduction may be granted for professional visitation and attendance at job- related meetings, conferences and training sessions or other activities which in the supervisor's judgment would be beneficial to the work of the employee or to the district as a whole. Professional Leave requires the supervisor's prior approval.

D. Professional/Support Staff - Bereavement Leave

Three (3) days may be requested for the funeral of a family member. The definition of family applies to spouse, children, parents, siblings, grandparents, grandchildren, and like relations created by marriage. Up to five (5) additional days may be granted by the superintendent.

E. Family Medical Leave Act

Leave pursuant to the Family and Medical Leave Act shall be handled in accordance with the law.

F. Professional/Support Staff - Military/Legal Leave Military/legal leave shall be handled in accordance with law.

G. Jury Duty/Court Subpoena

1. Leaves from duty without deduction of personal leave shall be granted to any employee where absence from duty is required by lawful subpoena to testify in court proceedings in an administrative hearing or for school related business, where the issue does not involve asserting or protecting one's own interest.
2. Leaves from duty without deduction of personal leave shall be granted to any employee for appearance in court as a witness on behalf of the District, to serve on a jury, or to respond to an official order from another government jurisdiction.
3. Employees shall notify their immediate supervisor of their desire to apply for such leave as soon as possible prior to the date services must be rendered.
4. Certified employees may not receive compensation from the District and from jury duty/court, however, reimbursement of expenses is permissible. Jury duty compensation, if issued, will be returned to the certified employee's site supervisor or the District Finance Office.

H. Professional/Support Staff - Annual Leave

1. Twelve month employees shall perform a work year of not more than 242 working days, which includes ten (10) days of annual leave. The work year may also include specified times during school holidays noted on the official school calendar. The actual work year is determined when the Board sets the school calendar.
2. Unused annual leave may be carried forward into the next fiscal year. All annual leave arrangements require supervisor approval.
3. An employee who has accrued annual leave shall, upon termination of employment, be paid one (1) lump sum, not to exceed 20 days, as part of his/her salary for the unused annual leave.
4. Only twelve-month (242 day) employees earn annual leave.

I. Professional/Support Staff - Sick Leave Bank

1. The Sick Leave Bank can only be used for catastrophic illness (catastrophic is defined as a life- threatening illness), surgery, a temporary disability requiring extended hospitalization or home confinement, or for the same reasons involving (Pg43-45)days from the Sick Leave Bank.
2. Any employee in the district who has accumulated ten (10) days or more may donate one (1) day to the Sick Leave Bank. Employees may contribute additional days. Once the donated day is in the bank, the employee loses all control of that day. How the day is allocated will be the decision of the Review Board.
3. If the request is for an immediate family member, the Review Board can grant days. The employee can reapply for consideration for additional days, if needed. Approval for family member will only be made if the employee is the only one who can take care of that family member.
4. A doctor's medical report must be attached to the request for sick leave days from the bank. The report must specify the severity of the illness or indicate if any surgery is an emergency or elective procedure. It should also estimate the time needed for recovery and return to work.
5. The Review Board will grant up to a maximum of twenty (20) days at a time. Should the need exist for more days then the Review Board must approve of additional days. If the employee requests more than fifty (50) days, the Sick Leave Review Board will submit their recommendation to the superintendent for review and approval or disapproval.
6. The decision of the Review Board shall be forwarded to the Superintendent and the applicant. If the decision favors the applicant, it shall stand. If the applicant is not satisfied with the decision, he/she may appeal the decision, in writing, to the Superintendent. The appeal must be made within five (5) working days after notification of the Review Board's decision. The decision of the Superintendent is final. There shall be no further appeal.

J. Professional/Support Staff - Sick Leave Bank Review Board.

A Review Board, jointly appointed by the Association and the Superintendent, made up of at least one (1) volunteer representative from each employee group (administrative, licensed, and classified) will be formed to review each case. This standing committee will look at the employee's past record on sick days used. Each decision requires a minimum of two (2) votes to approve or disapprove.

1. The Sick Leave Bank Review Board will have the authority delegated by the RMSD Board of Education to operate the Sick Leave Bank Program.
2. The RMSD Board of Education reserves the right to review and/or terminate the Sick Leave Bank Program at the end of each school year.

VIII. ARTICLE VIII - Student Discipline

- A. Discipline in the classroom and at the school site is the responsibility of the teachers with support from administration. It is essential for the school staff to establish and communicate its discipline code for students and to establish a means for obtaining parent involvement in the disciplinary process.
- B. The school site discipline code will be published in the Parent/Student Handbook and online by the school before the start of the school year.
- C. Final Disciplinary decisions are the responsibility of the site administrator(s).

IX. ARTICLE IX - Grievance Procedure

A. Purpose

1. The purpose of this procedure is to secure, at the earliest possible time and at the lowest possible administrative level, equitable solutions to the problems that may from time to time arise involving the matters dealt with in this Agreement. Both parties agree that these proceedings will be kept informal and confidential.
2. To pursue the goal of an equitable solution to all problems at the lowest appropriate level, a conference between the employee and building administrator and their representatives of choice is strongly recommended. The subject matter of such conferences will not be exclusionary as any and all areas of concern may be discussed.
3. All grievances will state the specific section and subsection of the Agreement allegedly violated, the date of the alleged violation, the administrator alleged to have committed the violation, a description of the violation, and what specific remedy is sought. Statements such as "to be made whole are not specific remedies and will not be accepted.
4. Nothing contained herein will limit the right of any employee to process a grievance as an individual without representation by the Association.

B. Definitions

1. A "grievance" is an allegation by an employee, group of employees, or the Association, that there has been a violation, misinterpretation or misapplication of a specific provision(s) of this Agreement.
2. An "aggrieved employee" is the employee or employees making the claim.
3. A "party in interest" is the employee or employees making the claim or any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The term "day" when used in this Article will mean working days, which are days the Administrative office is open for business, unless otherwise stated. In filing grievances, appeals or providing responses, the first day to be counted in the grievance procedure will be the day following the act or discovery, receipt of a grievance or decision.
5. The "immediate supervisor" is the lowest level administrator having immediate jurisdiction over the grievant and/or having been designated by the Superintendent to adjust grievances. If an employee is assigned to a building, the principal will be the immediate supervisor.
6. A "grievant" or "aggrieved" will mean the employee or group of employees in the unit of the Association.
7. "Group grievance" is a grievance, which involves the same or similar allegations of those employees filing a group grievance, and the same supervisor, provided the claim is signed by those individuals in the group grievance.

C. Provisions

1. At all levels of the grievance procedure, an employee may discuss the matter with and may be accompanied by an Association representative in any meeting at any step in this procedure. If the employee desires to be accompanied by an Association representative, oral or written notification must be provided in advance of the meeting. The immediate supervisor may also have a representative present provided the employee has been notified in advance of the meeting.
2. When possible all grievances after Level I will be scheduled outside the instructional day if the grievant is a classroom teacher.

3. When the aggrieved is not represented by the Association, the Association will be offered the opportunity to be present and make its views on the grievance known at all levels of the procedure.
4. If a situation affects a group or class of employees, whether or not any employees have chosen to file a grievance, the Association may file the grievance within fifteen (15) calendar days of the act or discovery of the act that caused the grievance, at the appropriate Supervisor's Level, or, if the appropriate Supervisor does not have the authority to remedy the matter or a supervisor for the issue does not exist, at the Superintendent's Level. The Association has the right to initiate a grievance at the Superintendent's Level as appropriate.
5. The District and the Association will collaboratively develop all forms to be used in the grievance process. All grievances, responses, and appeals must be filed on appropriate forms as provided by the District or the Association or must follow the same format as the collaboratively developed forms.
6. All written materials related to the processing of a grievance will be filed confidentially and separately from the employee's personnel files. The name(s) of the grievant will remain confidential.
7. The District/Supervisory Personnel will provide the Association President a copy of any written grievances filed on the required grievance form or facsimile of the form. Grievance appeals and/or responses will be provided to the Association President in the same manner by the responding supervisor. The distribution will occur at the time of the receipt of the grievance, appeal or decision.
8. The processing of a grievance will be accomplished at times agreed to by the parties of the grievance. The employees participating in a grievance meeting will not bear any loss of pay as a result of this participation.
9. No party will take reprisals on any member of the unit, supervisor or administrator, Association representative(s), or other participant in the grievance procedure by reason of such participation.
10. The Association and, unless the law provides otherwise, the aggrieved employee will be required to exhaust the grievance procedure set forth in this Article, including arbitration, before seeking alternative remedies, provided that by doing so they will not be deemed to have waived or otherwise prejudiced any constitutional, statutory, or other legal rights that they may have.

D. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the time limits specified at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified, however, may be extended by mutual written agreement.
2. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein may be reduced by mutual agreement so that the procedure may be exhausted prior to the end of the school year or soon thereafter.
3. The aggrieved must request a meeting with the immediate supervisor at the Informal Conference Level (Level 1) within ten (10) days of the act or discovery of the act that caused the grievance. An ongoing act can be discussed and can be the basis of a grievance within ten (10) days of the latest occurrence. If the immediate supervisor does not meet with the aggrieved within five (5) days of the request for the meeting, the aggrieved may proceed by filing the written grievance at the Supervisor Level (Level 2).

E. Steps of Grievance

1. Level 1- Informal Conference

Prior to filing a grievance, the employee will meet with the immediate supervisor in an attempt to resolve the issue. Both the employee and the supervisor may have a representative present. The potential grievance will be identified by the employee and the remedy discussed. If the matter is not resolved, the employee may proceed to the Supervisor Level of the Grievance Procedure.

2. Level 2- Supervisor

- a) If the grievance is not settled at the Informal Conference Level, the aggrieved may, within five (5) days of the meeting at Level 1, submit a formal written grievance to the immediate supervisor.
- b) The grievance statement will identify the information stated in A, 3 above.
- c) The immediate supervisor will communicate a decision, in writing, within five (5) days after receiving the grievance.

3. Level 3- Superintendent

- a) If not satisfied with the decision at the Supervisor Level, the grievant may, within five (5) days of receipt of the decision, appeal the grievance in writing to the Superintendent.
- b) The Superintendent will meet with the aggrieved and/or representative(s) within five (5) days of the above request, or at an agreed upon date. The meeting with the Superintendent will include the grievant and may include the Supervisor involved in the grievance to review the record of the prior steps and other information that may be presented. Parties to the grievance may be accompanied by an Association representative to the meeting. The Superintendent will render a decision on the grievance within five (5) days following the meeting.

4. Level 4- Mediation

- a) If in the opinion of the aggrieved party a satisfactory settlement is not obtained, the aggrieved party may within ten (10) days following receipt of the Superintendent Level response appeal the decision, in writing, to the Superintendent and Association. A mediation session will be scheduled by the Superintendent and Association President.
- b) The Federal Mediation and Conciliation Service (FMCS) will be contacted by the aggrieved employee within ten (10) days of the appeal to mediation.
- c) If mediation is unsuccessful in resolving the grievance the aggrieved employee may within ten (10) days of the conclusion of the mediation process, submit in writing to the Association a request to submit his/her grievance to arbitration. Within ten (10) days of the receipt of the request the Association will inform the Superintendent of its decision. The written mediation proposal will become part of the record for Arbitration Level hearings.

5. Level 5- Arbitration

- a) Within five (5) days of notice to the Superintendent to proceed to Arbitration, the association will file with FMCS requesting a panel of seven (7) arbitrators from the region including New Mexico
- b) Within ten (10) days of receipt of the panel of arbitrators, the parties will meet to select an arbitrator. Each party will strike one name followed by the other party striking one name until a single name remains and that person will

become the Arbitrator. The party required to strike the first name will be determined by a flip of the coin.

- c) The Arbitrator's decision will be final and binding.
- d) If any question arises whether the grievance is subject to arbitration, such questions will be ruled upon by the arbitrator upon the filing of pre-hearing briefs prior to scheduling a hearing on the merits.
- e) The Arbitrator will have no authority to add to, subtract from or modify the terms of this Agreement, and the Arbitrator will interpret this Agreement in accordance with accepted arbitral standards of contractual interpretation.
- f) The Arbitrator's decision will be in writing and will set forth the Arbitrator's findings of fact, reasoning, and conclusions of law of the issue submitted. The Arbitrator will be without power or authority to make any decision, which requires the commission of an act, prohibited by law or which is in violation of the terms of this Agreement. A copy of the decision will be submitted to the Superintendent, the aggrieved, and the Association.
- g) All costs of the services of the Arbitrator, including, but not limited to; per diem expenses, travel and subsistence, Court Reporter, transcript for the Arbitrator and the cost of any hearing room will be borne equally by the District and the Association/aggrieved employee. All other costs will be borne by the party incurring them.
- h) If any party requests a transcript of the proceeding, the party will bear the full costs for the transcript.

X. ARTICLE X - Transfers and Reassignments

A. Definitions:

- 1. Assignment - The placement and responsibilities designated to an employee
- 2. Transfer - Employee initiated - lateral only
- 3. Reassignment - District initiated

B. Purpose:

- 1. Transfers are to allow the employee to pursue professional growth within the District they have served and to make positions available to the employees of the District.

2. Reassignments are to allow the District to respond to the changing needs and requirements of the schools. Reassignment does not refer to school or departmental/administrator collaboration in the development of class schedules or classes to meet student needs. Reassignment will not be used in place of disciplinary and/or evaluatory procedures.

C. All returning employees shall be given written notice of their transfers/reassignments for the forthcoming year. Any changes shall be based on student course enrollment and program requirements. All positions will be filled based on the following criteria:

1. Licensure - highly qualified status for position;
2. Program and/or instructional requirements;
3. Instructional experience and/or background in subject area;
4. Classroom observation;
5. Recommendations of interview committee;
6. All criteria above being equal, District seniority shall be the tiebreaker.

D. Notice/Posting of Vacancies

1. Vacancies will be posted internally, possibly via e-mail, for a minimum of one week after which they may be advertised publicly as soon as practical, including summer months.
2. Efforts will be made to make the notices available to all employees, but it will be the employee's responsibility to check the sites where the vacancies will be posted.
3. A copy of the monthly personnel report will be included in the Board Packet for the Association President.
4. Certified staff will be considered first for all vacancies and incremented positions.

E. Transfers

1. The employee will submit a transfer request form to the Director of Human Resources/designee and will provide a copy of the request to the employee's immediate supervisor.
2. Transfer requests filed with the Director of Human Resources by March 1 of the current school year shall be considered before reassignments or new employees are placed.(

3. The Director of Human Resources will acknowledge the request in writing as soon as practical.
4. The request will remain in effect for one school year (April 1 to April 1).
5. Qualified employees requesting to fill an available vacancy may request the opportunity for an interview with the site supervisor to make their qualifications known.
6. Employees who are trained in specific areas and where the District has a limited number of positions available will be considered for those positions even if such openings occur during the school year. Any other requests for transfer during the school year will not be considered unless unusual conditions exist.
7. Teachers formally interviewed for open positions will receive notice of the action taken on the position as soon as practical.
8. In the event a request for an open position is denied the employee may request a conference with the appropriate supervisor in order to discuss what the employee can do to enhance the probability of a future transfer. An employee may also request written reasons for the denial.
9. If the position is not filled within one (1) week of the date of posting, it will be posted on the RMSD website and New Mexico Regional Education Application Program (REAP).{

F. Reassignments

1. Reassignments may be affected by the following, which are in no particular order:
 - a) Reduction in Force,
 - b) Retirement,
 - c) Resignation,
 - d) Site Administrator requests,
 - e) District/site reorganization; based on student need and highly qualified status,
 - f) State mandates, or
 - g) District budgetary considerations.
2. An employee being reassigned will be guaranteed a position with no loss of compensation, unless reduction in force is required. In such case, the RIF procedure will be followed.{

XI. ARTICLE XI - Employee Compensation, Experience, and Benefits

A. Employee Compensation will be handled in accordance with Board-approved salary schedules. Compensation will be negotiated each year beginning no earlier than April 1. The parties recognize legislative enactments and Ped may affect the parties' negotiations.

B. Certified Staff - Credit for Teaching Experience

1. For certified staff, full credit will be given for all teaching experience in all in-state or out-of-state accredited schools.
2. Two thirds (2/3) to full amount of contract days (one hundred twenty-one through one hundred eighty [121-180] days of contract fulfilled) will equal one (1) year of teaching experience.

C. Certified Staff - Credit for Military Service

Credit will be allowed on the salary schedule for active, full-time military service, not to exceed four (4) years. This is not intended to refer to National Guard, Reserves, R.O. T.C., or the like, unless that serviceman has been called to active duty beyond their required initial training period.

D. Credit for Course Work and Tier Licensure Advancement

1. Each employee has sole responsibility for maintaining valid and up-to-date licenses, as applicable and in accordance with requirements of the Professional Licensure Bureau of the New Mexico Public Education Department.
2. Documentation (including dossier completion, certificate notification, and official transcripts) indicating advancement to the next licensure level and /or any completing coursework that will affect placement on the salary schedule must be presented to the central office by October 1 of the current school year.
3. Transcripts and/or documentation regarding licensure level received after the October 1 deadline will not be recognized for salary changes until the next contract year.

E. Direct Deposit shall be the standard method of payment for all employees.

F. Fringe Benefits

1. Each employee that works twenty (20) hours per week or more shall be eligible for the benefits set forth in this section unless otherwise indicated. Upon employment with the District, an employee shall be provided an explanation of the benefits to which the employee is entitled. Each employee shall be provided

with a brochure, if available, outlining plan benefits for each plan chosen by the employee.

2. The District agrees to provide the option to all employees of the bargaining unit to enroll in the New Mexico Public Schools Insurance Authority programs of medical, dental, vision, life and long-term disability insurance benefits, although the long-term disability insurance benefit is paid 100% by the employee.
3. The District shall assume at least the minimum percentage of premium cost required by law for all employee insurance programs.
4. The District provides professional liability and Worker's Compensation coverage for employees in accordance with New Mexico law and NMPSIA directive.(
5. Relative memoranda regarding changes from the NMPSIA to the District shall be forwarded to all employees within ten (10) working days of receipt.

XII ARTICLE XII - Duration and Terms of Agreement

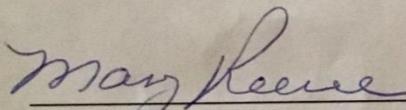
- A. Upon ratification by both parties, this Agreement shall become effective at 12:01 a.m., July 1, 2018 and will continue in effect until 11:59 p.m., June 30, 2021, with the exception of Article XI, which shall be negotiated annually. In addition, each party reserves the right to have one reopener per year.
- B. Should the parties fail to reach and ratify a replacement agreement by 11:59 p.m., June 30, 2021 the provisions of the Agreement shall continue in full force and effect until agreement and ratification of a successor Agreement occurs.
- C. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective spokesperson and their dated signatures placed hereon.

MEMORANDUM OF UNDERSTANDING

The parties to the Memorandum of Understanding, Ruidoso Municipal School District (District) and Ruidoso Education Association (Association), agree the District may implement pay increases for bargaining unit employees in accordance with the District's salary schedules submitted to the Public Education Department. The pay increases will take effect on the first work day for bargaining unit employees of the 2018-2019 School Year.

The parties agree to increase the basic life benefit for bargaining unit employees from \$10,000 to \$50,000.

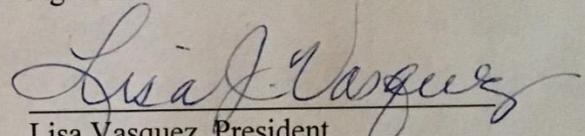
Agreed:



Mary Reeve, Spokesperson
Ruidoso Municipal School District

June 28, 2018
Date

Agreed:



Lisa Vasquez, President
Ruidoso Education Association

June 28, 2018
Date

2018-19 SALARY SCHEDULES

TA 6/28/18
W.D.H.
mr

Salary Schedule 2018-2019 SY

Related Services, Master Degree or Equivalent Licensure, Supervisory Credentialed

Occupational Therapy, Physical Therapy, Speech Language, Orientation and Mobility Specialist

Years	MA	MA+15	MA+45
	\$/Hour	\$/Hour	\$/Hour
1	50.00	50.50	51.01
2	51.58	52.10	52.62
3	53.16	53.69	54.23
4	54.74	55.29	55.84
5	56.32	56.88	57.45
6	57.89	58.47	59.05
7	59.47	60.06	60.67
8	61.05	61.66	62.28
9	62.63	63.26	63.89
10	64.21	64.85	65.50
11	65.79	66.45	67.11
12	67.37	68.04	68.72
13	68.95	69.64	70.34
14	70.53	71.24	71.95
15	72.11	72.83	73.56
16	73.68	74.42	75.16
17	75.26	76.01	76.77
18	76.84	77.61	78.38
19	78.42	79.20	80.00
20	80.00	80.80	81.61

Maximum allowed out of District Experience is 16 years.

For movement, all additional hours and verification information are due October 1.

This schedule is to be used for 2018-2019 wages only and should not be used for 2019-2020.

**RUIDOSO MUNICIPAL SCHOOLS
EDUCATIONAL ASSISTANTS, 10 MO SECRETARY SALARY SCHEDULE
2018-2019 SV**

YRS EXP	EA + 0	Hourly	EA + 15	Hourly	EA + 25	Hourly	EA + 35	Hourly	AA	Hourly	BA	Hourly
0	13,212	9.68	13,440	9.85	13,631	9.99	13,969	10.23	14,183	10.39	14,397	10.55
1	13,383	9.80	13,598	9.96	13,812	10.12	14,027	10.28	14,241	10.43	14,456	10.59
2	13,439	9.85	13,654	10.00	13,869	10.16	14,085	10.32	14,300	10.48	14,515	10.63
3	13,495	9.89	13,711	10.04	13,926	10.20	14,143	10.36	14,358	10.52	14,574	10.68
4	13,551	9.93	13,767	10.09	13,983	10.24	14,201	10.40	14,417	10.56	14,633	10.72
5	13,607	9.97	13,824	10.13	14,041	10.29	14,259	10.45	14,476	10.61	14,693	10.76
6	13,663	9.99	13,850	10.15	14,067	10.31	14,284	10.46	14,502	10.62	14,719	10.78
7	13,658	10.01	13,875	10.17	14,093	10.32	14,310	10.48	14,527	10.64	14,745	10.80
8	13,735	10.06	13,952	10.22	14,170	10.38	14,387	10.54	14,604	10.70	14,822	10.86
9	13,761	10.08	13,978	10.24	14,195	10.40	14,413	10.56	14,630	10.72	14,847	10.88
10	13,786	10.10	14,004	10.26	14,221	10.42	14,438	10.58	14,655	10.74	14,873	10.90
11	13,797	10.11	14,014	10.27	14,231	10.43	14,448	10.58	14,666	10.74	14,883	10.90
12	13,807	10.11	14,024	10.27	14,241	10.43	14,459	10.59	14,676	10.75	14,893	10.91
13	13,946	10.22	14,163	10.38	14,381	10.54	16,310	11.95	16,527	12.11	16,744	12.27
14	15,525	11.37	15,742	11.53	15,959	11.69	16,312	11.95	16,529	12.11	16,746	12.27
15	15,527	11.37	15,744	11.53	15,961	11.69	16,314	11.95	16,531	12.11	16,749	12.27
16	15,744	11.53	15,961	11.69	16,179	11.85	16,396	12.01	16,613	12.17	16,831	12.33
17	15,961	11.69	16,179	11.85	16,396	12.01	16,613	12.17	16,831	12.33	17,048	12.49
18	16,179	11.85	16,396	12.01	16,613	12.17	16,831	12.33	17,048	12.49	17,265	12.65
19	16,396	12.01	16,613	12.17	16,831	12.33	17,048	12.49	17,265	12.65	19,575	14.34
20	19,575	14.34	19,793	14.50	20,010	14.66	20,227	14.82	20,445	14.98	20,662	15.14
21	20,384	14.93	20,601	15.09	20,819	15.25	21,036	15.41	21,253	15.57	21,471	15.73
22	21,400	15.68	21,617	15.84	21,835	16.00	22,052	16.16	22,269	16.31	22,486	16.47
23	22,459	16.45	22,676	16.61	22,893	16.77	23,111	16.93	23,328	17.09	23,545	17.25
24	23,474	17.20	23,691	17.36	23,908	17.52	24,125	17.67	24,343	17.83	24,560	17.99
25	24,399	17.87	24,616	18.03	24,834	18.19	25,051	18.35	25,268	18.51	25,486	18.67
26	25,166	18.44	25,383	18.60	25,600	18.75	25,818	18.91	26,035	19.07	26,252	19.23
27	25,176	18.44	25,393	18.60	25,600	18.75	25,818	18.91	26,035	19.07	26,252	19.23
28	25,186	18.45	25,404	18.61	25,621	18.76	25,838	18.92	26,056	19.09	26,273	19.24
29	25,197	18.46	25,414	18.62	25,631	18.78	25,848	18.94	26,066	19.10	26,283	19.25
30	25,207	18.47	25,424	18.63	25,641	18.78	25,859	18.94	26,076	19.10	26,293	19.25
31	25,217	18.47	25,434	18.63	25,652	18.79	25,869	18.95	26,086	19.11	26,304	19.26
Over 31	25,227	18.48	25,445	18.64	25,662	18.80	25,879	18.96	26,097	19.12	26,345	19.30

Schedule Reflects 182 Days for 7.5 Hours Per Day
Non-Exempt Employees
This schedule reflects 2018-2019 wages only and should not be used for 2019-2020.

Rew 6/18

TA
6/22/18
WDDA
rm

TA
6/22/18
WDH
mr

**ADMINISTRATIVE PERSONNEL
SALARY SCHEDULE 2018-2019SY**

YRS EXP	BASE SALARY	ADMIN +15	ADMIN +25	ADMIN +35	ADMIN +AA	ADMIN +BA	ADMIN +MA
0	30,300	30,526	30,752	30,978	31,206	31,433	33,325
1	30,350	30,576	31,002	31,048	31,256	31,485	33,480
2	30,400	30,625	31,048	31,098	31,342	31,548	33,534
3	30,605	30,834	31,063	31,291	31,521	31,750	33,662
4	31,019	31,248	31,476	31,705	31,934	32,164	34,076
5	31,433	31,661	31,890	32,118	32,348	32,578	34,489
6	31,846	32,075	32,303	32,532	32,762	32,991	34,903
7	32,260	32,488	32,717	32,946	33,175	33,405	35,316
8	32,673	32,902	33,131	33,359	33,589	33,818	35,730
9	33,087	33,316	33,544	33,773	34,002	34,232	36,144
10	33,501	33,729	33,958	34,186	34,416	34,646	36,557
11	33,914	34,143	34,371	34,600	34,830	35,059	36,971
12	34,328	34,556	34,785	35,013	35,243	35,473	37,384
13	34,741	34,970	35,199	35,427	35,657	35,886	37,798
14	35,155	35,384	35,612	35,841	36,070	36,300	38,331
15	35,569	35,797	36,026	36,254	36,484	36,713	38,625
16	35,982	36,211	36,439	36,668	36,897	37,127	39,039
17	36,396	36,624	36,853	37,081	37,311	37,541	39,452
18	36,809	37,038	37,266	37,495	37,725	37,954	39,866
19	37,223	37,451	37,680	37,909	38,138	38,368	40,279
20	38,050	38,279	38,507	38,757	38,965	39,195	41,107
21	38,877	39,106	39,334	39,583	39,793	40,022	41,934
22	39,704	39,933	40,162	40,390	40,620	40,849	42,761
23	40,532	40,760	40,989	41,217	41,447	41,677	43,588
24	41,359	41,587	41,816	42,044	42,274	42,504	44,415
25	42,186	42,415	42,643	42,872	43,129	43,331	45,242
26	43,013	43,242	43,470	43,699	43,956	44,158	46,070
27	43,840	44,069	44,297	44,526	44,756	44,985	46,897
28	44,667	44,896	45,125	45,353	45,583	45,812	47,724
29	45,495	45,723	45,952	46,180	46,410	46,640	48,551
30	47,149	47,378	47,606	47,835	48,064	48,294	50,206
31	48,183	48,412	48,640	48,869	49,098	49,328	51,239
32	48,679	48,908	49,136	49,365	49,595	49,824	51,736
33	48,803	49,032	49,260	49,489	49,719	49,948	51,860
Over 33	50,459	50,687	50,916	51,144	51,374	51,604	53,515

Schedule Reflects 12 Months
 Schedule Reflects 242 Days - 7.50 Hours Per Day
 Non-Exempt Employee
 This schedule reflects 2018-2019 wages only and should not be used for 2019-2020.

RUIDOSO MUNICIPAL SCHOOLS
CUSTODIAN SALARY SCHEDULE
2018-2019 SY

TA
6/28/18
WDK
mm

	CUSTODIAN 1	Hourly	CUSTODIAN	Hourly	CUSTODIAN	Hourly
YRS EXP			Site Supervisor 2		Supervisor 3	
0	16,333	8.44	18,085	9.34	20,850	10.77
1	16,498	8.52	18,268	9.44	21,061	10.88
2	16,549	8.55	18,268	9.44	21,061	10.88
3	16,601	8.57	18,370	9.49	21,163	10.93
4	16,652	8.57	18,370	9.49	21,163	10.93
5	16,703	8.63	18,473	9.54	21,266	10.98
6	16,806	8.68	18,575	9.59	21,368	11.04
7	16,908	8.73	18,678	9.65	21,471	11.09
8	17,042	8.80	18,811	9.72	21,604	11.16
9	17,113	8.84	18,883	9.75	21,676	11.20
10	17,216	8.89	18,985	9.81	21,778	11.25
11	17,318	8.95	19,088	9.86	21,881	11.30
12	17,384	8.98	19,153	9.89	21,946	11.34
13	17,553	9.07	19,322	9.98	22,115	11.42
14	17,733	9.16	19,502	10.07	22,295	11.52
15	17,912	9.25	19,681	10.17	22,474	11.61
16	18,806	9.71	20,575	10.63	23,368	12.07
17	20,060	10.36	21,829	11.28	24,623	12.72
18	21,315	11.01	23,084	11.92	25,877	13.37
19	22,567	11.66	24,337	12.57	27,130	14.01
20	23,821	12.30	25,590	13.22	28,383	14.66
21	25,076	12.95	26,845	13.87	29,638	15.31
22	26,328	13.60	28,097	14.51	30,890	15.96
23	27,582	14.25	29,351	15.16	32,144	16.60
24	28,836	14.89	30,605	15.81	33,399	17.25
25	29,902	15.45	31,671	16.36	34,465	17.80
26	31,070	16.05	32,839	16.96	35,632	18.40
27	32,032	16.55	33,801	17.46	36,595	18.90
28	33,100	17.10	34,869	18.01	37,663	19.45
Over 28	34,388	17.76	36,157	18.68	38,950	20.12

Schedule reflects 242 Days-12 Months
Schedule reflects 8 Hours Per Day
Non-Exempt
This schedule reflects 2018-2019 wages only and should not be used for 2019-2020.

Rev. 6/18

**RUIDOSO MUNICIPAL SCHOOLS
EDUCATIONAL OFFICE PERSONNEL
SEC/CLER/TECH/ SALARY SCHEDULE**

*TA 6/22/18
WDH
mf*

ELEVEN-MONTH SALARY SCHEDULE 2018-2019 SY

YRS EXP	BASE	E2 + 15	E2 + 25	E2 + 35	E2 + AA	E2 + BA
0	17,750	17,967	18,181	18,397	18,717	19,110
1	17,852	18,070	18,283	18,501	18,821	19,216
2	17,955	18,172	18,386	18,605	18,925	19,321
3	17,929	18,147	18,489	18,709	18,977	19,426
4	18,159	18,377	18,594	18,813	19,030	19,479
5	18,389	18,607	18,824	19,042	19,260	19,532
6	18,618	18,837	19,054	19,272	19,590	19,762
7	18,848	19,067	19,284	19,502	19,719	19,992
8	19,078	19,296	19,514	19,732	19,949	20,222
9	19,308	19,526	19,744	19,962	20,179	20,452
10	19,538	19,756	19,973	20,192	20,409	20,682
11	19,768	19,986	20,203	20,422	20,639	20,912
12	19,997	20,216	20,433	20,651	20,869	21,141
13	20,227	20,446	20,663	20,881	21,099	21,371
14	20,457	20,676	20,893	21,111	21,328	21,601
15	20,687	20,905	21,123	21,341	21,558	21,831
16	20,917	21,135	21,353	21,571	21,788	22,061
17	21,147	21,365	21,582	21,801	22,018	22,291
18	21,377	21,595	21,812	22,031	22,248	22,521
19	21,606	21,825	22,042	22,260	22,478	22,750
20	21,836	22,055	22,272	22,490	22,708	22,980
21	22,986	23,204	23,421	23,640	23,857	24,130
22	25,284	25,503	25,720	25,938	26,155	26,428
23	26,433	26,652	26,869	27,087	27,305	27,577
24	27,583	27,801	28,018	28,237	28,454	28,727
25	28,502	28,721	28,938	29,156	29,373	29,646
26	29,422	29,640	29,857	30,076	30,293	30,566
27	30,341	30,559	30,777	30,995	31,212	31,485
28	31,260	31,479	31,696	31,914	32,132	32,404
29	31,720	31,938	32,156	32,374	32,591	32,864
30	32,180	32,398	32,616	32,834	33,051	33,324
31	32,640	32,858	33,075	33,294	33,511	33,783
Over 31	33,559	33,777	33,995	34,213	34,430	34,703

Schedule reflects 222 Days

Schedule reflects 7.50 Hours Per Day

This schedule reflects 2018-2019 wages only and should not be used for 2019-2020.

Ruidoso Municipal Schools
 Instructor Salary Schedules
 2018-2019
 Level I - Level II - Level III

*FAV/2018
 WDP
 1/18*

LEVEL I						LEVEL II						LEVEL III			
EXP	BA	BA+15	BA+45/MA	MA+15	MA+45/Ph.D	EXP	BA	BA+15	BA+45/MA	MA+15	MA+45/Ph.D	EXP	MA	MA+15	MA+45/Ph.D
0	36,000	36,002	36,004	36,006	36,008	3	44,000	44,020	44,040	44,060	44,117	6	54,000	54,010	54,030
1	36,002	36,004	36,006	36,008	36,010	4	44,010	44,030	44,050	44,070	44,127	7	54,010	54,020	54,040
2	36,004	36,006	36,008	36,010	36,012	5	44,020	44,040	44,060	44,080	44,137	8	54,020	54,030	54,050
3	36,006	36,008	36,010	36,012	36,014	6	44,030	44,050	44,070	44,090	44,147	9	54,030	54,040	54,060
4	36,008	36,010	36,012	36,014	36,016	7	44,040	44,060	44,080	44,100	44,157	10	54,040	54,050	54,070
5	36,010	36,012	36,014	36,016	36,018	8	44,050	44,070	44,090	44,110	44,167	11	54,050	54,060	54,080
						9	44,060	44,080	44,100	44,120	46,047	12	54,060	54,070	54,090
						10	44,070	44,090	44,110	44,130	46,337	13	54,070	54,080	54,100
						11	44,080	44,100	44,120	44,140	46,628	14	54,080	54,090	54,110
						12	44,090	44,110	44,130	44,150	46,918	15	54,090	54,100	54,120
						13	44,100	44,120	44,140	44,160	47,209	16	54,100	54,110	54,130
						14	44,110	44,130	44,150	44,170	47,499	17	54,110	54,120	54,140
						15	47,761	47,786	47,811	47,836	47,843	18	54,190	54,200	54,210
						16	47,789	47,813	47,837	47,861	48,080	19	54,200	54,210	54,220
						17	47,817	47,841	47,865	47,889	48,134	20	54,210	54,220	54,230
						18	47,869	47,893	47,917	47,941	48,188	21	54,240	54,250	54,260
						19	47,925	47,949	47,973	47,997	48,241	22	54,310	54,320	54,330
						20	47,979	48,003	48,027	48,051	48,294	23	54,415	54,430	54,440
						21	48,032	48,056	48,080	48,104	48,348	24	54,440	54,450	54,460
						22	48,131	48,155	48,179	48,203	49,048	25	54,470	54,480	54,490
						23	48,176	48,200	48,224	48,248	49,748	26	55,480	55,490	55,500
						24	48,221	48,245	48,269	48,293	51,102	27	55,490	55,500	55,510
						25	48,267	48,291	48,315	48,339	52,455	28	57,555	57,565	57,575
						26	48,312	48,336	48,360	48,384	52,506	29	58,620	60,066	63,292
						27	48,357	48,381	48,405	48,429	52,563	30/+	59,685	62,389	66,094
						28	48,383	48,407	48,431	48,455	55,163		64,871	67,697	
						29	48,409	48,433	48,457	48,481	56,539				
						30/+	48,461	48,485	48,509	48,533	62,000				

*Receptionist
 Registrar
 Adminstrative
 WDP*

This schedule reflects 2018-2019 wages only and should not be used for 2019-2020.
 Schedule based on 182 Day School Year - All District Years of Experience Allowed/As Approved by the Superintendent
 Up to 16 years of applicable out-of-district experience will be granted
 on this salary schedule for newly hired certified employees, as approved by the Superintendent.
 Wage Adjustments are made dependent on the availability of state and federal funding.

RUIDOSO MUNICIPAL SCHOOL DISTRICT
FISCAL YEAR 2018-2019 SY
SALARY SCHEDULES
MAINTENANCE

Maintenance Technician 1			Maintenance Technician 2			Maintenance Technician 3			Director of Maintenance		
Step	Annual Salary	Daily Rate	Hourly Rate	Step	Annual Salary	Daily Rate	Hourly Rate	Step	Annual Salary	Daily Rate	Hourly Rate
0	22,811	94.26	11.78	0	24,870	102.77	12.85				
1	23,159	95.70	11.96	1	25,249	104.33	13.04				
2	23,485	97.05	12.13	2	25,523	105.47	13.18	2	27,279	112.72	14.09
3	23,812	98.40	12.30	3	25,799	106.61	13.33	3	27,652	114.26	14.28
4	24,139	99.75	12.47	4	26,073	107.74	13.17	4	28,025	115.81	14.48
5	24,885	102.83	12.85	5	26,348	108.87	13.61	5	28,398	117.35	14.67
6	25,654	106.01	13.25	6	26,820	110.83	13.85	6	28,870	119.30	14.91
7	26,034	107.58	13.45	7	27,293	112.78	14.10	7	29,343	121.25	15.16
8	26,414	109.15	13.64	8	27,765	114.73	14.34	8	29,815	123.20	15.40
9	27,174	112.29	14.04	9	28,238	116.68	14.59	9	30,288	125.16	15.64
10	27,934	115.43	14.43	10	28,526	117.88	14.73	10	30,576	126.35	15.79
11	28,694	118.57	14.82	11	29,285	121.01	15.13	11	31,335	129.48	16.19
12	29,454	121.71	15.21	12	30,046	124.16	15.52	12	32,096	132.63	16.58
13	30,215	124.86	15.61	13	30,805	127.29	15.91	13	32,855	135.77	16.97
14	30,974	127.99	16.00	14	31,566	130.44	16.30	14	33,616	138.91	17.36
15	31,735	131.14	16.39	15	32,326	133.58	16.70	15	34,376	142.05	17.76
16	32,495	134.28	16.78	16	33,086	136.72	17.09	16	35,136	145.19	18.15
17	33,463	138.28	17.28	17	33,847	139.86	17.48	17	35,897	148.33	18.54
18	34,016	140.56	17.57	18	34,606	143.00	17.88	18	36,656	151.47	18.93
19	34,775	143.70	17.96	19	37,055	153.12	19.14	19	39,105	161.59	20.20
20	35,811	147.98	18.50	20	37,157	153.54	19.19	20	39,207	162.01	20.25
Over 20	35,811	147.98	18.50	Over 20	40,238	166.27	20.78	Over 20	42,288	174.75	21.84
								Over 20	57,836	238.99	29.87

TA 6/28/18
 WDK
 mk

Tech 1: Fleet Technician
Tech 2: General Maintenance to include (plumbing, mechanical, HVAC, painting, roofing, welding, locksmithing, grounds, energy computer, glazier, masonry, estimating)
Tech 3: Journeyman level license in electrical, plumbing, or mechanical fields

** Salary prorated daily based on hire date
 ** 3 month probation period
 ** Placement is determined by administrative evaluation and applicable experience
 ** Experience: Technicians may bring in up to 5 years out-of-district experience
 ** Experience: Director, credit for related experience will be determined by the Superintendent

RUIDOSO MUNICIPAL SCHOOLS
RELATED SERVICES SALARY SCHEDULE
2018-2019 SY

TA
6/18/18
WSD
per

Yrs Exp.	COT/VA/PTA		Level 1			Level 2			Level 3			Level 4/Supv		Level 5/Support
	AA	BA	BA	BA+MSMA	BA	MA	BA	MA	MA+15	MA+15	MA+15	MA+15	MA+15/PH.D.	
0	32,978	33,487	34,206	50,052	42,087	50,940	42,594	51,468	51,570	55,811				
1	33,311	33,825	34,552	50,557	42,512	51,455	43,024	51,988	52,091	56,375				
2	33,313	33,826	34,553	50,558	42,513	51,456	43,025	51,989	52,092	56,376				
3	33,315	33,828	34,555	50,560	42,515	51,458	43,027	51,991	52,094	56,378				
4	33,341	33,853	34,710	50,586	42,540	51,519	43,189	52,021	52,151	56,505				
5	33,367	33,879	34,885	50,612	42,566	51,581	43,353	52,055	52,211	56,634				
6	33,418	33,931	35,060	50,664	42,617	51,684	43,679	52,118	52,329	56,891				
7	33,469	33,982	35,235	50,715	42,669	51,786	44,005	52,182	52,447	57,147				
8	33,521	34,033	35,411	50,766	42,720	51,889	44,331	52,245	52,565	57,403				
9	33,572	34,084	35,586	50,817	42,771	51,991	44,657	52,309	52,683	57,659				
10	33,623	34,136	35,761	50,869	42,822	52,094	44,983	52,372	52,801	57,916				
11	33,674	34,187	35,937	50,920	42,874	52,196	45,309	52,436	52,919	58,172				
12	33,726	34,238	36,112	50,971	42,925	52,299	45,635	52,496	53,037	58,428				
13	33,777	34,289	36,287	51,022	42,976	52,401	45,961	52,559	53,154	58,684				
14	33,828	34,341	36,462	51,074	43,027	52,504	46,287	52,622	53,272	58,941				
15	33,879	34,392	36,637	51,125	43,079	52,606	46,613	52,685	53,390	59,197				
16	33,931	34,443	36,812	51,176	43,130	52,709	46,939	52,748	53,508	59,453				
17	33,982	34,494	36,987	51,227	43,181	52,811	47,265	52,811	53,626	59,709				
18	34,033	34,546	37,162	51,278	43,232	52,914	47,591	52,874	53,744	59,966				
19	34,084	34,597	37,337	51,330	43,284	53,016	47,917	52,937	53,862	60,222				
20	34,136	34,648	37,512	51,381	43,335	53,119	48,243	53,000	53,980	60,478				
21	34,187	34,699	37,687	51,432	43,386	53,221	48,569	53,063	54,097	60,734				
22	34,238	34,751	37,862	51,484	43,437	53,324	48,895	53,126	54,215	60,991				
23	34,289	34,802	38,037	51,535	43,489	53,426	49,221	53,189	54,333	61,247				
24	34,341	34,853	38,212	51,586	43,540	53,529	49,547	53,252	54,451	61,503				
25	34,392	34,904	38,387	51,637	43,591	53,631	49,873	53,315	54,569	61,759				
26	34,443	34,956	38,562	51,688	43,642	53,734	50,199	53,378	54,687	62,015				
27	34,494	35,007	38,737	51,740	43,694	53,836	50,525	53,441	54,805	62,271				
28	34,546	35,058	38,912	51,791	43,745	53,939	50,851	53,504	54,923	62,527				
29	34,597	35,109	39,087	51,842	43,796	54,041	51,177	53,567	55,041	62,783				
30	34,648	35,161	39,262	51,894	43,847	54,144	51,503	53,630	55,159	63,039				
31	34,699	35,212	39,437	51,945	43,899	54,246	51,829	53,693	55,277	63,295				
32	34,751	35,263	39,612	51,996	43,950	54,349	52,155	53,756	55,395	63,551				
33	34,802	35,314	39,787	52,047	44,001	54,451	52,481	53,819	55,513	63,807				
34	34,853	35,366	39,962	52,099	44,052	54,554	52,807	53,882	55,631	64,063				
Over 34	34,956	35,468	37,181	52,201	44,155	54,759	51,725	54,025	58,579	66,372				
							0	0	64,871	0				

For 2018-2019 - PH.D Calculated by using factor against the applicable Yrs of Exp./Extended Contracts Calculated using Per Day Wage for each level
Schedule reflects 182 Days

Rev. 6/18

**TECHNOLOGY SUPPORT
SALARY SCHEDULE
2018-2019 SY**

TA
6/28/18
WDH
mf

STEP	1	2	3	4
0	27,906	35,516	38,624	44,306
1	28,047	35,695	38,820	44,530
2	28,188	35,875	39,015	44,754
3	28,495	36,183	39,732	45,779
4	28,803	36,490	40,450	46,804
5	29,110	36,798	41,167	47,829
6	29,418	37,105	41,885	48,854
7	29,725	37,413	42,602	49,879
8	30,033	37,720	43,320	50,904
9	30,340	38,028	44,037	51,929
10	30,648	38,335	44,755	52,954
11	30,955	38,643	45,472	53,979
12	31,263	38,950	46,190	55,004
13	31,570	39,258	46,907	56,029
14	31,878	39,565	47,625	57,054
15	32,185	39,873	48,342	58,079
16	32,493	40,180	49,060	59,104
17	32,800	40,488	49,777	60,129
18	33,108	40,795	50,495	61,154
19	33,415	41,103	51,212	62,179
20	33,723	41,410	51,930	63,204
21	34,030	41,718	52,647	64,229
22	34,338	42,025	53,365	65,254
23	34,645	42,333	54,082	66,279
24	34,953	42,640	54,800	67,304
25	35,260	42,948	55,517	68,329
26	35,568	43,255	56,235	69,354
Over 26	35,875	43,563	56,952	69,355

Step 1: Computer Technician

Associates Degree, Vocational or Industry Certification or
Application Specialist Certification (242 day contract)

Step 2: Student Data Technician

Associates Degree, Vocational or Industry Certification or
Application Specialist Certification (203 day contract)

Step 3: Computer/Network Technician

Bachelor's Degree or System Administrator Certification and/or
Systems Engineer Certification (242 day contract)

Step 4: Manager of Information Systems and Technology

Bachelors Degree or System Administrator Certification and/or
Systems Engineer Certification (242 day contract)

All verified related outside experience accepted. This schedule relects 2018-2019 wages only a
Exempt Employee