

2/15/18

KPEA

Initial Proposal

105 TEACHER'S SALARY SCHEDULE

2017-2018 (1.5% increase)

Step	C	C+18	C+36 or M	C+54/M	C+72/M	C+90/M
(A)	48,045	49,466	51,851	53,549	55,247	56,950
(B)	49,466	51,852	53,549	55,247	56,950	58,650
(C)	51,851	53,550	55,247	56,950	58,650	60,351
(D)	53,549	55,248	56,950	58,650	60,351	62,053
(E)	55,247	56,950	58,650	60,351	62,053	63,752
(F)	56,950	58,650	60,351	62,053	63,752	65,450
(G)	58,648	60,375	62,053	63,752	65,450	67,147
(H)	61,148	62,053	63,752	65,450	67,147	68,852
(I)	62,814	63,752	65,450	67,147	68,852	70,549
(J)	64,445	66,247	67,147	68,852	70,549	72,250
(K)	66,048	67,913	68,852	70,549	72,250	73,947
(L)	67,616	69,547	71,347	72,250	73,947	75,648
(M)		71,146	72,678	73,947	75,648	77,348
(N)		72,716	74,343	75,648	77,348	79,052
(O)			75,977	78,146	79,848	81,552
(P)			77,577	79,810	81,514	83,083
(Q)			79,146	81,444	83,147	84,748
(R)				83,043	84,747	86,382
(S)				84,614	86,316	87,981
(T)						89,551
Step and column movement to all eligible employees					LONGEVITY	91,274

2018-2019 (.5% increase)

<u>Step</u>	<u>C</u>	<u>C+18</u>	<u>C+36 or M</u>	<u>C+54/M</u>	<u>C+72/M</u>	<u>C+90/M</u>
<u>(A)</u>	<u>48,285</u>	<u>49,713</u>	<u>52,110</u>	<u>53,817</u>	<u>55,523</u>	<u>57,235</u>
<u>(B)</u>	<u>49,713</u>	<u>52,111</u>	<u>53,817</u>	<u>55,523</u>	<u>57,235</u>	<u>58,943</u>
<u>(C)</u>	<u>52,110</u>	<u>53,818</u>	<u>55,523</u>	<u>57,235</u>	<u>58,943</u>	<u>60,653</u>
<u>(D)</u>	<u>53,817</u>	<u>55,524</u>	<u>57,235</u>	<u>58,943</u>	<u>60,653</u>	<u>62,363</u>
<u>(E)</u>	<u>55,523</u>	<u>57,235</u>	<u>58,943</u>	<u>60,653</u>	<u>62,363</u>	<u>64,071</u>
<u>(F)</u>	<u>57,235</u>	<u>58,943</u>	<u>60,653</u>	<u>62,363</u>	<u>64,071</u>	<u>65,777</u>
<u>(G)</u>	<u>58,941</u>	<u>60,677</u>	<u>62,363</u>	<u>64,071</u>	<u>65,777</u>	<u>67,483</u>
<u>(H)</u>	<u>61,454</u>	<u>62,363</u>	<u>64,071</u>	<u>65,777</u>	<u>67,483</u>	<u>69,196</u>
<u>(I)</u>	<u>63,128</u>	<u>64,071</u>	<u>65,777</u>	<u>67,483</u>	<u>69,196</u>	<u>70,902</u>
<u>(J)</u>	<u>64,767</u>	<u>66,578</u>	<u>67,483</u>	<u>69,196</u>	<u>70,902</u>	<u>72,611</u>
<u>(K)</u>	<u>66,378</u>	<u>68,253</u>	<u>69,196</u>	<u>70,902</u>	<u>72,611</u>	<u>74,317</u>
<u>(L)</u>	<u>67,954</u>	<u>69,895</u>	<u>71,704</u>	<u>72,611</u>	<u>74,317</u>	<u>76,026</u>
<u>(M)</u>		<u>71,502</u>	<u>73,041</u>	<u>74,317</u>	<u>76,026</u>	<u>77,735</u>
<u>(N)</u>		<u>73,080</u>	<u>74,715</u>	<u>76,026</u>	<u>77,735</u>	<u>79,447</u>
<u>(O)</u>			<u>76,357</u>	<u>78,537</u>	<u>80,247</u>	<u>81,960</u>
<u>(P)</u>			<u>77,965</u>	<u>80,209</u>	<u>81,922</u>	<u>83,498</u>
<u>(Q)</u>			<u>79,542</u>	<u>81,851</u>	<u>83,563</u>	<u>85,172</u>
<u>(R)</u>				<u>83,458</u>	<u>85,171</u>	<u>86,814</u>
<u>(S)</u>				<u>85,037</u>	<u>86,748</u>	<u>88,421</u>
<u>(T)</u>						<u>89,999</u>
<u>Step and column movement to all eligible employees</u>					<u>LONGEVITY</u>	<u>91,730</u>

2019-2020 (1.0% increase)

<u>Step</u>	<u>C</u>	<u>C+18</u>	<u>C+36 or M</u>	<u>C+54/M</u>	<u>C+72/M</u>	<u>C+90/M</u>
<u>(A)</u>	<u>48,768</u>	<u>50,210</u>	<u>52,631</u>	<u>54,355</u>	<u>56,078</u>	<u>57,807</u>
<u>(B)</u>	<u>50,210</u>	<u>52,632</u>	<u>54,355</u>	<u>56,078</u>	<u>57,807</u>	<u>59,533</u>
<u>(C)</u>	<u>52,631</u>	<u>54,356</u>	<u>56,078</u>	<u>57,807</u>	<u>59,533</u>	<u>61,259</u>
<u>(D)</u>	<u>54,355</u>	<u>56,079</u>	<u>57,807</u>	<u>59,533</u>	<u>61,259</u>	<u>62,987</u>
<u>(E)</u>	<u>56,078</u>	<u>57,807</u>	<u>59,533</u>	<u>61,259</u>	<u>62,987</u>	<u>64,711</u>
<u>(F)</u>	<u>57,807</u>	<u>59,533</u>	<u>61,259</u>	<u>62,987</u>	<u>64,711</u>	<u>66,435</u>
<u>(G)</u>	<u>59,531</u>	<u>61,284</u>	<u>62,987</u>	<u>64,711</u>	<u>66,435</u>	<u>68,158</u>
<u>(H)</u>	<u>62,068</u>	<u>62,987</u>	<u>64,711</u>	<u>66,435</u>	<u>68,158</u>	<u>69,888</u>
<u>(I)</u>	<u>63,759</u>	<u>64,711</u>	<u>66,435</u>	<u>68,158</u>	<u>69,888</u>	<u>71,611</u>
<u>(J)</u>	<u>65,415</u>	<u>67,244</u>	<u>68,158</u>	<u>69,888</u>	<u>71,611</u>	<u>73,337</u>
<u>(K)</u>	<u>67,042</u>	<u>68,935</u>	<u>69,888</u>	<u>71,611</u>	<u>73,337</u>	<u>75,060</u>
<u>(L)</u>	<u>68,634</u>	<u>70,594</u>	<u>72,421</u>	<u>73,337</u>	<u>75,060</u>	<u>76,787</u>
<u>(M)</u>		<u>72,217</u>	<u>73,772</u>	<u>75,060</u>	<u>76,787</u>	<u>78,512</u>
<u>(N)</u>		<u>73,810</u>	<u>75,462</u>	<u>76,787</u>	<u>78,512</u>	<u>80,242</u>
<u>(O)</u>			<u>77,120</u>	<u>79,322</u>	<u>81,050</u>	<u>82,779</u>
<u>(P)</u>			<u>78,745</u>	<u>81,011</u>	<u>82,741</u>	<u>84,333</u>
<u>(Q)</u>			<u>80,337</u>	<u>82,670</u>	<u>84,398</u>	<u>86,023</u>
<u>(R)</u>				<u>84,293</u>	<u>86,022</u>	<u>87,682</u>
<u>(S)</u>				<u>85,887</u>	<u>87,615</u>	<u>89,305</u>
<u>(T)</u>						<u>90,899</u>
Step and column movement to all eligible employees					LONGEVITY	<u>92,648</u>

2020-2021 (2.0% increase)

Step	C	C+18	C+36 or M	C+54/M	C+72/M	C+90/M
(A)	<u>49,743</u>	<u>51,215</u>	<u>53,684</u>	<u>55,442</u>	<u>57,200</u>	<u>58,963</u>
(B)	<u>51,215</u>	<u>53,685</u>	<u>55,442</u>	<u>57,200</u>	<u>58,963</u>	<u>60,723</u>
(C)	<u>53,684</u>	<u>55,443</u>	<u>57,200</u>	<u>58,963</u>	<u>60,723</u>	<u>62,484</u>
(D)	<u>55,442</u>	<u>57,201</u>	<u>58,963</u>	<u>60,723</u>	<u>62,484</u>	<u>64,247</u>
(E)	<u>57,200</u>	<u>58,963</u>	<u>60,723</u>	<u>62,484</u>	<u>64,247</u>	<u>66,006</u>
(F)	<u>58,963</u>	<u>60,723</u>	<u>62,484</u>	<u>64,247</u>	<u>66,006</u>	<u>67,764</u>
(G)	<u>60,721</u>	<u>62,509</u>	<u>64,247</u>	<u>66,006</u>	<u>67,764</u>	<u>69,521</u>
(H)	<u>63,310</u>	<u>64,247</u>	<u>66,006</u>	<u>67,764</u>	<u>69,521</u>	<u>71,286</u>
(I)	<u>65,035</u>	<u>66,006</u>	<u>67,764</u>	<u>69,521</u>	<u>71,286</u>	<u>73,043</u>
(J)	<u>66,723</u>	<u>68,589</u>	<u>69,521</u>	<u>71,286</u>	<u>73,043</u>	<u>74,804</u>
(K)	<u>68,383</u>	<u>70,314</u>	<u>71,286</u>	<u>73,043</u>	<u>74,804</u>	<u>76,561</u>
(L)	<u>70,006</u>	<u>72,006</u>	<u>73,869</u>	<u>74,804</u>	<u>76,561</u>	<u>78,322</u>
(M)		<u>73,661</u>	<u>75,247</u>	<u>76,561</u>	<u>78,322</u>	<u>80,082</u>
(N)		<u>75,287</u>	<u>76,971</u>	<u>78,322</u>	<u>80,082</u>	<u>81,847</u>
(O)			<u>78,663</u>	<u>80,909</u>	<u>82,671</u>	<u>84,435</u>
(P)			<u>80,319</u>	<u>82,631</u>	<u>84,396</u>	<u>86,020</u>
(Q)			<u>81,944</u>	<u>84,323</u>	<u>86,086</u>	<u>87,744</u>
(R)				<u>85,979</u>	<u>87,743</u>	<u>89,436</u>
(S)				<u>87,605</u>	<u>89,367</u>	<u>91,091</u>
(T)						<u>92,717</u>

Step and column movement to all eligible employees **LONGEVITY** **94,501**

110 SALARY CONDITIONS

- A. All teaching positions shall be filled by certificated personnel.
- B. The effective length of the contract shall normally be a maximum of 188 teacher days never to include more than 180 student days in session and three (3) teacher workshop days. In the event that the calendar configuration necessitates the inclusion of both the Labor Day and Memorial Day Holidays, the teacher contract shall be 189 days to accommodate the additional holiday.
- C. For any school year, the salary placement indicated in the teacher's employment contract is binding and irrevocable on both the District and the individual teacher for that school year if no objection to the salary placement is raised in writing by either the District or the teacher on or before November 1 of the school year. If notification is received prior to November 1 and an adjustment to the salary placement is warranted, retro-active payment shall be made for the current year only.
- D. A teacher teaching part time for a full year will be credited with a year of service for advancement on the salary schedule for each year of service. Teachers who request less than full-time contracts and move to that status will receive proportionate credit.
 - 1. .50 - .74 will earn one (1) step every second year.
 - 2. .75+ will receive full credit.
- E. PhD's will receive \$4000 added to annual salary. National Board of Professional Teaching Standards Certification or Certificate of Clinical Competency from the American Speech, Language and Hearing Association or National Certification of School Psychologists (NCSP) from the National Association of School Psychologists, or National Board Certification from the National Board for Certification of Occupational Therapy, National Board for Certified Counselors, or physical therapists with national certification will receive ~~\$2000~~ **\$5000** added to annual salary. Only one PhD or one national certification will be recognized.
- F. All teachers not receiving a step increase in column C90/M shall be paid as part of their salary in the second and third year of the agreement a longevity payment of 1.5% of salary placement.
- G. Vertical movement (steps) on the salary schedule shall be limited in any year to one step. There is no limit to column movement except movement beyond "C+36 or M" will require a Master's degree. College/University credits must be accredited from one of the following six regional accreditations associations: The Middle States Association of Colleges and Schools; The New England Association of Schools & Colleges; The North Central Association of Colleges and Schools; The Northwest Association of Schools and Colleges; The Southern Association of Colleges and Schools; or, The Western Association of Schools and Colleges. Course approval may be requested prior to taking classes using the form at the following link.

<http://www.kpbsd.k12.ak.us/departments.aspx?id=4366>. Courses taken as part of a District internship will not be excluded for salary column advancement.

- ~~H. Teachers who have completed their work calendar for FY 16 shall receive an additional \$750 in FY 16 salary, no later than 30 calendar days after ratification. Such teachers who were at the "longevity" step for both FY 15 and FY 16 shall receive an additional \$250 added to their FY 16 salary, for a total of \$1,000. The additional salary is TRS-eligible and based on a 1.0 FTE, and will be prorated for FTEs less than 1.0. The additional money shall not be applied to the FY 16 salary schedule.~~

210 HEALTH CARE

The District health care program is self-funded. Program costs are solely a product of administrative expenses and actual claims experience as reported in the District's final annual CAFR.

A Health Care Program Committee (HCPC) shall be composed of four (4) representatives selected by the Kenai Peninsula Education Association, three (3) representatives selected by the Kenai Peninsula Education Support Association, one (1) representative selected by the Kenai Peninsula Administrator Association, and three (3) current employee representatives selected by the Superintendent. The Health Care Committee shall select a chairperson from its membership. The Plan Administrator and Benefits Manager are non-voting advisors to the committee. The HCPC shall select a chairperson from its committee of voting members.

A quorum for the meetings shall require no fewer than nine (9) committee members. The HCPC will conduct a formal vote on any matter that could impact the cost or benefits of the health care program or on any matter that would require a change in the summary plan description. Formal votes shall require an eighty percent (80%) vote of the total voting committee members to pass.

The committee shall annually review by-laws in September of each year unless the committee deems that an alternate time would be better. The committee will meet monthly unless this is changed by the committee members in accordance with the committee's by-laws.

The HCPC shall be empowered to determine health care benefits different from benefits in the plan in place on July 1, 2015/January 1, 2017. The committee will determine and control the health care program for all District employees covered by the program during the term of this agreement including but not limited to the following: benefits and coverage provided, cost containment measures, preferred provider programs, co-payment provisions, evaluating other health insurance programs, and implementing any wellness measures it deems beneficial to employees and the health care program. The District shall not be required to adopt changes made by the HCPC which would result in violations of established laws or regulations.

The HCPC shall be advisory to matters related to Broker selection, Third Party Administration and Stop-Loss insurance.

The District shall not be required to adopt changes made by this committee which would result in violations of established laws or regulations.

The District agrees to work with the HCPC to provide reasonable time for meetings and provide adequate support, including an expert health care consultant for plan design. Administrative leave will be provided for all participants.

Members who have alternative health insurance coverage meeting the minimum ACA requirements may elect to waive their entitlement to District provided health insurance coverage. Alternative health insurance coverage shall not include District provided coverage which the member is entitled to by reason of his/his status as a spouse or dependent of a District employee

who is covered by the District's health insurance plan. This provision shall become effective no earlier than November 7, 2016.

	Traditional Health Plan (85/15)	High Deductible Health Plan (90/10)
Deductible	\$200 / Individual \$600 / Family	\$1,500 / Individual \$3,000 / Family
Out of Pocket (Not including deductible)	\$1,000 / Individual \$3,000 / Family	\$2,000 / Individual \$4,000 / Family
Health Reimbursement Arrangement (HRA)	None	\$750 / Year

Total District dollar share of health plan costs is based on the negotiated District percentage as applied to actual plan costs. The District will make contributions to the health care program for each participant on a 12-month basis as follows:

FY17, FY18 Traditional Health Plan 85% per eligible employee per month.
High Deductible Plan 90% per eligible employee per month.

~~In FY18, the District's contribution to the Traditional Health Plan shall be no more than \$1731.45/month. If the total premium exceeds the cap, the District and the employees will share the cost over the cap 50/50.~~

~~In FY18, the District's contribution to the High Deductible Health Plan shall be no more than \$1645.61/month. If the total premium exceeds the cap, the District and employees will share the cost over the cap 50/50.~~

The District will independently calculate its contribution amount separately for both Traditional Health Plan and the High Deductible Health Plan and report the amounts to the health care committee.

The total employee dollar share of health plan costs is based on the negotiated employee percentage as applied to actual plan costs. Employee participants will be responsible to the health care program on a 12-month basis as follows:

FY17, FY18 Traditional Health Plan 15% per eligible employee per month.
High Deductible Plan 10% per eligible employee per month.

~~In FY18, the employee's contributions are subject to the District's contribution caps set forth above and cost sharing of 50/50 if the premium exceeds the caps.~~

The health care subcommittee comprised of KPEA, KPESA, and KPAA HCPC representatives, shall determine the employee contribution amount separately for both the Traditional Health Plan

and the High Deductible Health Plan. The formula to calculate the rate, established by KPEA/KPESA bargaining team is set out in Appendix A.

Health Care Reserve Account: A separate employee health care reserve account shall be established and maintained. The initial amount in this account as of July 1, 2012 was \$1,246,835. Any interest gained on this account shall be retained in this account. \$750,000 of the employee health care reserve account shall be set aside for use at year end for payment of the employee portion of program costs that exceed employee deposits. If the employee health care reserve falls below \$750,000, an amount needed to replenish the fund to \$750,000 will be calculated by the sub-committee and added to the employee's annual rate in the following year. Any amount in the employee health care reserve exceeding the \$750,000 balance will be used to offset future employee costs as determined by the sub-committee.

Sub Committee - The Association health care committee representatives (KPEA, KPESA, and KPAA) will have the authority to address the usage of any amount remaining above the \$750,000 requirement stated above. These monies can be used to pay down the employee share of the health care employee contribution or can be placed in the Employee Health Care Reserve account to pay down future costs or overages.

Benefits are afforded to the employee, spouse and all eligible dependents.

As of November 7, 2016, all employees who work thirty (30) or more hours per week or at least .75 FTE are eligible for year round health benefits and are required, as a condition of employment, to participate in the KPBSD health plan. Any employee who as of November 7, 2016, has been working between twenty (20) and thirty (30) hours per week or between .50 and .75 FTE, and has previously been receiving health benefits, shall be grand parented as eligible for health benefits for the remaining length of time they are employed by the District. All such affected employees shall have a one-time option to opt out of health benefit coverage before their start of employment for the 2017-2018 school year.

*Guidelines involving "qualifying event" and "pre-existing conditions" will be followed in accordance to the health plan document. <http://www.kpbsd.k12.ak.us/employees.aspx?id=10156>

The District shall maintain a "reward" system to protect the plan from inaccurate charges by Service Providers. The District and employee shall evenly divide any monetary benefits resulting from the correction of such charges. Errors made by the plan administrator are ineligible for this reward.

A flexible benefit account program, under the provision of Section 125 of the Internal Revenue Service Code, will continue.

Dental and vision benefits shall be provided separately from medical and prescription benefits. Employees shall have the option to elect not to receive dental and vision coverage. The cost of the dental and vision benefits shall be included in the calculation of the employer and employee contribution amounts. The employer and employee contributions will be the same for an

employee who receives dental and vision coverage as it is for an employee who elects not to received dental and vision coverage.

305 INSTRUCTIONAL LEAVE

All members of the ~~full-time~~ teaching staff of the District may be excused one (1) day, **prorated for part-time employees**, for instructional leave without loss of pay, upon application to and prior approval of the Superintendent and/or designee. Instructional leave days shall be used to enhance the teacher's current teaching assignment, and may include observing or collaborating with other teachers. Leave days granted for work-related activity at the direction of the Administration shall not affect instructional leave.

Leave not used by employees at the end of the fiscal year shall be placed into an instructional leave bank (Section 306), not to exceed 150 days.

306 INSTRUCTIONAL LEAVE BANK

Unused instructional leave (Section 305) at the end of the fiscal year shall be placed into an instructional leave bank, not to exceed 150 days.

The instructional leave bank will provide an opportunity for a tenured, certificated employee of the Kenai Peninsula Borough School District to apply for up to five (5) days leave per year to receive state or national professional awards or recognition, to pursue professional development in the form of attending or presenting at educational conferences, to present at graduation, or to participate in non-district educational work such as professional association work (excluding labor association). The list of awards and recognitions shall be mutually developed on an on-going basis.

Upon applying for leave from the instructional leave bank to attend or present at a conference, the employee must submit documentation (agenda, brochure, etc.) that describes the conference for which the leave is requested, to support how it relates to the employee's career. The days in the leave bank will be approved according to the instructional leave bank guidelines. A teacher receiving days from the instructional leave bank may not request further days until the ~~second semester of the~~ following year.

320 PERSONAL LEAVE

Certificated employees shall have five (5) ~~four (4)~~ days personal leave per year cumulative to nine (9) ~~eight (8)~~. Except in situations in which the building administrator and the Superintendent consider extenuating, personal leave will not be granted during the first two (2) weeks or the last two (2) weeks of the school year. No more than ten percent (10%) of certificated staff may take personal leave on any given day.

Unused personal leave may be cashed in at the end of the school year per the following guidelines: No more than five (5) ~~four (4)~~ days per year may be cashed in. The value of each day will be equivalent to the teacher's per diem. A request must be received by payroll on or before May 31. Personal days that are requested and then not used may be reissued after written application (on the form) to the Human Resources Office. Application shall be made within thirty (30) days of the unused personal day.

Teachers formally retiring from the teaching profession with vested service in the Alaska Teacher's Retirement System may choose from the two following options:

- (1) receive a cash settlement for their accrued personal leave days. This amount shall be the number of accrued personal leave days times their per diem rate; or
- (2) may submit a request no later than November 1 to exchange up to five (5) personal leave days for a contract extension for site level approved projects. The remainder of personal leave would be eligible for cash out at the per diem rate.

325 PERSONAL AND SICK LEAVE FOR LESS THAN FULL-TIME EMPLOYEES

Teachers on part ~~half~~-time contracts shall receive ~~only four (4) half days personal leave and twelve (12) half days sick leave. These benefits for other employees working more than one half time will be prorated to the proportion of their contract.~~

340 SICK LEAVE

The District shall credit, without limit, sick leave with pay to all teachers in a manner consistent with AS 14.14.107 as amended, Title 4 Alaska Administrative Code 4 AAC 15.040, and at a rate not less than one and one-third (1-1/3) days per month and consistent with the following provisions:

- A.** All bargaining unit members shall be allowed to choose provisions of either the Alaska or Federal Family Medical Leave Acts, based on their eligibility for the FML.
- B.** The Board shall furnish a written statement to employees at the end of each school year indicating accumulated sick leave.
- C.** A teacher may use accrued sick leave for leave due to illness, accident, or medical, dental, or optical appointments.
- D.** Certificated teachers will be eligible for sick leave due to personal disability caused or contributed to by pregnancy in the same manner as all other disabilities.
- E.** A maximum of ten (10) days of sick leave per incident shall be granted to a teacher in the event of serious illness, accident, hospitalization or temporary confinement in his/her immediate family. Employees may be eligible to use additional leave under provision A of Section 340, and should contact Human Resources for more information. For leave of more than five (5) days, the District shall require a written statement from a licensed physician or practitioner.
- F.** A maximum of three (3) days of sick leave may be used for parental purposes within the first week of the birth or adoption of a child. Employees may be eligible to use additional leave under provision A of Section 340, and should contact Human Resources for more information.
- G.** All leaves contained in this section shall be subtracted from the teacher's sick leave allowance. A minimum of one hour will be used for each absence. Absences that exceed 1 hour will be recorded in 15 minute increments.
- H.** For purposes of this section, members of the immediate family include husband, wife, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, parent-in-law, grandparent, grandchild, guardian, and ward.
- I.** Due to extenuating circumstances, exceptions to any of the provisions contained in this section may be granted at the discretion of the Superintendent.
- J.** No past decisions regarding sick leave will be considered as precedent.
- K.** Upon request by the District, the employee will submit proof that the leave was for approved purpose.

L. Teachers with no accrued sick leave on their first contracted work day may run a negative sick leave balance up to six (6) days through December. Any remaining negative sick leave balance shall be adjusted as a loss of pay on the January pay check.

M. Upon resignation after ten school years of service with the District or upon retirement from the District through TRS, an employee shall be paid eighty percent (80%) of the certificated sub rate per day for unused sick leave. Where the State allows credit for unused sick leave under TRS, the employee at her/his option shall be allowed to apply for retirement credit for all or a portion of accrued sick leave.

342 USE OF SICK LEAVE FOR BEREAVEMENT

Accrued sick leave may be used for bereavement in the event of a death in the immediate family for a maximum of ten (10) school days. This leave must be taken within thirty (30) days of the death of the immediate family member.

For purposes of this section only, immediate family is defined as **(including in-law and step relationships)** parent, spouse, child, brother, sister, grandchild (~~including in-law and step relationships~~), grandparent, guardian, ward, and dependents living in the household.

In the event of the death of a colleague or student in a school where the employee works, the employee may use up to eight hours of his/her accrued sick leave to attend a funeral or memorial service. The employee may claim on his/her timesheet up to four hours of this leave from the sick leave bank.

Exceptions to the provisions contained in this section may be granted upon submission of the request to the Superintendent.

Upon request by the District, the employee will submit proof that the leave was used for the approved purpose.

470 WORKDAY

The District and the Association recognize and agree that the teacher's responsibility to the students, community, and profession generally entails the performance of duty and expenditure of time and service beyond classroom duty hours.

- A. Teachers shall be on duty for a combined total of 60 minutes before and after the student day, exclusive of the duty-free lunch period, unless specifically excused by the principal. Teachers will have discretion in adjusting their schedules for work related evening commitments, consistent with safety and professional responsibility. This provision allows teachers to best utilize their planning and conference times to meet the needs of the individual teacher and parents of the students served. A teacher's flexible schedule shall not interfere with regularly scheduled staff meetings or assigned duties. Teachers shall notify parents of office hours during which conferences may be scheduled. Other times may be arranged by the teacher as necessary to assure parents opportunities for discussion.
- B. The 60 minutes beyond the student day shall be utilized in such a manner to maximize the efficient use of time for planning, and conferences (i.e. 45/15 or 15/45). In no case shall the teacher's normal workday begin or end less than 15 minutes before or after the student day. Upon request, teachers will provide administrators with their flexible schedule.
- C. Consistent with 470 (A), teachers are expected to give precedence to faculty meetings, curriculum development meetings, or assigned school duties so long as these meetings do not exceed the student day by more than one hour. Faculty meetings will be scheduled no more than once per week. Teachers shall be expected to attend one open house per year unless the administrator excuses the teacher for extenuating circumstances.
- D. In certain cases, it may become appropriate for a more flexible schedule to be created. In such cases, a teacher shall work with their administrator to mutually agree upon the following: schedule, alternative work-place locations, and calendar workdays in order for the teacher to most effectively fulfill their teaching duties and meet their students' needs. Administrators and teachers will provide the District with the alternative teaching assignment structure.
- E. The District will provide nursing mothers with the level of federal breastfeeding benefits provided to hourly employees in the Fair Labor Standards Act.

475 TEACHER PREPARATION PERIODS

All full-time teachers at the junior high and senior high level will have five (5) unassigned preparation periods per week, or the equivalent of, after mutual agreement of the majority of staff and administration. ~~The District will consider elementary principal/staff proposals which incorporate prep periods equivalent in duration to those of junior and senior high school teachers.~~ All full-time elementary teachers and other teachers will be provided with at least one (1) uninterrupted forty-five (45) ~~thirty (30)~~ minute preparation period per day. Such teacher preparation periods shall not occur during the first thirty (30) or the last thirty (30) minutes of the teacher's duty day. Teachers not classified in the above groups shall be provided with the same relief and preparation time to the same extent as other teachers in the District. Elementary and secondary schools staffed with six (6) or fewer certificated teachers are exempt from the above standards if the certificated staff and the school administration agree on a different plan to accomplish planning time.

When a teacher agrees to use his/her prep time to cover another class or assignment, he/she will complete the Prep Time Pay Form to request compensation. Prep time coverage is to be strictly voluntary.

Teachers serving in more than one building shall be provided adequate travel time and a minimum of five (5) minutes additional time before student contact at their additional buildings. No teacher shall be required to give up his/her preparation time.

