

ALPINE SCHOOL DISTRICT
&
ALPINE EDUCATIONAL SUPPORT PROFESSIONAL

**CLASSIFIED NEGOTIATED AGREEMENT
2015-2016**

The enclosed items are additions or corrections or deletions to the 2015-2016 Negotiated Agreement

Negotiations Teams:

AESP

Matt Pate, Spokesperson
Nancy Christiansen
Rick Montague
David Johnson
Kim Allred
Chris Godfry-USEA

BOARD TEAM

Kevin Cox
Steve Reese
Randy Upton
Chuck Bearce
Frank Pulley Jr.

May 8, 2015

Classified Settlement Package

Classified Settlement Package 2015-16

1. Alpine School District (ASD) agrees to add 4% to the salary schedule.
 2. ASD agrees to fund step and lane.
 3. ASD agrees to fund insurance increases for full-time, contract employees.
 4. ASD agrees to fund job study recommendations as agreed.
 5. ASD agrees to work collaboratively with an AESP committee during 2015-16 to draft an alternative classified salary schedule.
 6. ASD agrees to modify graduation day practice as per attached memo (effective immediately).
 7. ASD agrees to modify Policy #4416 Bereavement Leave as agreed.
 8. ASD agrees to modify Policy #4444 Salary Schedule Placement as agreed.
 9. ASD agrees to modify Policy #4477 Association Rights as agreed.
 10. ASD agrees to modify Policy #4480 Printing Policy as agreed.
 11. ASD agrees to modify Policy #4414 Military Leave as agreed.
 12. ASD agrees to modify Policy #4432 Orderly Termination as agreed.
 13. ASD agrees to modify Policy #4466 Transfer as agreed.
 14. ASD agrees to modify Policy #4467 Vacancies Posting as agreed.
 15. ASD agrees to modify Policy #4413 Personal Leave as agreed.
 16. ASD agrees to modify Policy #4412 Health and Disability Leave as agreed.
 17. ASD agrees to modify Policy #4415 Retirement as agreed.
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JOB STUDY RECOMMENDATION

JOB TITLE	hr per day	days per year	CURRENT SALARY SCALE	PROPOSED SALARY SCALE
Office Assistant	6.5	180	Ln 2	Ln 5
SECRETARY SPECIAL EDUCATION	8	250	Ln 11	Ln 13
English Language Learner Spec	8	212	Ln 9	Ln 11
PURCHASING SPEC	8	250	Ln 11	Ln 13
ATEC TRANS SPEC	6.5	212	Ln 7	Ln 9
DO RECEPTIONIST	8	250	Ln 7	Ln 9
HR SPECIALIST	8	250	Ln 11	Ln 13
Transp. Receptionist	8	250	Ln 7	Ln 9
ADM SEC HIGH (PRINCIPAL SEC)	8	212	Ln 11	Ln 13
SEC. GEN. Secretary	8	212	Ln 9	Ln 11
ADM SEC ELEM	8	197	Ln 11	Ln 13
AUDITING SPEC/TRAINER	8	250	Ln 13	Ln 15
CUST SERV ASST LEAD	8	250	Ln 15	Ln 17
PAYROLL SPEC	8	250	Ln 13	Ln 15

ALPINE SCHOOL DISTRICT

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(801) 610-8468 FAX (801) 610-8490

JOHN R. SPENCER, ADMINISTRATOR OF HUMAN RESOURCES

MEMORANDUM

TO: All Principals/Supervisors
FROM: John Spencer
SUBJECT: Personal Leave Absence Due to Marriage or Graduation
DATE: April 28, 2015

Principals may grant the day of the wedding ceremony of an employee, or the child or parent of a contracted employee, at their location, without the necessity of a letter being written to the Superintendent. This day will need to be taken as a personal leave day at no dock in pay. (The day of the wedding ceremony can only be given if the ceremony occurs on a school day. It is not the intent of the district to provide a travel day or a preparation day for a wedding ceremony.) This will not expand the total number of five personal leave days per contract year and is only available to those who have personal leave days left.

Principals may also grant up to one day, depending on need, to employees who have a spouse or child graduating or are themselves graduating from Brigham Young University or any other major university in the U.S. It is not the intent of the district to provide a travel day or a preparation day for the graduation ceremony but a day on which the graduation ceremony occurs if it is a work day. This day will also count as one of the five personal leave days with no loss in pay and will not expand the total number of five personal leave days per contract year.

We would like to affirm our position on high school graduation. Employees may take the day of their child, or step child's graduation day as a personal day with no dock in pay. It is not the intent of the district to provide a travel day or a preparation day for the graduation ceremony, but a day on which the graduation ceremony occurs if it is a workday. This day will also count as one of the annual personal leave days with no loss in pay and will not expand the total number of personal leave days per contract year.

Graduation ceremony requests, other than graduations from major universities in the U.S, will still require a letter be addressed by the employee to the Superintendent. If you have any questions, please feel free to contact Human Resources.

Policy No. 4416

PERSONNEL CLASSIFIED

1.0 BEREAVEMENT LEAVE

1.1 Absence caused by the death of members of the immediate families may be construed as health/disability leave. Members of the immediate family include spouse, mother, father, child, brother, sister, aunt, uncle, niece, nephew, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, grandmother-in-law, grandfather-in-law, and one day per year for a close personal friend.

1. 1.1.1 Provisional contracted employees may take one bereavement day without dock. It shall not count as a personal or sick day.

1.2 An employee may be absent up to three days at the death of an immediate family member without loss of salary. In instances where extenuating circumstances warrant additional time off, the supervisor may recommend to the Superintendent additional consideration which may be granted.

1.3 Absence for bereavement covers only the immediate family, and absences for bereavement of others, unless cleared in advance with the Superintendent by the supervisor, must be taken as personal leave.

1.4 In the event that bereavement leave is needed for other legitimate reasons not covered above, requests should be made in writing directly to the Superintendent.

1.5 Bereavement leave may be taken anytime during the school year, including the first and last weeks of school, and before and after Christmas break.

Negotiated Revision: May 2009

Negotiated Revision: May 2012

Negotiated Revision: April 2013

Negotiated Revision: May 2014

Negotiated Revision: April 2015

Policy No. 4444

PERSONNEL CLASSIFIED

1.0 SALARY SCHEDULE PLACEMENT

1.1 All beginning employees shall be placed on Step I of the appropriate lane of the salary schedule by the Human Resources Department except as noted in 1.2 below.

1.2 New employees with at least one year of confirmed full time contract experience or full time hourly employees with at least one year of Alpine School District experience or ~~three~~ two years half time experience, earned immediately prior to obtaining the contract position in a comparable job may be granted up to Step II on the salary schedule with Cabinet approval.

1.3 Hourly Head Sweepers meeting the criteria of 1.2, may also be granted up to Step II on the salary schedule with Cabinet approval.

Negotiated: August 26, 1983

Negotiated Revision: August 19, 1986

Negotiated Revision: August 11, 1987

Negotiated Revision: August 24, 1994

Negotiated Revision: July 8, 1997

Negotiated Revision: August 28, 2007

Board Reviewed: October 20, 2009

Negotiated Revision: April 2015

1.0 ASSOCIATION RIGHTS

1.1 The board agrees to furnish to the association in response to reasonable request from time to time all appropriate and available information concerning the financial resources of the district including but not limited to annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, tentative budgetary requirements and allocations, agendas, and minutes of all board meetings, census data, and such other information that shall assist the association in development of intelligent, accurate, informed and constructive programs on behalf of the employees. The board also agrees to provide the association with information which may be necessary for the association to process any grievance or complaint except as legal requirements prohibit. In general, the board will make available to the association any information that is available to any other citizen with the exception that the board will permit the association to have a directory of all personnel which is not available to citizens at large.

1.2 If the association representative accompanies an employee to a grievance, remediation, suspension, or other District related meeting, the representative will be granted release time when these activities are held within the regular work day. Arrangements will be made to have the hearing before or after school hours unless the nature of the problem demands an emergency hearing in which case all parties involved shall be released without loss of salary.

1.3 The AESP President, President Elect, and Executive Board shall be released as needed and approved in advance by the Superintendent or designee. The cost of needed substitutes will be paid by the association. No personal leave will be deducted from employees' allotment. (These should be cleared with the Superintendent in the classified administrative meetings.)

1.4 The AESP President and President Elect shall be released from his/her work station for association business with the association paying a substitute for the period of time which the president is gone. No deduction of salary or personal leave will be made.

1.5 The released time for the AESP President, President Elect and AESP executive board shall not exceed 30 days total for the contract year. (For the 1986-87 year 1.4 will become effective on September 1, 1986.)

1.6 The association and its representatives shall have the right to use school facilities and equipment at all reasonable hours for meetings.

1.7 The association shall appoint the employees' portion of the members on any committee that results from negotiations or that pertains to negotiated agreements.

Negotiated: September 1984

Negotiated: April 2015

Policy No. 4480

1.0 CLASSIFIED PRINTING POLICY

1.1 The Alpine School District Board of Education will provide an electronic copy of policy to the Association leadership upon request. ~~furnish to each work site a copy of the Policies and Procedures Series 4400 every three (3) years with the three-year period commencing with the 2004-05 contract year.~~

Negotiated: September 27, 1984

Negotiated: August 25, 1993

Negotiated Revision: June 14, 2004

Board Reviewed: May 11, 2010

Negotiated Revision: April 2015

Policy No. 4414

PERSONNEL CLASSIFIED

1.0 LEAVES OF ABSENCE FOR EMPLOYEES ON MILITARY STATUS

1.1 All state employees and all employees of any county and municipality thereof who are or shall become members of the organized Reserve of the United States Army, Navy, Air Force, and Marines, shall be allowed full pay for all time not in excess of fifteen days per year spent on duty at annual encampment or rifle competition or other duties in connection with the Reserve training and instruction requirements of the Army, Navy, Air Force and Marines of the United States. This leave shall be in addition to annual vacation leave with pay. (39-3-2)

1.2 Classified employees are not recognized as state employees by the ruling of the Utah State Attorney General. However, the Board of Education will allow up to fifteen consecutive calendar days with prior approval of the Superintendent for a contracted employee to participate in required military assignments with the only loss of pay to the employee being the cost of a personal day.

1.2.1 Military leave may be broken into two separate leaves. This shall not be construed to mean that more than 15 days of leave may be taken, only that two leaves per year will be allowed; not to exceed 15 calendar days.

Revised and Adopted: June 19, 1979

Revised: August 19, 1986

Negotiated Revision: June 14, 2004

Board Reviewed: March 2009

Negotiated: April 2015

Policy No. 4432

PERSONNEL CLASSIFIED

2.2 CAREER EMPLOYEE

2.2.3 If an employee desires an informal conference with the superintendent or his designee, a request must be submitted in writing to the superintendent within ~~ten~~ fifteen days of the date on the notice of non-renewal. The conference will be held as soon as practicable. No legal counsel or witnesses will be permitted at the conference. The employee may bring an association representative, other than an attorney, to the conference.

Negotiated: April 2015

Policy No. 4466

1.0 TRANSFER

1. 1.1 Transfer shall mean reassignment to work at a different school or location, but in the same job classification and at the same pay.
2. 1.2 To apply for a transfer, employees must file a request for transfer in writing with the personnel office. Employees are to notify the personnel office when they are interested in transferring to a position that has been advertised on the job bulletin.
3. 1.3 When an employee has received notification that he/she is to be involuntarily transferred to another work unit, the employee may request a hearing with his/her immediate supervisor, the Classified Personnel Director and the representative from the Classified Association prior to the transfer. This committee will review the facts and make a recommendation concerning the transfer to the Superintendent on their findings.
4. 1.4 Employees must work two years in a position before they may apply for a transfer, except with Director/cabinet approval.

Note: Transfer means the same position with the same pay.

Negotiated: September 17, 1985

Negotiated Revision: October 9, 1990

Negotiated Revision: August 24, 1994

Board Reviewed: February 3, 2010

Revised: April 2015

Policy No. 4467

1.0 VACANCIES POSTING

1.1 ~~During the school year, listing of all vacancies will be posted in the District office and sent electronically to all schools and departments at least seven calendar days prior to closing the vacancy to further applications. The vacancy lists will be posted on a bulletin board or in some other appropriate place in each school or department. During July, employees who work in the school can check on vacancies by calling the job hotline or checking the web page. If deemed necessary by the principal/Human Resource Department, a 48 hour job advertisement for classified can be posted after August 1st through September 1st.~~ During the school year, a listing of all vacancies will be posted online and sent out electronically to all the schools and departments. The vacancy lists will be posted on a bulletin board or in some other appropriate place in each school or department.

1.2 Current employees who are interested may apply for open positions. Current employees will be given consideration on open positions based on the following order:

1. Contract Employees
2. Hourly Employee

Note: A cover sheet will be prepared to go with the in-District transfer form to give suggestions about information that should be included with their transfer request.

Negotiated: September 13, 1983

Negotiated Revision: October 9, 1990

Negotiated Revision: August 25, 1993

Negotiated Revision: July 8, 1997

Negotiated Revision: June 3, 2005

Board Reviewed: February 3, 2010

Revised: April 2015

Policy No. 4413

PERSONNEL CLASSIFIED

1.0 PERSONAL LEAVE

1.1 Classified employees may have up to five days personal leave annually. If employees take these days, they will be required to pay 30% of their daily salary for each personal leave day up to a maximum of \$30. Personal leave may be accumulated up to a maximum of 10 days. Personal leave accumulates by carrying the number of unused personal leave days over into the next school year.

1.2 Personal leave without loss of pay for worthwhile absences may be approved by the Superintendent or his designee.

1.3 Employees may not take personal leave during the first week of school or during the last week of school. ~~During the 2012-2013 and 2013-2014 school year, Employees~~ employees may take a personal day the day preceding or following Christmas vacation. The first week of school and the last week of school are defined as the first five student days and the last five student days of the school year. When a holiday occurs on a day that would have been one of the five student days, this day will count as one of the five student days.

1.4 Classified employees are discouraged from taking personal leave to work for any other organization.

1.5 Classified employees are encouraged to request the leave days in sufficient time to permit the supervisor to obtain a suitable substitute.

1.6 Personal leave days must be cleared in advance with the employee's supervisor, otherwise the employee may receive a full dock in pay for each day missed.

1.7 Any personal leave days taken beyond what has been accrued, if approved, will be taken at a 100% dock.

1.8 When a classified employee adopts a child he/she may take personal leave up to the number of days they have accrued, without a dock in salary with the Superintendent's approval. These days are in addition to the days listed in policy procedure 4412.

1.9 If an employee has 8 hours or more comp time, the employee must take the comp time off before personal leave is approved.

Negotiated: September 17, 1985

Negotiated Revision: April 2015

Policy No. 4412

(Ref.) Procedure No. 4412

PERSONNEL CLASSIFIED

Definition: Calendar day includes contract days, weekends and holidays combined.

1.0 HEALTH AND DISABILITY LEAVE

1.1 Provisional contracted employees, those with less than three years continuous, current, experience in the District, are granted health and disability leave as follows:

1.2.2 Should an employee be unable to return to work on the 181st calendar day of health and disability leave, they will be separated from employment.

1.2.3 Employees who use twenty-one (21) consecutive calendar days of health and disability leave, or establish a pattern of sick leave usage, which may indicate a misuse, will trigger the beginning count of 180 calendar days of sick leave usage. The calendar count will begin with the first day of the illness/disability for which the 180 days sick leave count is considering. ~~beginning with the first of the twenty-one (21) consecutive calendar days.~~ The 180 day sick leave count may only go back for two years, unless a recommendation by the sick leave panel to go beyond the two years is reached.

1.2.3.1 Employees whose sick leave usage indicates a possible misuse will be notified in writing of the triggering of the 180 calendar days of health and disability leave.

An employee absent from work for a period of twenty-one (21) consecutive calendar days for health and disability reasons in one contract year must supply the Human Resource department with a medical doctor's statement regarding the exact nature of the disability and shall include the doctor's prognosis of when the employee can return to work. An employee who has taken fifteen (15) cumulative days or more of health and disability leave in any one contract year, may be required to submit medical justification upon request of the immediate supervisor. In the event it appears the benefit is being misused the superintendent or his designee will refer the case to a review panel consisting of two employees to be determined by the classified association and a designee determined by the

Negotiated: April 2015

Policy No. 4415

(Ref:) Procedure No. 4415

PERSONNEL CLASSIFIED

1.0 RETIREMENT INCENTIVE & ELIGIBILITY

7.1.7 The District will provide the professional association representing the majority of the teachers, with an annual accounting of the fund by October 31, each year. As a minimum, this shall include contributions, interest, and withdrawals. *An approved leave of absence will not constitute a break in service if the educator returned immediately following the leave.

*An approved leave of absence will not constitute a break in service if the contracted employee returned immediately following the leave.

**Currently, this means to retire with 30 qualifying years of service at any age.

***If any changes are made to retirement benefits in current policy that would affect current employees eligible for the benefits, the district will open a 30 day declaration window the year prior to the policy changes taking effect.

Negotiated: September 17, 1985

Negotiated Revision: June 3, 2005

Negotiated Revision: May, 2006

Negotiated Revision: August, 2007

Negotiated Revision: May 2008

Board Reviewed: March 2009

Negotiated Revision: April 2015

Alpine School District
Classified Salary Schedule
Hourly Rate for Contract Employees
Fiscal Year 2015-16

Step	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10	Lane 11	Lane 12	Lane 13
1	8.70	8.88	9.46	10.15	10.85	11.54	12.23	13.03	13.82	14.57	15.33	16.21	17.09
2	8.94	9.87	10.52	11.29	12.06	12.83	13.60	14.48	15.36	16.20	17.05	18.03	19.01
3	9.20	10.92	11.64	12.50	13.35	14.20	15.06	16.03	17.00	17.93	18.86	19.95	21.03
Longevity 1	9.38	11.14	11.87	12.75	13.62	14.48	15.36	16.35	17.34	18.29	19.24	20.35	21.45
Longevity 2	9.75	11.58	12.34	13.25	14.15	15.05	15.96	16.99	18.02	19.01	19.99	21.15	22.29
Longevity 3	10.12	12.01	12.80	13.75	14.69	15.62	16.57	17.63	18.70	19.72	20.75	21.95	23.13
Longevity 4	10.49	12.45	13.27	14.25	15.22	16.19	17.17	18.27	19.38	20.44	21.50	22.74	23.97

Step	Lane 14	Lane 15	Lane 16	Lane 17	Lane 18	Lane 19	Lane 20	Lane 21	Lane 22	Lane 23	Lane 24	Lane 25
1	17.97	18.85	19.80	20.74	21.75	22.76	23.83	24.90	26.10	27.30	28.66	30.02
2	19.99	20.96	22.01	23.06	24.19	25.31	26.50	27.69	29.03	30.36	31.87	33.38
3	22.12	23.20	24.36	25.52	26.77	28.01	29.33	30.65	32.12	33.59	35.27	36.95
Longevity 1	22.56	23.66	24.85	26.03	27.31	28.57	29.92	31.26	32.76	34.26	35.98	37.69
Longevity 2	23.45	24.59	25.82	27.05	28.38	29.69	31.09	32.49	34.05	35.61	37.39	39.17
Longevity 3	24.33	25.52	26.80	28.07	29.45	30.81	32.26	33.72	35.33	36.95	38.80	40.65
Longevity 4	25.22	26.45	27.77	29.09	30.52	31.93	33.44	34.94	36.62	38.29	40.21	42.12

Note: Longevity rates shown are only approximate rates on step 3 because longevity is computed on contract salary and not on the hourly rate.
If there is a job change, longevity can be computed on steps 1 or 2 if a person is placed in the new job on those steps.

- Longevity 1 After the 8th year of continuous contract employment, add a 2% longevity of the contract salary
- Longevity 2 After the 14th year of continuous contract employment, add 4% additional for a total longevity of 6% of the contract salary
- Longevity 3 After the 19th year of continuous contract employment, add 4% additional for a total longevity of 10% of the contract salary
- Longevity 4 After the 24th year of continuous contract employment, add 4% additional for a total longevity of 14% of the contract salary

The salary schedule base for fiscal year 2015-16 was increased by 4% over fiscal year 2014-15.

Alpine School District
Classified Hourly Salary Schedule
Fiscal Year 2015-16

Step	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10	Lane 11
1	8.69	8.88	9.46	10.15	10.85	11.54	12.23	13.02	13.81	14.57	15.33
2	8.94	9.87	10.52	11.29	12.06	12.83	13.60	14.49	15.36	16.20	17.05
3	9.19	10.92	11.65	12.50	13.34	14.21	15.06	16.03	17.00	17.93	18.87

Custodian, Sweeper	Classroom Aide	Computer & Writing Lab	Space Center-Flight Director 3	Special Ed Para II	Special Ed Para III	ESL Aide Level 3	Hourly Bus Driver
Space Center-Initial Hire	Dept/School Aide	Para-Ed, Section 504		Gang Mower Operator	Trained	Summit Program Teacher's Asst. 2	Media Spec., Elem. Trained
	Distance Learning Facilitator	Bus Attendant		Sp. Ed. Autism Assistant	ATEC Transition Specialist	Warehouseman	K-12 com Secretary
	Space Center-Flight Director 1	Special Ed Para I		Teaching Assistant, Level 2	ESL Aide Level 2	Maintenance Trainee	Preschool Instructor with degree
		Nutrition Service Worker		Space Center-Flight Director 4	Title I Teacher's Assistant	Office Specialist	
		Head Sweeper		City Maint. Helper	Preschool Instructor without degree		
		Space Center-Flight Director 2			Summit Program Teacher's Asst. 1		
					Teaching Asst., Level 3		
					4-H Aide		

The salary schedule base for fiscal year 2015-16 was increased by 4% over fiscal year 2014-15.